POLICY	ACADEMIES AUSTRALASIA POLYTECHNIC

Ref. to Legislative Frameworks: HESF: Standard 1.1 / 1.2 / 7.2.1 / 7.2.2/ 7.3.2 National Code: Standard 1.2 / 2.1.1 / 2.1.2 / 2.1.6 / 2.1.7 / 2.3 / 2.4 / 2.5 / 3.1 / 3.3.1 / 3.3.2	**Academic Credit Transfer and Recognition of Prior Learning (Higher Education)**	
Version: 4.13	Approved by: Academic Board	Approved on: 02/08/2024 Review by: 02/08/2026

Revision History

Version	Description of Change	Policy Developer(s)	Effective Date
4.13	Update on clause 19 and 22 with reference to AQF Pathways Policy. Updates on roles and responsibilities.	Compliance Manager and Academic Dean	02/08/2024
4.12	Updated to permit degree-specific credit and RPL rules	Compliance Manager and Academic Dean	16/06/2023
4.11	Clarified cross-references to Articulation Arrangements Policy.	Compliance Manager and Academic Dean	09/03/2023
4.10	Credit Outcome #24 updated to be consistent with Credit Transfer and RPL Procedure Reference table updated	Compliance Manager and Academic Dean	20/07/2022
4.9	Incorporate updates from the Higher Education Standards Framework (Threshold Standards) 2021	Compliance Manager and Academic Dean	21/09/2021
4.8	• Clarity of roles and definitions • Processing timeframes amendment	Chief Executive Officer and Associate Academic Dean	07/01/2020
4.7	Incorporated changes about rescinding credit	Compliance Manager	15/11/2019

4.6	Update on processing timeframes	CEO	13/08/2018

PURPOSE

This policy explains the principles under which Academies Australasia Polytechnic (AAPoly) offers Academic Credit Transfer or Recognition of Prior Learning to students who wish to apply for either Credit Transfer or RPL into AAPoly's Higher Education courses.

POLICY STATEMENT

AAPoly recognises prior learning as credits towards the completion of a qualification unless licensing or regulatory requirements prohibit it. The assessment of Academic Credit Transfer or Recognition of Prior Learning and application for rescinding credit comply with the requirements of the course of study, the Higher Education Standard Framework (Threshold Standards) 2021 and the Australian Qualifications Framework (AQF).

SCOPE

This policy applies only to Higher Education courses offered by AAPoly.

DEFINITIONS

Credit	Credit is a benefit provided to a student by waiving one or more of the normal requirements for completion of a course of study, such as not having to complete a particular unit of study. Credit is obtained on the basis of evidence that the student has already undertaken learning that is deemed to be equivalent to the parts of the course of study for which credit has been granted.[1]
Recognition of Prior Learning (RPL)[2]	RPL is defined in the Australian Qualifications Framework as a *process* through which eligibility for the award of credit is assessed, through assessment of formal, informal and non-formal learning.
Block Credit	Credit granted towards whole stages or components of a course, such as a trimester or a year of full-time study in that course, rather than for specific subjects. It is usually only applicable under formal articulation agreements that AAPoly has with other education providers.
Specified Credit	Credit granted towards particular or specific components of a course.
Unspecified Credit	Credit granted towards elective components of the qualification, specifically, Level 1 or Level 2 electives of the undergraduate degree.
Volume of Learning	Identification of the notional duration of all activities required for the achievement of the learning outcomes to determine the parity in depth and breadth of the learning outcomes with that of another qualification.
Currency of Learning	The determination of acceptable time duration for retention of learning and outcomes. AAPoly has set a limit on the currency of learning which would be no more than five (5) years of prior learning that can be used as evidence for credit.
Formal Learning	Learning that takes place through a structured program of learning that leads to the full or partial achievement of an officially accredited qualification.
Informal Learning	Learning gained through work or life experiences.
Non-formal Learning	Learning that takes place through a structured program of learning but does not lead to an officially accredited qualification.
Rescinding Credit	Returning part or all of the credits received from AAPoly through a formal written process after course commencement.

