

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

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<b>Parent Policy</b>	Credit and Recognition of Prior Learning (RPL) Policy		
<b>Policy Category</b>	Academic		
<b>Governing Authority</b>	Head of School		
<b>Responsible Officer</b>	Manager Student and Academic Services		
<b>Related Documents</b>	Credit and Recognition of Prior Learning (RPL) Policy 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) 2015 (TEQSA Act 2011)		

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

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## 1. PURPOSE

1.1 The Credit and Recognition of Prior Learning (RPL) Procedure sets out the procedures for the implementation of the Adelaide Institute of Higher Education (AIHE) RPL Policy.

## 2. SCOPE

2.1 The Credit and RPL Procedure applies to all students enrolled in, and all staff involved in the delivery of coursework academic programs.

## 3. APPLICATION FOR CREDIT AND RPL

3.1 Applications for entry/admission that involve consideration of RPL should be submitted in accordance with standard processes applicable to that particular course and mode of entry.

3.2 A potential student applying for credit or RPL at admission should apply directly to AIHE at the time of application.

3.3 Applications for credit and RPL for credit purposes lodged after admission by students must:

- be submitted to the Head of School using the relevant form;
- include supporting documentation and a detailed description of the learning upon which the application is based;
- identify the specific subjects for which credit is sought

3.4 Applications for RPL for credit purposes should be submitted:

- at least four (4) weeks before the commencement of any study period if the outcome of the decision is to be notified before commencement of that study period; or
- no later than the census date in the first semester of the student's enrolment in the course.

## 4. EVIDENCE OF PRIOR LEARNING

**4.1 Specified or unspecified credit** – Students (or applicants) are responsible for providing evidence of their prior formal learning with their credit application. Evidence must be sufficient to assess equivalence in terms of learning outcomes, volume of learning, program of study (including content) as well as learning and assessment approaches (refer Section 5 below).

Evidence supplied must be valid, sufficient and authentic. AIHE may require references to assist in authenticating claims. In some circumstances, an application may also require an interview or other form of assessment.

**4.2 Block credit** – Block credit is granted based on verification that the student has completed all of the requirements of the qualification listed in an Articulation Agreement. No further evidence is required.

**4.3 Recognition of Prior Learning** – Students applying for recognition of prior learning that is informal and/or non-formal (and additionally may include elements of formal learning) are responsible for providing detailed evidence of their capability (see clause 4.5), and will be required to undergo formal evaluation against subject and/or course learning outcomes, such as an interview, presentation, challenge exam or practical demonstration.

**4.4 Evidence of formal learning** – When applying for credit based on formal learning, students must provide:

- AQF qualification testamur issued by an accredited institution; or
- official academic transcript issued by an accredited institution; or
- statement of attainment issued by an accredited institution; or
- overseas qualification issued by an institution listed in the AEI NOOSR Country Education Profiles; and
- unit/subject outline detailing the learning outcomes and assessments of the unit(s)/subject(s) undertaken.

**4.5 Evidence of informal and/or non-formal learning** – When applying for credit based on informal and/or non-formal learning, students must provide evidence of their competency or capability that might include:

- curriculum vitae
- letters or references from employers (on business letterhead)
- references or testimonials from clients (that are not family members or friends)
- work documents that describe roles, tasks, achievements / job descriptions
- performance review evidence
- evidence of responsibilities within defined processes
- portfolios containing samples of work
- certificates from non-award courses, professional development, short courses
- recognition of merit
- industry roles (committees, representatives), industry awards
- other corroborating evidence supporting claims of competency
- other documentation or evidence asked for by the assessor.

4.6 All supporting documents must be in English and be certified copies, unless AIHE sights the original.

## **5. DECISIONS, NOTIFICATION AND RECORD KEEPING**

5.1 Applications for credit and RPL will be assessed by the Head of School once the student has submitted all relevant documentation.

5.1.1 Decisions concerning potential student applications will normally be made prior to the student's first enrolment at AIHE.

5.1.2 Students will be advised of the outcome of their application within 10 working days of the application being received.

5.2 Decisions to approve credit transfer will take into consideration:

- the equivalence of the following:
  - learning outcomes;
  - volume of learning;
  - program of study (including content); and
  - learning and assessment approaches; and
- that the student will not be disadvantaged in achieving the course learning outcomes.

5.3 The prior study or work experience for which credit is granted should be consistent with the AQF level of the course concerned.

5.4 Credit will only be transferred to full subjects. AIHE will not grant partial credit against subjects.

5.5 When granting course credits or credit for RPL, AIHE will:

- provide a written offer of credit to the student for the student to accept;
- retain the written record of acceptance for two (2) years after the student ceases to be an accepted student; and
- record the approved credit on the student system.

5.6 Credit towards an AIHE course will be displayed on the student record system when the credit has been granted from courses completed in another AIHE course.

5.7 The credit record should include the names and/or codes of courses for which the credit has been granted and a description of the credit granted.

5.8 Where AIHE grants course credits or RPL that reduces an international student's course length, AIHE will:

- inform the international student of the reduced course duration and issue a Confirmation of Enrolment (CoE) for the reduced duration of the course; and
- report any change in course duration in the Provider Registration and International Student Management System (PRISMS) if course credits or RPL are granted after the international students' visa is granted.

## **6. RECORDING CREDIT**

6.1 Credit can be recorded on the student's AIHE transcript as:

- a) specified subjects; and/or
- b) a specified number of subjects within a particular area of the course.

6.2 Credit will not be graded or included in the student's grade point average.

6.3 Credit granted will be included in the student's Australian Higher Education Graduation Statement (AHEGS).

## **7. APPEALS**

7.1 A student who is dissatisfied with a decision relating to credit may lodge a written appeal with the Head of School responsible for the course.

7.2 A student who is dissatisfied with the decision of the Head of School can appeal to the Student Appeals Committee only on the grounds that this policy has not been complied with in accordance with the Student Grievances, Complaints and Appeals Policy.

## **8. DEFINITIONS**

8.1 See the AIHE Glossary of Terms for definitions.

## Document Control

Version #	Date	Key changes
1.0	5/12/2017	Procedure approved by General Manager
1.0a	17/12/2018	Reviewed; no changes
1.0b	6/05/2019	Format updated
1.1	23/09/2019	Scope amended to include all coursework students
1.2	14/12/2020	Revised 5.1 and 5.2 in response to MBA course accreditation Expert Report: specified timeframe for notification of outcome in 5.1 and included no disadvantage in achieving CLOs in 5.2
1.3	05/12/2023	Added clause 6.3 re the inclusion of a student's granted credit in the AHEGS and the Governing Authority to the version control page.