

## CREDIT AND RECOGNITION OF PRIOR LEARNING (RPL) POLICY

<b>Approving Authority</b>	Academic Board	<b>Approval Date of Last Revision</b>	05 Dec 2023
<b>Approval Date</b>	5 Dec 2017	<b>Effective Date of Last Revision</b>	05 Dec 2023
<b>Effective Date</b>	5 Dec 2017	<b>Review Date*</b>	31 Aug 2028
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<b>Policy Category</b>	Academic		
<b>Governing Authority</b>	Head of School		
<b>Responsible Officer</b>	Head of School		
<b>Related Documents</b>	Credit and Recognition of Prior Learning (RPL) Procedure Admissions Policy (and related Procedure) Access and Equity Policy (and related Procedure) Student Grievances, Complaints and Appeals Policy (and related Procedure) Australian Qualifications Framework (AQF) Higher Education Standards Framework (Threshold Standards) 2021 (TEQSA Act 2011)		

\* Unless otherwise indicated, this Policy will still apply beyond the review date.

### Document Control

Version #	Date	Key changes
1.0	5/12/2017	Approved by Academic Board.
1.1	19/09/2019	Added provisions for limit of credit available to Masters level students.
1.2	21/07/2020	Minor adjustment to numbering – clause 5.4.
1.2a	1/6/2021	Minor typographical error to value of credit - adjustment to clause 5.3
1.2b	29/09/2021	Updated reference to Higher Education Standards Framework (Threshold Standards) 2021
1.3	05/12/2023	Addition of (i) Governing Authority to the version control page, and (ii) clause 4.8 re student cohort monitoring; .

## 1. PURPOSE

1.1 The Credit and Recognition of Prior Learning (RPL) Policy specifies the Adelaide Institute of Higher Education (AIHE) requirements for the granting of credit to students for their prior learning, including the types of learning that may be recognised, the procedures for recognition and the types of credit that may be granted.

## 2. SCOPE

2.1 This Policy applies to current and prospective students seeking credit towards coursework academic programs.

## 3. POLICY STATEMENT

3.1 AIHE is committed to maintaining the integrity of its higher education courses and protecting the standards of those awards. AIHE will recognise prior learning, and grant credit for that learning, provided it is relevant, current and equivalent to the learning required for AIHE courses, and in accordance with this Policy.

## 4. PRINCIPLES

4.1 Determining equivalence requires academic judgement based on appropriate evidence provided by the student of the prior learning. Assessing for recognition of prior learning will be:

- evidence and outcome-based;
- equitable, transparent and accountable; and
- subject to quality assurance comparable to the relevant assessment practices at AIHE.

4.2 Giving credit should not compromise the integrity of qualification outcomes. Credit will only be granted if:

- it maintains AIHE's standards and has regard for the requirements of this Policy; the Admissions Policy and the specific course and/or entry requirements;
- students granted such credit are not disadvantaged in achieving the expected learning outcomes for the course of study or qualification; and
- the integrity of the course and the qualification are maintained.

4.3 AIHE may grant block credit, specified credit or unspecified credit, and will set limits to the amount of credit for learning consistent with maintaining academic standards.

4.4 Students will receive timely written advice of the outcome of their application for credit, and advice on indicative credit can be provided to future students.

4.5 A final decision on credit will be made for an applicant when an offer is made to the applicant. Information about credit will be available prior to acceptance and will be provided in the Letter of Offer for the student's written acceptance.

4.6 The results of credit assessments will be recorded. AIHE will retain the written record of acceptance for two (2) years after the student ceases to be an accepted student.

4.7 This Policy and any related procedures will be consistent with the Australian Qualifications Framework (AQF).

4.8 AIHE will annually monitor cohorts of students who have been granted credits. This will include the monitoring of attrition, progress, and success rates, and will identify any problems with current credit or RPL procedures for informing admission criteria.

## 5. TYPE AND AMOUNT OF CREDIT GRANTED

5.1 Specified or unspecified or block credit may be granted to a student in respect of studies undertaken elsewhere or work experience to fulfil partially the requirements of any coursework course of AIHE. In particular:

- a) specified credit for a subject or subjects will be awarded where the prior study or work experience indicates the achievement of the learning outcomes of the subjects concerned;
- b) unspecified credit will be awarded towards the completion of the course for prior study or work experience of a similar standard to the course of enrolment, but for which there is no direct subject equivalent;
- c) block credit will be awarded for work of a similar standard in a program of studies which has an equivalent to one offered at AIHE.

5.2 Students applying for credit in an undergraduate course may be granted any combination of credit as described in clause 5.1 subject to the following limits:

- no more than two-thirds of the total credit point value of the course will be granted as specified or block credit;
- no more than one-third of the total credit point value of the course will be granted as unspecified credit; and
- students will be required to complete, at AIHE, at least one third of the total credit point value of the course as subjects not presented for any other course.

5.3 Students applying for credit in a Masters course may be granted any combination of credit as described in clause 5.1 subject to the following limits:

- no more than one-half of the total credit point value of the course will be granted as credit.
- students will be required to complete, at AIHE, at least one half of the total credit point value of the course as subjects not presented for any other course.

5.4 Credit will not be granted for work experience or for undergraduate study.

## 6. ROLES AND RESPONSIBILITIES

6.1 The Head of School is responsible for the application of this Policy and may delegate all or part of their powers to a Committee of the School.

6.2 In the granting of credit, the Head of School shall have due regard for the academic standards of AIHE, equity principles, promptness in processing applications and consistency of application of the Policy.

6.3 The Head of School shall:

- determine the method by which individual applications for credit shall be assessed;
- determine the amount of credit to be granted for prior study or work experience;
- formulate rules that regulate the automatic granting of credit to applicants for specified prior study or work experience, account for the time elapsed between the original study and the application for credit, and enable the efficient resolution of applications administratively;
- maintain a record of precedents to facilitate the formulation of the above rules; and
- ensure that the outcome of each application is recorded on the student information system.

## 7. DEFINITIONS

7.1 See the AIHE Glossary of Terms for definitions.