

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

Policy:

The Melbourne Rudolf Steiner Seminar is committed to providing all students and potential students with a fair and accessible process for Recognition of Prior Learning (RPL). The process acknowledges the skills, knowledge, performance outcomes and learning achieved prior to undertaking study of the Advanced Diploma in Rudolf Steiner Education through either formal or informal learning pathways. Such prior learning may include formal learning such as employer provided training or learning and assessment pathways (Credit Transfer), or informal learning such as work or life experiences. Through the collection and submission of a portfolio of evidence and discussion with Melbourne Rudolf Steiner Seminar assessors, students may apply to have their existing knowledge and skills assessed against the endorsed units of competency contained in the Advanced Diploma of Rudolf Steiner Education. The endorsed units of competency for each unit of the program are listed in the course syllabus available on the website.

This policy informs a procedure for the Seminar 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.

- **'Credit Transfer' (CT)**

Melbourne Rudolf Steiner Seminar accepts and provides credit to students who have completed and are able to evidence units of competency they completed at Sydney Rudolf Steiner College **under accredited training**. These **unit codes must identically match** the units that they are applying for credit.

- **'Recognition of Prior Learning' (RPL)**

The recognition of **skills and knowledge that have been gained through training, work, or life experiences into formal competencies**.

Recognition of prior learning is simply a form of assessment of a learner's competence. Recognition of prior learning uses evidence from formal, non-formal and informal learning rather than from specific assessment activities directed by the RTO. This evidence is often combined with assessment activities sometimes known as 'challenge testing'. As such, recognition of prior learning must be conducted with the same rigour as any other form of assessment (ASQA <https://www.asqa.gov.au/standards/about-standards-rtos-2015/standard-one/clauses-1.8-1.1>).

The assessment of RPL is made from the **evidence provided against the units of competency** (elements and performance criteria) **as described in the accredited course**. 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 elements **against the elements of the current course**.

Melbourne Rudolf Steiner Seminar Ltd

A.C.N. 081 055 110 RTO 3948 CRICOS Provider 01812M VET Student Loan Provider: 7052

Advanced Diploma of Rudolf Steiner Education

Course code: 10527NAT, CRICOS course code 086202A

Applying for Credit Transfer (CT):

As the 'Advanced Diploma of Rudolf Steiner Education' was delivered in two locations, Credit Transfer can be awarded when credit for units have been successfully completed at the Sydney Rudolf Steiner College LTD. In this case completed units are transferred when a student enrolls in the Melbourne Rudolf Steiner Seminar LTD.

The CT application and testamur must pertain to units successfully completed at Sydney Rudolf Steiner College Ltd.

See the Seminar website for CT application form.

Applying for Recognition of Prior Learning (RPL)

Recognition of Prior Learning can be sought

- for the purpose of studying the course at the Melbourne Rudolf Steiner Seminar Ltd,
- for upgrading an existing qualification.

Who can apply for RPL?

You may be awarded some RPL if you:

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

Courses in Anthroposophical Studies currently recognised for the purposes of RPL include but are not restricted to those delivered by organisations as follows:

Overseas:

Emerson College, Forest Row, UK
Eurythmy Spring Valley, New York, USA
Rudolf Steiner College, Fair Oaks, Sacramento, USA.
Goetheanum, Dornach, Switzerland.
Steinerhögskolan, Jarna, Sweden
Freie Hochschule, Stuttgart, Germany
Snellman-korkeakoulu, Helsinki, Finland
Rudolf Steiner Centre, Toronto, Canada
Sophia Seminar, Harduf Seminar Centre, Harduf 17930 Israel
Alanus Hochschule

Australia:

Aurora Australis Victoria
Sydney Rudolf Steiner College (formally Parsifal College) Sydney NSW
Rudolf Steiner College, Perth
Sheoak College, Adelaide
Educare Do (Distance education course)

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

When do I apply for RPL?

Applications for RPL for any unit must be submitted for consideration *prior to* the commencement of the unit. The Seminar cannot provide retrospective RPL once a unit has been delivered.

Cost for assessing RPL applications.

Where RPL is granted, the cost of the course remains unaltered.

RPL Procedure:

To ensure consistency, fairness and transparency, issuing organisations should establish a systematic, organisation-wide approach to RPL including policies and procedures that govern implementation.

The typical RPL process for providers consists of the following stages:

- identifying the evidence required
- providing advice to students about the process and supplying them with an RPL Application Kit.
- providing students with sufficient information to enable them to prepare their evidence to meet the standard required for the RPL assessment process
- assessing using appropriate evidence-gathering methods and tools
- recording the outcome, and
- reporting to key internal and external stakeholders.

RPL assessment:

- as with all assessment, should be undertaken by academic or teaching staff with expertise in the subject, content or skills area, as well as knowledge of and expertise in RPL assessment
- should be the same standard as other assessment for the qualification
- should recognise learning regardless of how and where it was acquired, provided the learning is relevant to the learning outcomes in the qualification
- must ensure that evidence provided is valid, authentic, current and sufficient and that the process is fair, flexible reliable and valid.

Step 1 – Provide information of your skills and experience

Complete the RPL application and provide as much information of your previous experience as you can. This is your first opportunity (and not the last) to provide proof of your variety of experience in education. Here you can supply examples of your work history which could include:

- CV or work history
- position descriptions
- certificates/results of assessment
- details of in house courses, workshops, seminars, orientation or induction sessions

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- references/letters from previous employers/supervisors
- any licenses
- indentures/trade papers
- photographs of work undertaken
- videos of performance
- diaries/task sheets/job sheets/log books
- training records
- competencies held record
- membership of relevant professional associations
- hobbies/interests/special skills outside work
- references/letters from previous employers/supervisors
- industry awards
- any other documentation that may demonstrate industry experience

NOTE:

- All applications must include **original documents** to be sighted and copied by the Seminar or certified copies.
- 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.

Step 2 – Conversation with Assessor

An assessor will review the information you have provided and begin to match up your skills to the units in the qualification. At this point, you will have the opportunity to discuss and identify your previous experience with the assessor who will understand your industry experience and conduct a competency conversation with you. You will be required to answer education related questions to identify your current skills.

Step 3 – Practical demonstration of your skills

The assessor will conduct a practical skills test at your workplace (if appropriate) or at another suitable venue. This, again, is an opportunity to demonstrate your level of competence. This assessment will be focused on skills that are required in the qualification. Your assessor will identify the skills that he/she will want you to demonstrate.

Further steps

After the assessment, your assessor will give you information about the skills that have been recognised and whether you have gained the full qualification. If you do have skill gaps, these may be addressed through flexible training.

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The decision made by the assessor is to be put in writing on a **Qualification Statement**. 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 units.) However the student would not be required to attend the particular unit for which the credit has been granted. The Seminar will, therefore, **not need to adjust the student's Confirmation of Enrolment**.

- All applications must include **original documents** or certified copies.
- Applications and supporting documentation when received are copied and placed into the student file.
- 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.

What if I disagree with the assessment outcome?

If an applicant disagrees with the assessment outcome, they can appeal the decision in writing to the Directors of the Melbourne Rudolf Steiner Seminar LTD, stating the reasons for the appeal. See the Seminar's *Assessment Appeals Policy* and the Seminar's *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.