

# Advance Standing / Recognition of Prior Learning (RPL)

## International Student

Recognition of Prior Learning (RPL) / Advance Standing is a process which ensures that an individual's prior learning achieved in formal and informal training, work experience or other life experiences that are 'competencies' is appropriately recognised through the granting of subject/module or competency exemption for which Queensland Institute for Aviation Engineering (QIAE) has approval to assess.

A student who wishes to be considered for RPL should obtain an application form from student administration. Completed forms must then be returned to student administration, preferably two weeks before commencement of the course.

RPL applicants should note that if they have not completed formal study relevant to their RPL application it is likely that they will be required to participate in one or more assessment methods such as questioning, direct observation of performance, projects, skill tests, simulations, written tests, examination of finished products. Further information may also be sought from co-workers and supervisors. It is in the student's interest to ascertain what type of credit he/she may be entitled to for the intended course of study.

This can be established by following the procedure outlined as follows:

- Obtain the competency descriptions, with relevant learning outcomes, from syllabus documents (obtainable from the QIAE Training and Quality Manager);
- Match the learning outcomes of the competency for which RPL is sought with current skills, or learning outcomes of previous study;
- Collect information, samples of work, academic records, references and other documentation related to the application for RPL. For assistance or advice on this aspect contact the QIAE Training and Quality Manager;
- Obtain written validation from previous training organisations for each of the learning outcomes, modules or competencies, for which RPL is sought. Proof of identity may be required to ensure that the applicant's supporting evidence is their own. A passport, driver's licence or other photo identification will generally suffice; and
- Submit certified true copies of all documentation with the relevant application for RPL form to the QIAE Training and Quality Coordinator.

### Notes:

1. **A Student Visa is issued on condition that the training is classified 'full time'. If RPL is awarded after the Student Visa has been granted and the remaining course length reduces to less than 36 weeks (in any academic year), the student must either:**
  - enroll in another CRICOS- registered course, or
  - depart Australia immediately.

Unless they have been given authorisation by DIAC to remain in Australia.

2. **If RPL is awarded after the Student Visa has been granted the study load i.e. contact hours per week will be a minimum of 20 hours per week.**
3. **Certified true copies are to be witnessed and declared by a person authorised to do so. Examples of authorised persons are Justice of The Peace, Commissioner for Declarations, lawyers, judges and public notaries. Copies of original documents can be certified at most Australia Post offices. Australian Embassy and consular officials may also be able to assist.**