

# POLICIES AND PROCEDURES

## Overseas Students Recognition of Prior Learning (RPL) Policy



**Date**                **November 2024**

**Review**            **November 2026**

### A. Source of Obligation

1. Standard 2.3 of the National Code requires the Lauriston Girls' School ("*School*") to have and implement a documented policy and process for assessing and recording recognition of prior learning (*RPL*), and granting and recording course credit, if the School intends to assess or grant course credit.
2. The School's decision to assess RPL or grant course credit must preserve the integrity of the award to which it applies and comply with the requirements of the educational framework of the course.

### B. Definition

1. RPL is an assessment process that involves assessment of an overseas student's ("*student*") relevant prior learning (*including formal and non-formal learning*) to determine the progression to the next level.
2. Course credit is the value assigned for the recognition of equivalence in content and learning outcomes between different types of learning and/or qualifications. Course credit reduces the amount of time required to achieve a qualification.

### C. Procedure for Assessing and Recording RPL; and Granting and Recording Course Credit

1. The School ensures that when assessing RPL or granting course credits, it preserves the integrity of the qualification and complies with the requirements of the educational framework of the course.
2. The procedures for assessing RPL and granting of course credits are as follow:
  - **Students entering from Year 5 to Year 10:** The student's appropriate year level course is subject to assessment by the School. This assessment includes, but is not limited to, a review of the student's skills and knowledge, the two most recent school reports, NAPLAN test results (if available), an Australian Education Assessment Services ("*AEAS*") assessment, and an interview with the Principal or Vice Principal/Head of Junior School. The Principal will make the final assessment and decision.

# POLICIES AND PROCEDURES

## Overseas Students Recognition of Prior Learning (RPL) Policy



- **Students enrolled in the Victorian Certificate of Education (“VCE”):** Students may receive course credit for units completed based on the assessment of the Victorian Curriculum and Assessment Authority (“VCAA”). To be eligible, students must have achieved a minimum of a Satisfactory result for Units 1 and 2 in Year 11.
  - **Students enrolled in the International Baccalaureate (“IB”):** Students may receive course credit, subject to the school’s assessment, if the subject choices are available. They must have achieved a minimum of Grade 3 in Year 11 to be accepted into Year 12 IB.
3. If the School grants course credits (*which reduces the course length*), the School will inform the students of the reduced course duration and issue the Confirmation of Enrolment (“CoE”) for the reduced duration of the course.
  4. The School will report any change in course duration in the Provider Registration and International Student Management System (*PRISMS*) if course credits are granted after the student’s visa is granted.
  5. Enrolment at the School is subject to the School’s assessment.

### D. Record Keeping

1. Once the school has granted RPL or course credits to a student, it will provide written notice of the decision to the student for acceptance. The school will retain both the written notice of the decision and the student’s written acceptance for a period of 2 years after the student ceases to be enrolled at the School.

### E. Review Date

1. This policy will be reviewed every two years, with the next review scheduled for November 2026. An interim review may occur if there are any changes in legislation.