

## CREDIT ARRANGEMENTS AND RECOGNITION OF PRIOR LEARNING POLICY

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### Contents

1. Purpose.....	2
2. Scope .....	2
3. Definitions .....	2
4. National Policy References .....	2
5. Recognition of Prior Learning Principles .....	3
6. Applying for Recognition of Prior Learning .....	3
6.1. Accompanying documentation .....	4
6.2. Non-English language documentation .....	4
7. Assessing and Granting Recognition of Prior Learning.....	4
7.1 Eligibility and Limits to the Granting of Recognition of Prior Learning .....	5
8. RPL Appeals .....	6
9. Policy Suspensions.....	7
10. Document Change Control .....	7

## 1. Purpose

Asia Pacific International College grants recognition of prior learning in accordance with the AQF Qualifications Pathways Policy ([Australian Qualifications Framework, Second Edition, January 2013](#)).

This policy describes the underlying principles that inform the granting of recognition of prior learning to eligible students in undergraduate and postgraduate coursework award courses at Asia Pacific International College (APIC).

## 2. Scope

This policy applies to all enrolled students in undergraduate and postgraduate coursework award courses at APIC, who have successfully completed prior studies in courses not offered by APIC.

This policy does not apply to students enrolled in APIC nested award courses (i.e. Diploma, Graduate Certificate, and Graduate Diploma) as students who successfully complete an APIC nested award course and who choose to progress to the higher AQF Level award (i.e. Diploma to Bachelor, Graduate Certificate to Graduate Diploma, and Graduate Diploma to Masters) will automatically have their completed units credited towards the completion of the corresponding higher AQF Level award.

This document should be read in conjunction with other related policies. (see Related Documents)

## 3. Definitions

Item	Definition
<i>AQF</i>	The Australian Qualifications Framework, a national policy which describes the minimum standards and levels of Australian qualifications and award courses.
<i>Census date</i>	The date at which the College finalises students' enrolments and on which date all student fees are due.
<i>Course</i>	A structured sequence of study undertaken at a recognised higher education or vocational institution, leading to the award of a degree, diploma, certificate or other recognized qualification.
<i>Register of Outcomes</i>	A database in which details of the outcomes of assessments of applications for recognition of prior learning are recorded.
<i>Subject</i>	A component of a course for which a final grade is awarded, e.g. a unit or module.
<i>Uncredentialed learning</i>	Informal learning for which a transcript, certificate or equivalent award is not been issued upon completion.

## 4. National Policy References

The AQF Qualifications Pathways Policy ([Australian Qualifications Framework, Second Edition, January 2013](#)) establishes the principles and standards for granting recognition of prior learning, including:

*2.1.4 Giving credit into or towards an AQF qualification should not impinge upon:*

- *the integrity of qualification outcomes and discipline requirements, or*
- *the responsibility of issuing organisations to make decisions on admission, prerequisites or programs of study, and the students' likely successful completion of the qualification.*

*2.1.9 Credit agreements negotiated between issuing organisations for credit for students towards AQF qualifications at any level, vertical or horizontal, will take into account the comparability and equivalence of the:*

- *learning outcomes*
- *volume of learning*
- *program of study, including content, and*
- *learning and assessment approaches.*

*2.1.10 Credit agreements negotiated between issuing organisations for credit for students towards higher level AQF qualifications in the same or a related discipline, having taken into account 2.1.9, should use the following as the basis of negotiations:*

- *50% credit for an Advanced Diploma or Associate Degree linked to a 3 year Bachelor Degree*
- *37.5% credit for an Advanced Diploma or Associate Degree linked to a 4 year Bachelor Degree*
- *33% credit for a Diploma linked to a 3 year Bachelor Degree*
- *25% credit for a Diploma linked to a 4 year Bachelor Degree.*

## 5. Recognition of Prior Learning Principles

The following principles and practice form the foundation for this policy.

The College aims to ensure that all students complete their courses in the shortest possible time. Subject to the limits described in this policy, eligible students will be granted the maximum recognition of prior learning for successfully completed courses and subjects, uncredentialed learning, or relevant work experience. (refer [Guidelines for Recognising Uncredentialed Learning](#))

Granting of recognition of prior learning will be consistent and fair. Students who have completed the exact same prior qualification will each be granted the same amount of recognition of prior learning, regardless of the institution from where the qualification was obtained. To assure consistency and fairness, a Register of Outcomes for applications for recognition of prior learning will be maintained.