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[1] TEQSA's Guidance Note on Credit and Recognition of Prior Learning sighted on 27/07/2021
[2] TEQSA's Guidance Note on Credit and Recognition of Prior Learning sighted on 27/07/2021

Declining Credit	Not accepting credits given by AAPoly before course commencement or whenever a letter confirming the credits is sent to the student.
Revoking Credit	Credits given by AAPoly will be taken back if the use of fraudulent document or cheating is proven.
Subject	Refers to the unit of study within a course.

POLICY PRINCIPLES

1. AAPoly offers all students the opportunity to apply for Academic Credit Transfer and/or RPL into a course of study. The application may be based on prior academic achievement, equivalent professional experience, or both.

2. AAPoly has in place a system to identify the need for Academic Credit Transfer and/or RPL, process the application, record the outcome(s) and inform students about the results.

3. AAPoly publishes the Academic Credit Transfer and RPL Policy and Procedure, and any articulation or credit arrangements applicable to each course of study on the college website.

4. AAPoly accepts applications for Academic Credit Transfer and/or RPL for subjects unless licensing or regulatory requirements prohibit it. All prospective students are provided by the Marketing staff with appropriate, current and accessible information regarding the credit that may be available towards the course of study prior to enrolling in the course.

5. An application for Academic Credit Transfer and RPL, other than package enrolments, does not guarantee that credit will be granted to a prospective student.

6. Assessment for Academic Credit Transfer or RPL is evidenced-based and determined by the comparability and equivalence of the learning outcomes, volume of learning, course of study, including content, and learning and assessment approaches.

7. Students must submit their Academic Credit Transfer or RPL application form with supporting documents by the specified date prior to course commencement to allow sufficient time to assess the application and make a determination prior to course commencement.

8. AAPoly will only consider prior qualification(s) in an application for Academic Credit Transfer or RPL if the prior qualification(s) submitted for review is/are less than five (5) years old from the time of completion.

9. When students seek Academic Credit Transfer and/or RPL from subjects or recognition for previously completed competency-based qualifications for a higher education course, procedures are in place to ensure that the quality and standing of the higher education qualification are not compromised.

10. No credit is available for subjects or courses below AQF Level 5 and/or partially completed subjects or courses. No credit is available towards third year undergraduate subjects.

11. A maximum of 50% of the total number of subjects in one (1) course can be considered for exemption in any of AAPoly's HE courses. For clarity, each student must successfully complete a minimum of 50% of the course to be eligible for the relevant qualification.

12. Professional experience put forward in an application for Academic Credit Transfer and/or RPL will be judged on its relevance, extent and currency and will be assessed in consideration of the academic standards and requirements of the qualification. In the final analysis, AAPoly must be satisfied that prospective students demonstrate satisfactory knowledge and skills for admission as well as the capability to achieve the course's learning outcomes.

13. Academic Credit Transfer and/or RPL will not be granted if it would impair the integrity of the award as per the policy principles.

14. Students are informed, in writing, of the outcome of AAPoly's assessment on Academic Credit Transfer and/or RPL within 3 days after assessment has been finalised. A student may elect not to receive some or all of the credit to which they are entitled by declining credit.

15. Notwithstanding eligibility to receive Academic Credit Transfer and/or RPL under any other provision, the minimum requirement for a majority of core units to be undertaken at AAPoly may be set by the Academic Board, upon advice from the, Program Coordinator as communicated by the Academic Dean

Decisions regarding Applications for Credit: Articulation

15. To determine whether a student's learning is relevant, current, and satisfies the learning outcomes and volume of learning of the qualification, AAPoly will have regard to all evidence presented by the student, including but not limited to the existence of any approved Articulation Agreements.

16. Articulation Agreements are approved under the Articulation Arrangements policy. Where a formal agreement is in place, the existence of this agreement is evidence that the student's learning is relevant, current, and satisfies the learning or outcomes of the subject(s) for which credit(s) is/are being sought.

Decisions regarding Applications for Credit: VET

17. All Australian VET qualifications are nationally agreed and recognised. Therefore, an Australian VET qualification shall be treated as equivalent no matter from which registered provider it was obtained.

18. Where a student applies for credit on the basis of credit transfer from a VET qualification at AQF Level 5 and above towards a higher education qualification, the Program Coordinators will determine whether the evidence provided demonstrates that the applicant has completed learning that is relevant, current, and satisfies the learning outcomes and volume of learning of the higher education course. The process will be overseen by Associate Den (Education). Academic Credit Transfer or RPL for VET qualifications below AQF Level 5 to a higher education course will not be granted.

