



Recognition of Prior Learning Policy

1. Purpose

This Policy seeks to ensure that Methodist Ladies' College ("MLC" or "the College") meets the Education Services for Overseas (ESOS) Act and National Code Standard 2.3 with respect to the assessing and recording recognition of prior learning (RPL) and granting and recording course credit.

RPL is an assessment process that involves an assessment of an overseas student's prior learning, including formal, informal and non-formal learning, to determine the learning requirements of an individual.

2. Scope

This policy applies to the enrolment of International Students at MLC.

"International Student" has the same meaning as "overseas student" in Section 1.1.3 of the Education and Training Reform Act 2006 (Vic).

3. Policy Principles

It is MLC policy to assess and record prior learning of an International Student upon request by the student and, if applicable, make a decision to recognise that prior learning for the purposes of enrolment in a course at the College.

The decision to assess and record the students prior learning preserves the integrity of the award and complies with the requirements of the educational framework of the course.

Assessing RPL

When the College is assessing an overseas student's prior learning, the College may assess:

- the International Student's academic report from the school they attended overseas
- statement of attainment or similar
- education certificates obtained overseas
- the course material of the school which the International Student attended overseas.

Granting RPL

Where RPL is granted, MLC will:

- inform the International Student of the expected course duration and ensure the Confirmation of Enrolment (CoE) is issued for the reduced duration
- ensure PRISMS reflects the correct Year level of entry

Records will be maintained in accordance with the *International Student – Records Management Policy*.

4. Procedure

The Admissions Manager is responsible to ensure copies of school reports, certificates or other relevant documentation are stored on the student's file.

Decisions in relation to assessment of the student's prior learning are made by the relevant Head of School in conjunction with the Director of Learning Diversity and Admissions Manager as required.

Any decision is recorded in TASS by the Admissions Manager or delegate. The Admissions Manager or delegate is responsible for reporting any change of course duration in PRISMS.

5. References

- The Education Services for Overseas Students (ESOS) Act (Commonwealth)
- National Code of Practice 2018

7. Governance

Document Details		
Title:	International Student – Recognition of Prior Learning Policy	
Policy Approver:	Vice Principal	
Policy Owner:	Admissions Manager	
Date Created:	2024	
Other staff involved in review:	International Student Coordinator, Compliance Manager	
Review Timeline:	Biennial	
Date of Next Review:	May 2026	
Version Control		
Version	Date	Description
V1.0	April 2024	Revised to new policy format.
Audience		Publication Location
External		MLC website
MLC Staff		MLC Staff Hub > Document Central
MLC Students		MLC Student Hub
Parents/Guardians		myMLCfamily.net