

# RECOGNITION OF PRIOR LEARNING

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The Academy shall recognize prior learning provided that suitable documentation is given. All applicants are given copies of the written Academy policy. The following procedures must be followed:

Once the RPL process has been completed students will receive written confirmation.

RPL exits in a number of forms:

1. Formal training in a similar course/institution
2. Formal training in a related course
3. Work experience in the profession/industry
4. Life experience

## **FORMAL TRAINING IN A SIMILAR COURSE/INSTITUTION**

It is possible for an applicant to gain credit in a subject that has been covered at another institution or course. Each case for this is viewed separately. Proof of training must be arranged through the institution concerned. Transfers, credits and exemptions follow a common procedure but each applicant is assessed individually.

## **FORMAL TRAINING IN A RELATED COURSE**

Applicants who have completed similar modules from a related profession are given exemption or credit for those subjects upon validation. Proof of training must be arranged through the institutions concerned. Existing Naturopaths, medical Practitioners, Dentists, Physiotherapists, Chiropractors, Osteopaths, Chinese Medical Practitioners, Acupuncturists, Nurses, Pharmacists, Dieticians, etc. should gain exemption from part or all of the basic medical sciences, upon validation and depending on their individual circumstances.

## **WORK EXPERIENCE IN THE PROFESSION OR INDUSTRY**

Applicants in this category usually have extensive experience in the commercial retail aspects of the naturopathic or health food industry. As such they may gain exemption or credit from a number of subjects in light of the individual's experience combined with challenge tests and academic transcripts.

## **WORK EXPERIENCE IN A RELATED PROFESSION OR INDUSTRY**

Applicants in this category have experience and employment history in a paramedical profession. Credit will be given for knowledge and skills in appropriate subjects, generally a challenge test will be needed to establish competency.

## **LIFE EXPERIENCE**

Where an applicant claims exemption or credit of subjects on the basis of life experience, documentary evidence is required. The documents must include references and referees who can be contacted. Through a series of negotiations and challenge tests, it will be ascertained what subjects the applicant may be exempted from.

## **EVIDENCE REQUIRED**

There are different types of evidence you can give us and they are summarised below. The evidence presented must clearly relate to learning outcomes and assessment criteria in the curriculum.

**Two types of evidence** can be submitted: direct and supplementary. Some examples of each are presented below.

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*Direct evidence* shows your own work, for example:

Program or session plans, written reports, manuals or learning resource materials.

Video tape or audio tape, of the participant demonstrating their skills. This could be used, for example, to show evidence that you have training delivery skills.

*Supplementary evidence* is information about you which is information about you which is gathered from others. Some examples are:

References – These could be letters from employers or others who have worked with you in paid or unpaid work (e.g. in a community group).

Documents relating to courses – Evidence relating to any course which has enabled the participant to develop relevant skills and knowledge can be submitted, including short courses and courses that have been studied at work, or for interest. The course may have been done in Australia or overseas. The evidence may include certified copies of awards (e.g. certificate, diploma or bachelor), statements of results, or statements of attendance.

Statutory declarations – A statutory declaration is a written statement which is signed in the presence of an authorised person, it is legal document and there are penalties if the information is false, for example, a participant could submit a statutory declaration from a course of workshop leader to verify their attendance. Prizes or awards that have been received.

Applicants are advised to focus on the last **five to ten years** of their career/life. Recognition of prior learning may NOT be granted for experience/awards gained more than ten years ago. This is due to a possible lack of currency of knowledge skill level. Each case will however, be judged on it's own merit.

The Academy recognises the AQF Qualification and Statements of Attainments issued by any other RTO. The Academy will seek verification of the certification from the relevant RTO where there is any ambiguity

## **COST OF RPL APPLICATION**

In both RPL the cost of assessment may incur a fee payable by the applicant to cover the cost of assessment, verification, and/or challenge test.

RPL	\$100.00 for first subject \$50.00 for any subject thereafter
Challenge Test Application	35% of cost of subject

## **PROCEDURES**

1. The applicant will need to complete a RPL application form enclosing all relevant details and send to the Academy before commencement of the course.
2. The total credits will be awarded toward all Academy awards on the basis of confirmation of exemption due to successful recognition of prior learning or credit transfer.
3. Once the RPL process has been completed, students will receive confirmation and can proceed with the enrolment.

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4. Successful recognition means that students have no subject commitment, assessment or financial requirements in that subject , recognition of that module entered into their academic records.
5. All applicants who qualify for a challenge test will be required to pay 35% of the individual module. This fee covers the preparation, processing and assessment of the subject .
6. Application for Recognition of directly equivalent units awarded by this or other providers will go to the Administration for processing.
7. Applicants are asked to provide certified copies of transcripts of academic achievements and awards. Only full subject applications apply.
8. Once the recognition process has been completed students will receive written confirmation.
9. **No more than 50% of the Academy's subjects can be rpl for a Qualification . Exceptions to this rule can be discussed at an interview at the academy.**

### APPEALS PROCESS

Applicants who feel that their RPL application has not been processed or dealt with in a fair and appropriate manner can appeal a decision in accordance with the Natural Health Academy of Australia appeal and complaints procedures as detailed in the Academy student Handbook.

*APPLICATION FORM  
RECOGNITION OF PRIOR LEARNING*

SURNAME: .....

FIRST NAME: .....

POSTAL ADDRESS: .....

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.....

TELEPHONE:

HOME: .....

BUSINESS: .....

MOBILE: .....

Application for exemption on the basis of:

Credit transfer (from other educational institutions)

Complete Section A

Recognition of Prior Learning

Complete Section B

**Section A**

**Documentation for Verification of Credit Transfer**

Please list and attach certified copies of academic transcripts, Diplomas, Degrees, etc. awarded and any other documentary evidence.

**Section B**

**Assessment for Recognition of prior Learning**

(where no formal documentation can be provided).

Please complete on A4 page, describing your experience, skills and academic achievements which you feel could gain you exemption from a particular module/modules, and attach to this completed form. Please attach any supplementary supporting material. On the basis of your information you may be asked to complete a challenge test assessment. Payment of 35% (non-refundable) of the module fee will be charged for challenge tests.

Signature: .....

Date: .....

On completion of this form, please forward it together with the \$100.00 application fee to the Academy

***Natural Health Academy of Australia  
3<sup>rd</sup> Floor, 47 South Terrace, Adelaide 5000***

**Telephone: (08) 8231 4933 Fax: (08) 8410 1044**

**ASSESSMENT & EVIDENCE - RPL**

Candidate Name: .....

Assessor Name: .....

Assessment Date:.....

	<i>CA</i>	<i>NYC</i>
<b>ADDITIONAL COMMENTS</b>		