



Version 180605

POLICY AND PROCEDURE- Recognition of Prior Learning and Credit transfer

Purpose

Recognition of Prior Learning (RPL) acknowledges the full range of an individual's skills and knowledge, irrespective of how it has been acquired. This includes competencies gained through formal study, work experience, employment and other life experiences.

No student should be required to undertake a unit in a course for which they are already able to demonstrate satisfactory achievement in. This policy therefore aims to maximise the recognition of a student's prior skills and knowledge whilst at all times ensure that academic rigour, integrity and standards of the defined learning outcomes of the specific course of study are not compromised.

Students will benefit from not having to repeat subjects or stages of courses that may have already been completed elsewhere.

Definition

Recognition of prior learning means a student is granted credit or partial credit towards a qualification in recognition of skills and knowledge gained through work experience, life experience and/or formal training which effectively means that they:

- Will be exempt from completing certain units within a course; or
- In the case of recognition of uncredentialed prior learning:
 - i) may be exempted from completing units; or
 - ii) allowed to substitute more advanced units within the course irrespective of prerequisite requirements.

1. External Credit Transfer Procedures

1.1. There are two different types of RPL applications:

- 1.1.1. Standard exemptions/credit for previous formally recognised learning; and/or
- 1.1.2. Recognition of work and life experiences, including non-formally recognised learning.

1.2. Charges levied for a type 1.1.2 RPL application are an administration fee and an assessment fee. If appropriate, these fees are fully/partially refundable on enrolment.



- 1.3. The Application Form for RPL should be lodged with relevant documents attached.
- 1.4. The applicant will be invited to attend an interview process with the Course Co-ordinator to discuss the application.
- 1.5. An assessment and verification of the application will be undertaken. (Further information/documentation may be requested to be supplied and assessed. Original versions of the documents must be sighted by the Course Co-ordinator)
- 1.6. Applicant is then notified of the assessment decision. Where applicable, credit will be given and recorded for similar units completed elsewhere. Exemptions will be granted and recorded for achievement of the equivalence of a unit. All the relevant documents will then be included into the applicant's files.
- 1.7. RPL will be granted for units where it can be substantiated that the applicant has achieved the key learning outcomes.
- 1.8 Applications for RPL will be managed and assessed by a person or persons with relevant qualifications who are authorised to do so by the Head of Department
- 1.9 Applicants may appeal a decision in accordance with Acknowledge Education Complaints and Appeals Policy.
- 1.10 Acknowledge Education will recognise AQF and VET qualifications and VET statements of attainment issued by any other Registered Training Organisation.
- 1.11 Acknowledge Education will not grant RPL or credit transfer for any practical placements

2. Internal Credit Transfer and Articulation Procedure

Acknowledge Education have the following procedures in place for students wishing to transfer between the different Bachelor of Business programs.

- 2.1 Students must apply using the "Students Application/ Letter of release" form.
 - 2.2 If transfer is approved by the Academic Program Co-ordinator, the Registrar issues a new Letter of Offer and a CoE (if required) and shall make appropriate changes in the student database.
 - 2.3 The Academic Program Co-ordinator transfers the student's previous results to the new program and informs the student in writing of the outcome of this articulation.
 - 2.4 The units in the old program will only articulate into the units with the same unit code or where appropriate to an elective unit.
 - 2.5 Students who are not satisfied with outcome of this articulation process can initiate proceedings in accordance with Acknowledge Education Complaints and Appeals Policy.
3. Administration and Reporting
 - 3.1 Once the RPL/Credit Transfer application has been processed, the completed RPL/Credit Transfer form must be forwarded to the student and a copy given to the Registrar. The Registrar will then record the updated course duration and report it to the relevant regulatory body.
 - 3.2 RPL assessors must update students' training plans to reflect any shortened duration.



- 3.3 If Acknowledge Education' grants the student course credit and this leads to a shortening of the student's course, Acknowledge Education' registrar must:
- 3.3.1. if the course credit is granted before the student visa grant, indicate the actual net course duration (as reduced by course credit) in the confirmation of enrolment issued for that student for that course, or
 - 3.3.2. if the course credit is granted after the student visa grant, report the change of course duration via PRISMS.

Document Approval

Endorsed by: Governing Council
Date endorsed: 27 January 2009
Effective date: 27 January 2009
Version number: 180605
Last amendment date/by: 5 June 2018 Compliance Manager
Review due date: 1 July 2020
Related documents: International Student Prospectus, Student Handbook, Complaints and Appeals Policy, Special Consideration Policy, Credit Transfer Application Form
Responsibilities: Compliance Manager, Registrar

Contact: Compliance Manager
 (e) admin@stotts.vic.edu.au
 (p) (03) 9663 3399

Created with reference to:

Document change and review log

Date	Version	By	Notes
17/02/2012	1.1	ML	New format, reviewed, made notice requirements more explicit
20/06/2014	1.2	BS	Change to AE, new format
15/12/16	1.3	BS	Reviewed
180605	180605	BS	No rpl for practical placement, other review