


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>	Internal Articulation Arrangements	
Version: 2.2	Approved by: Academic Dean	Issued on: 01/12/2023 Review by: 01/12/2025

Revision History

Current Version	Description of Change	Policy Developer	Effective Date
2.2	<p>New procedure created to implement policy principles.</p> <p>Adapted some procedural elements from Academic CT and RPL procedure.</p> <p>Procedure version started with 2.2 to align with the policy.</p>	Compliance Manager, Academic Dean and Associate Dean	01/12/2023

PURPOSE

This procedure implements the Internal Articulation Arrangements policy in relation to internal articulation practices within Higher Education (HE) courses offered by Academies Australasia Polytechnic (AAPoly).

SCOPE

This procedure applies to internal articulation arrangements practices within Academies Australasia Polytechnic (AAPoly). Internal pathways will be established which allow students flexibility in accessing study programs to meet their needs and/or which meet an identified viable demand for the qualification/s. Only accredited courses equivalent to minimum Level 5 in the Australian Qualifications Framework (AQF) are eligible for articulation arrangements.

DEFINITIONS

Internal Articulation	A formal but internal arrangement within AAPoly where courses from Academies Australasia Group Colleges are approved for credits into one or more of AAPoly's Higher Education courses of study. Students applying for AAPoly's courses within the internal articulation arrangements will be considered for credits according to articulation agreements. Internal 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
Recognition of Prior learning (RPL)	Recognition of Prior Learning (RPL) is an assessment of an individual's prior learning to determine whether credit will be granted. RPL includes formal, informal, and non-formal learning.

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

PROCEDURE

1. A student applicant who completed a course within the Academies Australasia Group of Colleges and who wishes to apply for internal course credit (from here on referred to as 'applicant') must submit a completed Course Transfer Request Form (for VET programs) and Higher Education Course Credit Application Form (for Higher Education programs).
2. Internal 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;
- 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 Academic Board is responsible for the approving formal Academic Credit Transfer and/or RPL agreements.
- 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.

- 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.
- 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.

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 CT and RPL (HE) Policy
	Academic CT and RPL (HE) Procedure
	Higher Education Course Enrolment Policy
	Higher Education Course Enrolment Procedure
	Marketing Information and Practices Policy and Procedure
	Academic Quality Assurance Policy
	Articulation Arrangements Policy and Procedure
	Higher Education Student Assessments policy and procedure
External	Higher Education Standards Framework (Threshold Standards) 2021
	TEQSA Guidance Note: Academic Governance
	TEQSA Guidance Note: Nested Courses
	TEQSA Guidance Note: Third Party Arrangement
	National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018