


PROCEDURE		
<p>Ref. to Legislative Frameworks:</p> <p>HESF: Standard 1.1 / 1.2 / 7.2.1 / 7.2.2/ 7.3.2</p> <p>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</p>	Academic Credit Transfer and Recognition of Prior Learning (Higher Education)	
Version: 4.12	Approved by: Academic Dean	Approved on: 16/06/2023 Review by: 16/06/2025

Revision History

Version	Description of Change	Procedure Developer(s)	Effective Date
4.12	Updated to permit degree-specific credit and RPL procedure	Compliance Manager and Academic Dean	16/06/2023
4.11	Removed policy statement. Included SSO responsibilities.	Compliance Manager and Academic Dean	09/03/2023
4.10	Update to incorporate credit for postgraduate subjects and qualifications 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	16/09/2021
4.8	Clarity of roles and definitions. Amended credit transfer application processing timeframe.	Chief Executive Officer and Associate Academic Dean	07/01/2020
4.7.1	Incorporated changes about rescinding credit, cut-off date and clarity of roles and responsibilities	Compliance Manager	12/12/2019
4.7	Updated on the basis of the new academic structure.	Associate Academic Dean	21/12/2018

PURPOSE

This procedure outlines the process of granting Academic Credit Transfer and Recognition of Prior Learning (RPL) to Higher Education (HE) courses. Only authorised academic staff members of Academies Australasia Polytechnic (AAPoly), who have been nominated by the Academic Dean and have expertise in the subject matter, content or skills area are eligible to make assessments for Academic Credit Transfer and/or RPL.

SCOPE

This procedure applies to HE 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	'Recognition of Prior Learning' (RPL) is defined in the Australian Qualifications Framework as a <i>process</i> 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. ³
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.

¹ TEQSA's Guidance Note on Credit and Recognition of Prior Learning sighted on 01/02/2023

² TEQSA's Guidance Note on Credit and Recognition of Prior Learning sighted on 01/02/2023

³ Benchmarked against Sydney University's definition: https://sydney.edu.au/students/credit-for-previous-study.html#types_and_the_AQF

Rescinding Credit	Returning part or all of the credits received from AAPoly through a formal written process after course commencement.
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(s) or cheating is proven.
Subject	Refers to the unit of study within a course.

PROCEDURE

1. The student submits to the Marketing Manager the signed and dated Credit Transfer Application Form or Skills Recognition Tool Kit to request Academic Credit Transfer or RPL into AAPoly's HE courses before course commencement. The application is submitted with all current and verifiable evidence of formal, non-formal and informal learning which relate to the learning outcomes of the course component/s for which block, specified or unspecified credit is sought.

The evidence may include the following documents:

- i. a certified copy of a vocational education and training (VET) certificate or HE testamur;
- ii. a certified copy of a HE academic transcript with final grades;
- iii. a certified copy of academic transcripts for completed VET qualifications;
- iv. course outlines showing content, learning outcomes and assessment requirements;
- v. subject guides for each of the Higher Education subject presented for credit assessment; or
- vi. an explanation of the grading structure used by the issuing organisation;
- vii. curriculum vitae;
- viii. written evidence of relevant work experience including position descriptions and employer confirmation; and
- ix. recommendation letters or reference letters from employers.

Note: If any of the evidence supporting the application is not in English, the student must supply an English translation by a professional translator deemed acceptable by AAPoly. AAPoly reserves the right to refuse to accept a translation by a translator that it deems unacceptable.

2. The Marketing Manager then forwards the completed application form with the supporting documents to the Associate Dean (Education) for assessment.
3. A student should enrol in the course for which they are seeking credit while awaiting the notification of the outcome of their credit application. The students should consult with

their Associate Dean (Education) as to an appropriate course progression plan. It is the responsibility of the student to manage their enrolment.

4. Where an application for Academic Credit Transfer or RPL is consistent with an established precedent or an articulation approved by the Academic Board, the Associate Dean (Education) assesses and approves the application within 5 working days of receipt of the application and accompanying documentation.
5. Applications for Academic Credit Transfer or RPL, where there are no current precedents or where they are based on relevant work experience, are assessed by the Associate Dean (Education) within 10 working days of receipt of the application and accompanying documentation.
6. Applications for specified credit based on work experience must include evidence of how the student's work experience maps to the Subject Learning Outcomes (SLOs) of the subjects for which credit is claimed, having regard to the relevant threshold standards and AQF level of the degree. The Associate Dean (Education) may consider implementing verification measures (such as testing) to ensure that there is enough evidence to prove that student has met the SLOs before the credit is approved.
7. Students are informed, in writing, by the Student Services Officer (SSO) within 3 days after the credits have been finalised, of the outcome of the assessment on Academic Credit Transfer. Where a credit application is successful, AAPoly will require the student to sign and accept a record of credit granted. Student is also notified if the course duration is shortened as a result of the granting of credits. The signed record of the outcome and the student's acceptance will be stored in the student's file.
8. A student may elect not to receive some or all of the credit to which they are entitled by declining credit.
9. Students may appeal any decision. Refer to the Complaints and Appeals Policy and Procedure for further details.

