


PROCEDURE		
<p>Ref. to Legislative Frameworks:</p> <p>HESF2021: Standard 1.1 / 1.2 / 1.3 / 1.4 / 3.1 / 5.1 / 5.2 / 5.4 / 6.3 / 7.2</p> <p>SRTO2015: Standard 1.2 / 1.4 / 1.8 / 1.12 / 3.5 / 5.1</p> <p>National Code 2018: 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>	Articulation Arrangements	
Version: 3.5	Approved by: Academic Dean	Issued on: 09/03/2023 Review by: 09/03/2025

Revision History

Current Version	Description of Change	Policy Developer	Effective Date
3.5	<p>Procedure created to implement policy principles.</p> <p>Procedure version started with 3.5 to align with the policy.</p>	Compliance Manager and Academic Dean	09/03/2023

PURPOSE

This procedure implements the Articulation Arrangements policy in relation to articulation from an external educational institution into Higher Education (HE) courses offered by Academies Australasia Polytechnic (AAPoly).

SCOPE

This procedure applies to articulation arrangements to be established with other institutions in Australia or overseas. Only accredited courses equivalent to minimum Level 5 in the Australian Qualifications Framework (AQF) are eligible for articulation arrangements.

DEFINITIONS

Articulation	A formal arrangement by which courses from an external institution are approved for credits into one or more of AAPoly's courses of study. Students applying for AAPoly's courses from the external organisation with such formal agreements will be considered for credits according to those agreements. Articulation agreements are also referred to as "pathways".
Australian Qualifications Framework (AQF)	Australian Government's policy for regulated qualifications in the Australian education and training system.
Transparent	Clearly articulated in documentation
Equitable	Fair and impartial
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

PROCEDURE

1. Commercial Agreement

The CEO decides to establish articulation arrangements with another institution.

2. Articulation Arrangements

Academic aspects of articulation agreements must be approved by AAPoly's Academic Dean and must include the following information:

- Background and standing of the organisation requesting articulation;

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

- Formal names and codes of the relevant courses to be considered for credits;
- Quantification of credit points to be articulated into AAPoly courses;
- Duration of the articulation agreement;
- Review cycles and timeframes;
- A condition that pathway arrangements will be reviewed whenever there is a change in any of the courses nominated in that arrangement.
- Any changes to the courses or subjects involved in the articulation to be communicated in writing by the respective parties of the agreements.

3. Scope

The exact number of exemptions and scope of articulation must be approved jointly by the Academic Dean and Associate Dean (Education) before an articulation agreement can be entered upon. The full set of documentation of the assessment will be retained for audit purposes.

4. Marketing

Information about qualification links will be disseminated to prospective and current students as part of AAPoly's marketing promotions and enrolment information.

RESPONSIBILITIES

- The CEO is responsible for commercial decisions in relation to articulation arrangements.
- The Academic Dean is responsible for approving academic aspects of articulation arrangements.
- The Associate Dean (Education) is consulted about the articulation proposals and is responsible for supporting the Academic Dean in communicating the policy to the relevant staff members.
- Program Coordinators are responsible for reviewing the proposals for articulations and consulting with the Associate Dean (Education) in the determination of feasibility.

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. The feedback that results in material changes will form a part of quality assurance and continuous improvement of AAPoly.

References

Source	Document Title
Internal	Academic Credit and Recognition of Prior Learning Policy and Procedure
	Enrolment Policy and Procedure
	Marketing Information and Practices Policy and Procedure
	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: Credit Transfer and Recognition of Prior Learning