



What is Recognition of Prior Learning?

Recognition of Prior Learning (RPL) is the process used by the College of Counselling Studies (CCS) to decide whether or not a student may be granted Academic Credit for learning that has taken place prior to commencing a Unit/s of study with the College.

What is Academic Credit?

Academic Credit is an acknowledgement that some students already have the knowledge, understanding and skills that are equivalent to the stated Learning Outcomes of the Unit/s of study offered by CCS. After assessing an application, the RPL Committee may award the Applicant with Academic Credit for a specific Unit/s where prior learning is regarded as having completely satisfied the requirements of that Unit/s.

When Partial Academic Credit is granted, the Applicant will still be required to complete part of the specified Unit/s as recommended by the RPL Committee.

What kind of prior learning may count towards Academic Credit?

CCS understands that learning is achieved in a variety of ways, including previous studies with the Armidale Diocese Anglican Counselling Training Service (ADACTS), previous studies at an educational institution (eg University, TAFE), work based experience, life experience, self-tuition, non-accredited professional development programmes and so on.

What about previous study with ADACTS?

Past students of ADACTS applying for RPL complete Section 3 *Previous Study with ADACTS*. As ADACTS enrolments and grades are part of the CCS files, past students are not required to supply evidence of study with ADACTS. As ADACTS units have been modified, split and sometimes joined, past students may be required to participate in an interview and/or complete part of the units for which RPL is being requested.

Will my prior studies be automatically granted Academic Credit?

No. All applications are assessed on their merits by the CCS RPL Committee.

Is there a limit to the amount of Academic Credit I can be granted?

Yes. Normally, no more than half the units required for the award to be granted may have full or partial Academic Credit.

Is there a cost to apply?

Yes. A fee of \$70 is charged to submit an application for RPL. Payment may be made by cheque or money order written out to CCS, or paid by Credit Card through the CCS Office in Tamworth (Phone (02) 6762 5210). The Remittance Advice form with payment is to be included with the application.

Is it possible to apply for Academic Credit for more than one unit per Application?

Yes. You can apply for Academic Credit in up to half of the CCS Course in one application. Alternatively, you can apply one unit at a time for up to half of the Course. A fee is charged for each Unit you are seeking RPL for.

How do I apply for Academic Credit?

After obtaining a copy of the RPL Application Pack from the CCS Office (of which this forms a part), the Applicant will need to complete and lodge it together with the supporting certified documentation required.

Place completed Application in an envelope addressed to:

Confidential

RPL Committee

CCS

PO Box 3052

Tamworth NSW 2340

Applications may be posted, or delivered in person to the CCS Office at 88 Bridge St Tamworth.

Important! Academic Credit or Partial Academic Credit will only be granted when it is clear that the Learning Outcomes of the prior learning are equivalent to those of the CCS Unit/s for which Academic Credit is being sought. For this reason, it may well be in the interest of Applicants to provide additional supporting evidence with their application. This evidence may include copies of assignments, a recorded transcribed and critiqued audio/video tape of a counselling session or a written description of the way in which Learning Outcomes have already been achieved for the CCS Unit for which RPL is sought.

What documentation do I need to support my application?

A ***Certified*** Copy of the following, *where relevant*, should be attached to the application:

- Award or Testamur
- Result Notice or Academic Transcript
- Full description of contents of the completed Unit/s, including Learning Outcomes
- Full description of TAFE or other College Course/s, including Learning Outcomes

- Statement of Duties of vocational work undertaken
- Reference/s or Statement/s of Support from place/s of work
- Personal references
- Copy of Business Certificate of Registration and an accountant's or solicitor's letter stating:
 - How long the Applicant has been continuously engaged in the business; and
 - The nature of the business.

Who can certify documents?

A document can be certified by:

- A Justice of the Peace
- A Tutor of CCS
- Any member of the CCS Academic Board
- The Principal of CCS

How is a document certified?

On the copy of the document, the words *This is a true copy of the document sighted by me* should be written then signed by the certifier. They should then print or stamp the document with the following: Name; address; contact telephone number; position; and date certified.

What happens to my application once it is lodged?

The Application will be assessed by the CCS RPL Committee. This Committee comprises three lecturers and/or tutors of CCS.

The Application will be forwarded to the members of the RPL Committee, together with the supporting evidence for them to individually assess the application. The Principal of CCS will also be forwarded a copy of the Application (for information only).

The RPL Committee will be given four weeks maximum to assess the application and return their recommendations to the Secretary of the Committee. Recommendations may include one or more of the following:

- **Granted:** Academic Credit granted.
- **Partially Granted:** Partial Academic Credit granted.
- **Exam Required:** The RPL Committee requires the Applicant to sit an oral, written or practical test. This test will be set by the RPL Committee.
- **Interview Required:** One or more members of the RPL Committee will interview the Applicant regarding the application.
- **More Information Required:** More information is required to assist the RPL Committee to make its decision. This may include a recording to demonstrate that particular Learning Outcomes have been achieved.
- **Unsuccessful:** The application has been unsuccessful.

If the recommendations made by individual members of the RPL committee are not unanimous, a meeting of the RPL Committee will be convened. The Principal will be invited to join this meeting.

If agreement cannot be reached at this meeting, an external assessor will be consulted.

The Applicant will be informed of the decision by letter from the RPL Committee. Reasons for the decision will be outlined in full in this letter.

How long will it take before I know if my application was successful?

The time will vary depending upon the complexity of the application and whether or not the assessments made by individual members of the CCS RPL Committee are unanimous.

Under normal circumstances, the Applicant could feasibly expect to know the outcome of the application within six weeks. If the Applicant hasn't received information within this period, s/he is welcome to contact the CCS Office, who will then ask the Secretary of the RPL Committee to contact him/her.

What if I have questions specific to my application?

Contact the CCS Office, who will then ask the Secretary of the RPL committee to return the call.

Can I Appeal?

If the Applicant wishes to appeal the decision, a Statement of Defence must be sent to the CCS RPL Committee within two weeks of the date of the letter.

This Statement of Defence will be distributed to the RPL committee, who will meet to discuss the information. The Principal will be invited to join this meeting. The Applicant may ask to attend this meeting to present his/her defence in person.

The decision made by the RPL Committee at this meeting will be final.

Do not Jeopardise your Application

Ensure that your application and all supporting documentation has been completed and correctly certified. Failure to do so may prevent your Application from being processed.