Rescinding Credit / Declining Credit / Revoking Credit

1. Revoking of Credit by AAPoly

1.1 If it is discovered that credits given by AAPoly earlier were obtained through fraudulent documents or cheating, then AAPoly will immediately revoke credits given and the credit assessor or Academic Dean will write to the student informing the student of this decision.

1.2 The student may appeal to the Academic Dean no later than 10 working days after the date of being advised of the revoked credits decision.

1.3 The decision of the Academic Dean in relation to an appeal against credit revoked cannot be used as the basis for a further appeal.

2. Rescission of Credit at Request of Student

2.1 Students may apply for rescinding credit after the course has started i.e. for continuing students.

2.2 Students may decline credits before course commencement or whenever a letter confirming the credits is sent to the student i.e. for new students.

2.3 Applications for credit to be declined must be submitted in writing using the Statement of Purpose form providing all appropriate reasoning and verifiable evidence if possible. A student seeking credit to be rescinded from the course should submit their application as soon as possible, before the formal end of their course.

2.4 It is at the discretion of the Academic Dean to approve a request to rescind credit.

2.5 If credit is approved and then formally rescinded, the student may not apply in the future for credit based on the same previous study for the same subjects.

2.6 Students are responsible for seeking advice and establishing the possible consequences that any rescission of credit may have on their course progress due to the availability of subjects and AAPoly being unable to guarantee an extension of their visa due to any increased duration of study by visiting the Department of Home Affairs (for international students).

2.7 If the request to rescind credit is not approved, the student may appeal to the Academic Dean no later than 10 working days after the date of being advised of the revoked credits decision.

2.8 The decision of the Academic Dean in relation to an appeal against credit rescission cannot be used as the basis for a further appeal.

3. Retention of Credit Transfer or RPL application and outcome records:

Records regarding applications for credit transfer, outcomes, applications for review, and review outcomes and rescission of credit will be retained for seven (7) years or at least two (2) years after course completion, whichever is later; after which point such records can be disposed of.

4. Minimum number of core units:

During course design and renewal, and after taking advice from the relevant disciplinary leadership, the Academic Dean may advise the Academic Board to set a requirement for a minimum number of core units to be undertaken at AAPoly.

RESPONSIBILITIES

- The Academic Board is responsible for approving formal Academic Credit Transfer and/or RPL agreements with other VET or HE institutions.
- The Chief Executive Officer (CEO) is responsible for communicating this procedure to the Designated Head of Student Services. The CEO informs the Marketing Team whose responsibility it is to communicate with education agents and prospective students.

- The Academic Dean is responsible for constructing the procedure in accordance with the Academic Credit Transfer and RPL policy as well as the course and regulatory requirements. The Academic Dean is also responsible for communicating to the Associate Dean (Education) the procedure, the forms to be used and their updates within a week after the formal documentation becomes available. The Academic Dean also advises the Academic Board on the minimum of core units for each degree that must be studied at AAPoly.
- Heads of the relevant departments are responsible for ensuring they understand the policy and procedure and coach their team members so that they can confidently implement the process.
- Marketing team members are responsible for ensuring the 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 credit transfer and/or RPL applications are forwarded to Associate Dean (Education) and for ensuring the assessments are completed and applicants are notified within the timeframe specified in the procedure.
- Student Services Officers (SSO) are responsible for informing the applicant (student) in writing, within 3 days after the credits have been finalised, of the outcome of the assessment on Academic Credit Transfer.
- The Associate Dean (Education) is responsible for conducting the Academic Credit Transfer and/or RPL assessment within the agreed timeframe. The Associate Dean (Education) is also responsible for passing on the duly completed assessment and outcomes to the Student Services team in time to ensure students are notified within the timeframe specified in the procedure.

FEEDBACK

Queries or feedback about this procedure 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
	AAPoly Credit Transfer Application Form HEd
	Academic Credit Transfer and RPL (HE) Policy
	Higher Education Enrolment Procedure
	AAPoly Marketing Information and Practices Policy
	AAPoly Student Selection and Admission Policy and Procedure
External	Standards for Registered Training Organisations
	Higher Education Standards Framework (Threshold Standards)
	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