Granting of recognition of prior learning is an acknowledgement by the College that students have gained the knowledge, skills, and the application of knowledge and skills equivalent to the Course and Unit Learning Outcomes for the course and unit(s) for which recognition of prior learning is being granted.

Subjects for which recognition of prior learning has already been granted will not be considered for granting recognition of prior learning towards any APIC award course.

## 6. Applying for Recognition of Prior Learning

Applications for recognition of prior learning will be completed on the APIC Recognition of Prior Learning Form and lodged with Student Services at the campus at which the student is enrolled.

A successful application for recognition of prior learning may result in the student having to vary their unit enrolments. Applications for recognition of prior learning therefore must be lodged with Student Services no less than 10 working days prior to the census date in each semester so as to allow time for these to be assessed and any variations to unit enrolments completed prior to the census date.

### 6.1. Accompanying documentation

Applications for recognition of prior learning on the grounds of successfully completed studies at a recognised higher education or vocational institution must be accompanied by the following:

- original or officially certified copies of academic transcripts and/or testamurs; and
- institutional course guides, subject guides, or similar materials that describe the course and subject contents, including learning outcomes.

To be considered officially certified copies, documents must be certified by a Justice of Peace or by an authorised agent.

If a formal articulation agreement exists between the College and the institution where the applicant has previously studied, only the original or officially certified copies of academic transcripts will be required to be supplied.

Applications for recognition of prior learning on the grounds of uncredentialled learning or relevant work experience require evidence that the relevant Course and Unit Learning Outcomes have been achieved.

Applicants will be required to supply certified copies of statements from employers, present a portfolio, or demonstrate their competence through an appropriate form of assessment. (refer [Guidelines for Recognising Uncredentialled Learning](#))

### 6.2. Non-English language documentation

Applicants holding an overseas qualification(s) which is not in English must provide the original transcripts and testamur(s) and submit approved translations of those documents. APIC will only accept translations by NAATI translators and by the APIC authorised agent network.

## 7. Assessing and Granting Recognition of Prior Learning

In assessing applications for recognition of prior learning, an Assessment Panel convened by the Dean will consider the alignment of disciplinary content within subjects, and the Course and Unit Learning Outcomes for the course and subjects previously studied with the corresponding disciplinary content, and Course and Unit Learning Outcomes of the course in which the student is currently enrolled.

To assure consistency with prior application assessment outcomes, in assessing applications for recognition of prior learning, the Panel will also refer to the Register of Outcomes wherein the outcomes of prior applications for recognition of prior learning are recorded.

If a formal articulation agreement exists between the College and the institution where the applicant has previously studied, the Panel's recommended outcome will be as according to the terms of the articulation agreement.

The Dean holds delegation to approve the recommendations of the Panel with respect to outcomes for applications for recognition of prior learning and will approve or amend and approve the recommended outcome.

Assessments of applications will be undertaken in a timely way so that a student's access to qualifications is not unnecessarily inhibited.

Notification of the outcomes for applications for recognition of prior learning will be formally documented and provided to students by the Registrar including any reasons for not giving credit (should that be the case).

APIC units for which recognition of prior learning is granted will not be awarded marks and grades and therefore will not contribute towards the student's Grade Point Average. (refer [Award of Grades Policy](#))

### 7.1 Eligibility and Limits to the Granting of Recognition of Prior Learning

Applications for recognition of prior learning will not be accepted and assessed where the underlying courses or subjects were completed more than seven years prior to the date of submission of the application.

The eligible courses which may be assessed for recognition of prior learning are follows:

- For students enrolled in Masters Degrees (AQF 9)
  - completed Masters Degree (AQF 9) subjects and/or courses;
  - completed Graduate Diploma (AQF 8) subjects and/or courses; and
  - completed Graduate Certificate (AQF 8) subjects and/or courses.
- For students enrolled in Graduate Diplomas (AQF 8)
  - completed Graduate Diploma (AQF 8) subjects and/or courses; and
  - completed Graduate Certificate (AQF 8) subjects and/or courses.
- For students enrolled in Graduate Certificates (AQF 8)
  - completed Graduate Certificate (AQF 8) subjects and/or courses.
- For students enrolled in Bachelor Degrees (AQF 7)
  - completed Bachelor Degree (AQF 7) subjects and/or courses;
  - completed Associate Degree (AQF 6) subjects and/or courses;
  - completed Advanced Diploma (AQF 6) subjects and/or courses; and
  - completed Diploma (AQF 5) subjects and/or courses
- For students enrolled in Diplomas (AQF 5)
  - completed Diploma (AQF 5) subjects and/or courses

Incomplete subjects at any AQF Level are not eligible to be assessed for recognition of prior learning.

