

Melbourne Rudolf Steiner Seminar Ltd

A.C.N. 081 055 110
RTO 3948 CRICOS 01812M VET Fee-HELP Provider: 7052

Advanced Diploma of Rudolf Steiner Education (course code 69801, CRICOS code 071548j)

Recognition of Prior Learning (RPL) and Credit Transfer (CT) Policy

Policy:

This policy/procedure supports ‘Standard 12 – Course Credit’ of the ‘National Code of Practice for Registration Authorities & Providers of Education & Training to Overseas Students 2007’ which states ‘Registered providers must appropriately recognise course credit within the ESOS framework.’

This policy implements a procedure for the college to process any student’s applications for course credit and document any results, including student verification of the outcome. It will provide a process that ensures that students receive written verification of the outcome of the course credit application and records are kept with student files.

1. Definitions

‘Course Credit’ is defined by the National Code 2007 as follows:

Exemption from enrolment in a particular part of the course as a result of previous study, experience or recognition of a competency currently held. This includes academic credit (Credit Transfer CT) and recognition of prior learning (RPL).

‘Credit Transfer’ (CT)

The granting of exemption or credit by a Registered Training Organisation (RTO) to students for **units of competency completed under accredited training**. These **unit codes must identically match** the units that you are applying for credit.

‘Recognition of Prior Learning’ (RPL)

Also known as Recognition of Current Competencies (RCC)

The acknowledgment of **skills and knowledge that have been gained through training, work, or life experiences into formal competencies**. The assessment of RPL is made from the **evidence provided against the units of competency** (elements and performance criteria) **as described in the relevant endorsed Training Package**. To support this type of application evidence of where and how the skills were obtained are required. i.e. A certificate where the codes do not match but are of similar skills and knowledge would require an ability to assess the learning the outcomes **against the learning outcomes of the current course**.

37A Wellington Park Drive, WARRANWOOD, VIC., AUSTRALIA 3134

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Why apply for RPL at the Melbourne Rudolf Steiner Seminar Ltd?

Recognition of Prior Learning can be sought

- for the purpose of studying in one of the courses at any of the campuses of the Melbourne Rudolf Steiner Seminar Ltd,
- for upgrading an existing qualification.

Who can apply for RPL?

You may apply if you:

- Have graduated from an equivalent Anthroposophical Studies Course that is recognized by the Melbourne Rudolf Steiner Seminar Ltd.

Courses in Anthroposophical Studies currently recognized by the Melb Rudolf Steiner Seminar Ltd for the purposes of RPL are delivered by:

Overseas:

Emerson College, Forest Row, UK
Spring Valley, New York, USA
Fair Oaks, Sacramento, USA.
Goetheanum, Dornach, Switzerland.
Jarna, Sweden
Stuttgart, Germany
Helsinki, Finland
Steiner College, Toronto, Canada

Australia:

Aurora Australis Victoria
Parsifal College Sydney NSW
Raphael House (Distance education course)
Educare Do (Distance education course)

- Have undertaken studies in Anthroposophy, Steiner education or early childhood education in other registered training organisations
- Have undertaken work or study in Anthroposophy or Steiner Education.

What is Credit Transfer (CT)?

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CT is when credit for units successfully completed in any of the campuses of the Melbourne Rudolf Steiner Seminar is considered when a student enrolls in one of the other campuses.

The campuses of the Melbourne Rudolf Steiner Seminar are:

- The Michael Centre Melbourne VIC
- Sydney Rudolf Steiner College (Formally Parsifal College Sydney) NSW

Procedure:

1. Applicant indicates their intent to apply for a Course Credit on the “Application for Enrolment” form and downloads, completes and submits the RPL or CT Application together with all relevant records.

2. For **RPL**

Documents may include:

- Previous study records and certificates
or, if there are no formal records available,
- References by tutors who conducted the courses attended stating what learning out-come was achieved.
- References by employers stating the areas of work and the experience gained
- References by supervisors, the College of Teachers or inspectors reports evaluating what learning progress had been made during the time of employment.
- Documentation of private study and self evaluation of learning achieved.

➤ NOTE:

- All applications must include **original documents** to be sighted and copied by the Seminar.
- Applications and supporting documentation when received are copied and placed into the student file.
- Where originals are required to be sighted the Seminar will sight the originals and indicate on copies that originals have been sighted and **return originals to the student**. The Seminar shall at no time retain original certificates.
- Applications will not be accepted unless all required information is included.

3. An interview is conducted by at least 2 committee members to assess level of knowledge and experience in those areas for which RPL is sought.

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4. The decision made by committee is to be put in writing on a **Confirming Outcome of Credit Application** form as attached. In the case of rejection of an application written reasons for the decision will be provided.
5. The granting of a Course Credit will not result in any reduction of the actual duration of the period of the whole course (I.e. the student would still be required to be present until graduation day because they would still be required to attend their other modules.) However the student would not be required to attend the particular module for which the credit has been granted. The Seminar will, therefore, **not need to adjust the students Confirmation of Enrolment.**

For Credit Transfer

Documents must pertain to modules successfully at one of the recognised campuses of the Steiner Seminar.

- All applications must include **original documents** to be sighted and copied by the Seminar.
- Applications and supporting documentation when received are copied and placed into the student file.
- Where originals are required to be sighted the Seminar will sight the originals and indicate on copies that originals have been sighted and **return originals to the student.** The Seminar shall at no time retain original certificates.
- Applications will not be accepted unless all required information is included.

The application will be considered by the Coordinators. The decision made by the Coordinators is to be put in writing on a **Confirming Outcome of Credit Application** form as attached. In the case of rejection of an application written reasons for the decision will be provided.

The granting of a Course Credit will not result in any reduction of the actual duration of the period of the whole course (I.e. the student would still be required to be present until graduation day because they would still be required to attend their other modules.) However the student would not be required to attend the particular module for which the credit has been granted. The Seminar will, therefore, **not need to adjust the students Confirmation of Enrolment.**

What if I disagree with the assessment outcome?

If an applicant disagrees with the assessment outcome, they can appeal in writing to the directors of Melbourne Rudolf Steiner Seminar Ltd, stating the reasons for the appeal. See the Seminar website <http://steinerseminar.com> for a copy of the Communications Policy which includes the Complaints and Appeals process. The directors may arrange for the application to be reviewed by an additional assessor. The directors of Melbourne Rudolf Steiner Seminar Ltd reserve the right of final decision and inform the applicant of the outcome in writing.

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