Credit for Recognised Prior Learning Procedures

These procedures support the implementation of NTI's Recognition of Prior Learning Policy and apply to all NTI programs.

Communication to Students

- NTI Student Services maintain updated information on credit and the application process. Student Services will inform and guide students in the application for credit process.

- International applicants should be advised that the granting of credit for RPL may lead to a shortening of the course duration and potentially have implications for their visa. If credit is approved after a visa has been granted, NTI is required to inform the Department of Home Affairs of any changes to the course duration.

Application Process

- Applications for credit should be made either:

    a. as part of the application for admission by completing the relevant part of the online application form; or

    b. after enrolment, by completing the prescribed Application for Recognition of Prior Learning.

- Students should be encouraged to apply for credit for prior learning as early as possible.

- There is no charge for credit assessment for a current or potential NTI student.

Timelines

- Applications for credit for formal learning will be assessed within 10 working days. A longer period may be required where full assessment is necessary.

- Applications for credit for non-formal and informal learning will be assessed within 20 working days.

Documentation

- All applications for credit must be accompanied by full documentation as follows:

    For formal learning:

    a. full details of previous studies including a copy of an academic transcript, indicating the course/subject completed, years completed and grade obtained (including details of the grading system)

    b. weighting of the course/subject as a portion of the total program

    c. copy of the subject/course outline

For informal or non-formal learning

a.   evidence of achievement of learning outcomes presented in a Learning Statement and accompanied by an Evidence Portfolio – this may include a CV; reports, testimonials or affidavits relating to the applicant's learning, skill or competency; supporting statements from employers; examples of the applicant's work drawn from the workplace, social, community or other settings

Assessment Process

- Assessment of credit is academic responsibility. Student Services will maintain a record of credits granted and a credit precedents register.

- All new assessments will be referred to the relevant Head of Program. The Head of Program may seek the advice of the Academic Dean or a discipline expert during the assessment.

- Assessment of credit must ensure that the evidence provided is:

  a.   valid – the prior learning matches both the qualification type and the discipline learning outcomes for the relevant course

  b.   authentic – the prior learning has been undertaken by the applicant and the standard of achievement in the prior learning is based on the applicant's own work

  c.   current – the prior learning has been achieved within the specified time limit as set out in the RPL Policy

  d.   sufficient – the evidence of prior learning is sufficient for the Head of Program to reliably verify the learning outcomes achieved are at the appropriate standard

- Credit for prior formal learning is assessed by determining the extent ot which the applicant's prior studies are equivalent to the content and learning outcomes of one or more subjects in the award program. The academic judgment concerning equivalence is based on the discipline context, content, standards and assessment in the program or course the applicant has undertaken.

- Assessment for incomplete studies involves an evaluation of results for the subjects undertaken (via a transcript, an academic record or statement of attainment) to confirm that the student has satisfied the requirements of the subjects or accredited short course specified in the statement.

- Assessment of credit based on informal or non-formal learning is undertaken by the relevant Head of Program by considering the Learning Statement and Evidence Portfolio presented by the applicant. The academic judgment concerning equivalence is based on the extent to which the applicant can demonstrate they have achieved the required learning outcomes. The applicant may be required to participate in an interview or undertake some form of assessment to demonstrate they have achieved the required learning outcomes.

Approval / Rejection Process

- Applications will be approved or rejected by the Head of Program.

- The Head of Program approves or rejects the credit to be granted in response to applications for credit from students enrolled or applying for admission into the program for which she/he is responsible.

Credit Precedents

- Where an application for assessment for credit based on RPL is approved, this becomes a credit precedent which is applied to subsequent credit applications.

- Student Services processes credits covered by an articulation arrangement (nested programs) and provides relevant information to potential credit applicants.

Notification Process

- Applicants will be advised of the outcome of credit decisions in writing, including any reasons for not giving credit.

Record Keeping and Reporting

- Student Services will:

    a. ensure that credit awarded is recorded on the student's record and noted on the student's academic transcript;

    b. maintain a record of potential delegations of credit assessment; and

    c. maintain a credit precedence database.

- When the granting of credit for RPL leads to a shortening of an international student's course duration, Student Services will ensure the change in course duration is reported via PRISMS in accordance with the ESOS Act 2000.