The maximum recognition of prior learning that will be granted is as follows:

- For students enrolled in Masters Degrees (AQF 9)
  - up to 50% of the enrolled course for a completed Masters Degree (AQF 9);
  - up to 50% of the enrolled course for a completed nested Graduate Diploma (taught at AQF 9);
  - up to 50% of the enrolled course for a completed nested Graduate Certificate (taught at AQF 9);
  - up to 33% of the enrolled course for a completed Graduate Diploma (AQF 8);
  - up to 33% of the enrolled course for a completed Graduate Certificate (AQF 8);
- For students enrolled in Graduate Diplomas (AQF 8)
  - up to 50% of the enrolled course for a completed Graduate Diploma (AQF 8); and
  - up to 50% of the enrolled course for a completed Graduate Certificate (AQF 8).

- For students enrolled in Graduate Certificates (AQF 8)
  - up to 50% of the enrolled course for a completed Graduate Certificate (AQF 8).

For students enrolled in Bachelor Degrees (AQF 7)

- up to 50% of the enrolled course for a completed Bachelor Degree (AQF 7);
  - up to 50% of the enrolled course for a completed Associate Degree (AQF 6);
  - up to 50% of the enrolled course for a completed Advanced Diploma (AQF 6); and
  - up to 33% of the enrolled course for a completed Diploma (AQF 5).
- For students enrolled in Diplomas (AQF 5)
    - up to 50% of the enrolled course for a completed Diploma (AQF 5).

In exceptional circumstances, the Dean has the delegated authority under this policy to waive the above limits on the award of recognition of prior learning.

Recognition of prior learning may also be granted on the basis of uncredentialed prior learning or relevant work experience. To be considered eligible for assessment for recognition of prior learning, relevant work experience must be not more than five years old. (refer [Guidelines for Recognising Uncredentialed Learning](#))

## 8. RPL Appeals

Subject to the limits and conditions described in this policy, eligible students will be granted the maximum recognition of prior learning for successfully completed courses and subjects, uncredentialed learning, or relevant work experience.

Appeals against the award of recognition of prior learning should be made in writing to the Dean no later than ten working days following notification to the student.

An appeal can only be made on the grounds, which must be addressed in the appeal letter by the student, that the student believes there is evidence that the Assessment Panel disregarded evidence of eligible courses and/or units. (see 7.1 Eligibility and Limits to the Granting of Recognition of Prior Learning)

The Dean will, within ten working days of receiving the appeal letter, notify the student in writing and via email of the determination on their appeal and any variation to the outcome(s) imposed by the Student Misconduct Committee.

If the student is satisfied that their recognition of prior learning appeal has been resolved they must confirm their agreement directly in writing with the Dean within ten working days of receipt of the resolution.

If the student is not satisfied that their recognition of prior learning appeal has been resolved by the Dean, they may request the matter be referred to the President for resolution. If their recognition of prior learning appeal remains unresolved following consideration by the President, the student may request review through an external independent mediator. (refer [Student Grievance and Appeals Policy](#))

The College shall maintain a student's enrolment while their recognition of prior learning appeal is being investigated through both internal and external process as set out in this policy.

All recognition of prior learning appeal outcomes must be fully documented and recorded on the Student Management System and the Student Grievances Register.

## 9. Policy Suspensions

This policy supersedes the following:

Document ID	Approval Date
Asia Pacific International College General Regulations Section 2. Admissions, clauses: 2.4. Advanced Standing	27 April 2016
Asia Pacific International College Quality Management System Sections: 'Course Credit (RPL)' pp. 90-93.	27 April, 2016
Credit Transfer Policy and Procedure	9 October, 2013
APIC Undergraduate RPL Policy	31 January, 2013
Guidelines and Criteria for Applicants Seeking Recognition of Their Prior Learning	30 August, 2013
APIC Application for RPL flowchart	18 March, 2013

## 10. Document Change Control

Version	Change Description	Date	Author
1.4	New title "Credit Arrangements and Recognition of Prior Learning Policy"	20 June, 2017	Craig Ellis
1.5	Section 8. Administrative amendments to improve clarity around escalation of appeals.	21 July, 2017	Craig Ellis
1.6	Section 7.1 Administrative amendment to provide clarity around RPL for nested qualifications.	1 August, 2017	Craig Ellis