19. A block of credits may be granted to VET graduates articulating to an AAPoly HE course. Articulation arrangements are subject to the following policy principles:

    i.   Credit transfer from VET qualifications at AQF Level 5 and above is considered for a 3-year Bachelor degree. No credit into a higher education course will be granted for VET units of competency or qualifications below AQF Level 5;

    ii.   Provision of up to 50% (12 subjects) credit from a completed Advanced Diploma or an Associate Degree towards a 3-year Bachelor degree;

    iii.   Provision of up to 33% (8 subjects) credit from a Diploma towards a 3-year Bachelor degree.

    Program Coordinators will determine the equivalency of mapping of VET units to subjects, having regard to the relevant AQF level and volume of learning. Benchmarking with comparable institutions will inform the Associate Dean's decision making.

20. External articulation arrangements between AAPoly and other VET or HE institutions must be approved as per the Articulation Arrangements Policy.

21. All VET credit decisions shall be recorded as precedents in a database. Future VET credit decisions shall always be made with initial consultation to the database. If a precedent exists, no further assessment shall be required.

Decisions regarding Applications for Credit: Higher Education

22. Credit agreements are pursuant to the Academic Credit Transfer and RPL policy and procedure and are underpinned by the following conditions:

    i.   No credit is granted towards third year undergraduate subjects.
    ii.   Provision of up to 50% (12 subjects) credit from a completed Bachelor degree towards a 3-year Bachelor degree;
    iii.   Provision of up to 50% (8 subjects) credit from a Master degree towards an AAPoly Master degree;
    iv.   No credit is granted for qualifications below AQF Level 9 for a Master degree.

23. Assessments of another institution's programs and courses for equivalence and comparability with AAPoly programs and courses, for the purpose of entering into an articulation agreement, must be approved by the Associate Dean (Education) and made on the basis of the following documentation:

    i.   Course information including the course structure and AQF Level;

    ii.   Current subject guides of all subjects in the course including any required reading and details of assessments;

      iii.   A sufficient number of examples of past graded student assessment work of subjects for which credit is to be given, to evidence the course learning outcomes;

      iv.   If the documentation is in a language other than English, a translation by an accredited translator (such as NAATI-accredited translator), or a translator with equivalent national accreditation in the country where the source course is offered, must be used for the assessment; and,

      v.   All such assessments must be approved by the Academic Dean, before an articulation agreement can be entered into. The full set of documentation of the assessment must be retained for audit purposes.

      vi.   The Associate Dean (Education) in consultation with the Program Coordinator will determine the equivalence of external units of study to subjects in AAPoly's courses based on an assessment of learning outcomes. Benchmarking with comparable institutions will inform the Associate Dean (Education) in their decision marking.

      vii.   All credit decisions shall be recorded as precedents in a database. Future credit decisions shall always be made with initial consultation to the database. If a precedent exists, no further assessment shall be required

Overseas Qualifications

24. Assessments for overseas qualifications shall be conducted as follows:
      i.   Processing credit applications for onshore or offshore international students shall be consistent with the requirements of the ESOS Act 2000 and the prevalent National Code, in addition to the normal processing considerations.
      ii.   Where credit applications are submitted with overseas qualifications, these must be benchmarked against a comparable Australian qualification at the relevant level, with reference to information and guidelines provided by the Australian Government's Qualifications Recognition Policy Unit[3], or the National Academic Recognition Information Centres (NARIC) database.
      iii.   Once the equivalency is ascertained, these overseas qualifications will be processed according to the criteria within AAPoly's policy and procedure for Academic Credit Transfer or RPL.

Credit Outcomes

25. Where an existing AAPoly student has been granted credit on the basis of credit transfer, the credit will be processed provided that the student has an active enrolment, regardless of whether the student is on leave of absence.

26. The assessment of Academic Credit Transfer and RPL application will be conducted by the Program Coordinator). The Program Coordinator is also responsible for passing on the duly completed assessment and outcomes to the Academic Support Officer in

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[3] Previously known as National Office of Overseas Skills Recognition (NOOSR)

time to ensure the student is advised in writing of the outcome of their application for credit, within 3 days after the credits have been finalised.

27. Where a credit application is successful, AAPoly will require the student to sign and accept a record of credit granted. The student will also be notified if the course duration is shortened because of the granting of credits. The signed record of the outcome and the student's acceptance will be stored in the student's file. If no formal acceptance is received from the student after 10 working days from the date of notification, the credits are deemed to have been accepted.
   - Credit may be given in the form of block, specified or unspecified credit.
   - Specified credit is credit granted towards a specific higher education subject.
   - Unspecified credit[4] is credit granted where there is no AAPoly subject equivalent in learning outcomes to the student's prior study. The unspecified credit will reduce the total number of credit points necessary to complete the course. The provision for unspecified credit must adhere to the maximum number of credits available and is subject to the relevance of the student's previous study to the designated AAPoly course. No unspecified credit will be granted in the third year of the course[5].

Rescinding Credit / Declining Credit / Revoking Credit

28. Credit will be revoked by AAPoly where false or misleading information has been provided to obtain credits;

29. Credit may be rescinded by AAPoly as a result of a change of course or major; or at the request of the student.

30. Rescinding credits can occur after the course has started i.e. for continuing students.

31. Declining credits can take place before course commencement or whenever a letter confirming the credits is sent to the student i.e. for new students.

RESPONSIBILITIES

- The Academic Board is responsible for the development and maintenance of this policy. The Academic Board is also responsible for communicating this policy to the Academic Dean for implementation through the pursuant procedure, and to the Chief Executive Officer (CEO) for utilisation in operational matters of AAPoly.

- The CEO is responsible for communicating this policy to the Designated Head of Student Services. The CEO also informs the Marketing Team whose responsibility it is to communicate with education agents and prospective students.

- The Academic Dean is responsible for communicating this policy to the relevant academic staff members. The Academic Dean also constructs and maintains the relevant procedure that aligns with the policy.

- The Associate Dean (Education) is responsible for responsible for overseeing the Quality Assurance of Credit transfer processed and granted by the Program Coordinators.

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[4] https://www.adelaide.edu.au/policies/3203/?dsn=policy.document;field=data;id=5422;m=view
[5] https://policy.unimelb.edu.au/MPF1293%20

- The Program Coordinators are responsible for ensuring they understand the policy and procedure and coach their team members so that they can confidently implement the process. The Program Coordinators are also responsible for conducting the credit transfer and/or RPL assessment within the agreed timeframe. Furthermore, Program Coordinators are also responsible for passing on the duly completed assessment and outcomes to the Academic Support Officer in time to ensure students are notified within the timeframe specified in the procedure.

- The Academic Support Officer is responsible for notifying the credit outcomes are within the timeframe specified in the procedure.

- Marketing team members are responsible for ensuring due completion of the relevant application forms and supporting documentation during the admission phase.

- Head of Student Services and their team members are responsible for ensuring the Academic Credit Transfer and/or RPL applications are forwarded to the Associate Dean (Education) of the HE course and for ensuring the assessments are completed and applicants are notified within the timeframe specified in the procedure.

FEEDBACK

Queries or feedback about this policy should be directed to the Academic Dean through academicdean@aapoly.edu.au. The Academic Dean will respond to the written question or feedback within two (2) weeks from the receipt unless an immediate response is required. Feedback that results in material changes will form a part of AAPoly's continuous improvement and quality assurance.

REFERENCES

Source	Document Title
Internal	AAPoly Academic Board Charter
	Academic Credit Transfer and RPL (HE) Procedure
	Higher Education Enrolment Procedure
	AAPoly Marketing Information and Practices Policy
	AAPoly Student Selection and Admission Policy and Procedure
External	Higher Education Standards Framework (Threshold Standards) 2021
	National Code of Practice for Providers of Education and Training to Overseas Students
	TEQSA Guidance Note: Academic Governance
	TEQSA Guidance Note: Credit Transfer and Recognition of Prior Learning
	Retention and Disposal Authority for Records of the Higher and Further Education Functions
	AQF Qualifications Pathways Policy
	AQF Qualifications Issuance Policy