Name:	**RPL and Credit Policy for Higher Education**
Approved by:	Group Accreditation & Compliance Manager
Date Approved:	18.10.2019
Approved by:	General Manager - Technology & Design Division
Date Approved:	18.10.2019
Implementation Owner	Academic Dean
Maintenance Owner	Group Accreditation & Compliance Manager
Review Date	18.10.2020

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Section 1 – Introduction

1) Purpose

This document is designed to maximise the credit that a Higher Education students can attain, enhancing student progression into and across qualifications.

2) Scope

This policy applies to all applicants seeking admission with advanced standing due to prior formal, informal and non-formal learning, and to current students seeking credit during the course of their enrolment.

Credit decisions will ensure that students do not repeat learning that has been successfully completed elsewhere whilst not disadvantaging a student in achieving the course-level learning outcomes.

Credit decisions at Academy of Information Technology ("AIT") will:

- Be evidence-based
- Be applied consistently and fairly with decisions subject to appeal and review
- Recognise learning regardless of how and where it was acquired
- Be academically defensible and take into account the student's ability to successfully meet the overall learning outcomes of the qualification
- Be formally documented.

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Section 2 – Policy

1) Types of Credit
Subject to the limits set out in this policy, credit may take the following forms:

Specified credit
Specified credit may be granted on the basis of prior learning that is deemed to be equivalent when considering the learning outcomes, volume of learning, program of study (including content) as well as learning and assessment approaches.

Unspecified credit
Unspecified credit may only be granted in HE courses with elective subjects. It will be granted on the basis of prior formal learning that is deemed to be at the right Australia Qualification Framework level, with appropriate volume of learning and assessment strategies. Content must be deemed equivalent to an elective option, and still meeting the overall course learning outcomes. When approved, unspecified credit will be credited against an elective/s within the course and recorded as an Credit Granted. It cannot be used to meet pre-requisite requirements.

Block credit
Block credit is granted when a student has completed a formal qualification set out as part of an approved pathway or formal articulation agreement. The amount of block credit granted is determined as part of the agreement and will be automatically applied at the point of entry. Block credit exempts a student from completing multiple subjects – usually specified stages or components of a course – and is recorded as credit against each of those subjects. It does not recognise that the student has achieved equivalent subject(s) learning outcomes, and cannot be used to meet pre-requisite requirements. All articulation pathways and block credit arrangements are subject to rigorous quality assurance.

Recognition of Prior Learning (RPL)
Recognition of Prior Learning (RPL) is a form of credit that results from an assessment of an individual's relevant prior informal learning against subject or course learning outcomes. Additional formal learning may also be taken in to account when establishing RPL. When approved, RPL will be applied to specified subjects (including electives) within the course and recorded as RPL. It can be used to meet pre-requisite requirements.

Credit Type	Specified Credit	Unspecified Credit	Block Credit	RPL
Formal Learning – Qualification	Yes	Yes	Yes	No
Formal Learning – Subjects or units or units of competency	Yes	Yes	No	No
Informal learning and/or non-formal learning	No	No	No	Yes

2) Credit Approval
- i) The Course Coordinator will determine applications for specified and unspecified credit for individual applicants. Once a credit decision has been determined, it may constitute precedence for other equivalent application for a maximum of 2 years
- ii) An academic staff member qualified to teach and assess in the relevant discipline area will determine applications for RPL
- iii) The Academic Dean will approve formal articulation pathways and block credit arrangements.

3) Credit Limits
AIT reserves the right not to recognise part or all of a student's prior learning where it is not deemed equivalent, or where credit transfer is prohibited by course rules e.g. content / delivery is unique to the AIT or due to the requirements of external accreditation bodies credit will not be rewarded.

Maximum exemptions
Students may obtain up to 50% of their subjects/credit points in an AIT qualification. Any request for advanced standing over 50% must go to Academic Board which may grant advanced standing over 50%.

Time limits for approved study for higher education exemptions
Any previous study referenced in an exemption application, except those noted in automatic exemptions, should have been completed no more than five (5) years prior to the date of the application. Study completed more than five (5) years prior to admission to AIT will be evaluated on a case-by-case basis situation in order to determine the applicability of the coursework and may include a review of the applicant's relevant work history.

Exceeding credit limits
The Academic Dean may approve credit beyond these limits providing there is an academic rationale consistent with the principles of this policy. This includes instances where another provider closes a course and, AIT agrees to teach those students to completion.

4) Exit awards
If a student chooses to exit with a lower qualification than the one they enrolled in, the student will exit with their grades, competency outcomes or notations automatically transferred to the lower award, not credit transfers, and therefore credit limits will not apply.

5) Transferring credit between courses
If a student has had credit approved whilst enrolled in one course and then transfers to a different course, the credit will not automatically be transferred although the student can apply to have the credit recognised.

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Section 3 – Procedure

1) Applying for credit

Applications for any type of credit must be received by the end of week two in the period of study concerned, in order to take effect in that period. Students will be advised of the outcome of their application within 10 working days of their application. If a credit application is rejected, the notification to the student will include the reasons for not awarding credit.

Specified or unspecified credit Students (or applicants) are responsible for providing evidence of their prior formal learning with their credit application.
Evidence must be sufficient to assess equivalence in terms of learning outcomes, volume of learning, program of study (including content) as well as learning and assessment approaches.

Evidence supplied must be valid, sufficient and authentic, and the AIT may require references to assist in authenticating claims. In some circumstances, an application may also require an interview or other forms of assessment.

Block credit
No further evidence is required when this applies to a pathway agreement between another provider and AIT.

Recognition of Prior Learning
When applying for RPL students are responsible for providing detailed evidence of their capability and will be required to undergo an evaluation against subject and/or course learning outcomes.

Evidence of Formal Learning
When applying for credit based on formal learning, students must provide a certified copy of the below:
  i) a testamur issued by an accredited institution, or
  ii) an official academic transcript issued by an accredited institution, or
  iii) a statement of attainment issued by an accredited institution, or
  iv) a syllabus copy detailing the learning outcomes and assessments of the subject(s) undertaken;
  v) all students must provide a copy of the syllabus related to the application.

  NOTE: an overseas qualification issued by an institution must listed in the AEI NOOSR Country Education Profiles, all supporting documents must be in English and be certified copies, unless AIT sights the original.

Evidence of Informal and/or Non-Formal Learning
When applying for credit based on informal and/or non-formal learning, students must provide evidence of their competency or capability which might include:
  i) a curriculum vitae,
  ii) letters or references from employers (on business letterhead),
  iii) references or testimonials from clients (that are not family members or friends),
  iv) work documents that describe roles, tasks, achievements / job descriptions,
  v) evidence of performance review,

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vi) evidence of responsibilities within defined processes,

vii) portfolios containing samples of work,

viii) certificates from non-award courses, professional development, short courses,

ix) documentation of recognition of merit,

x) documentation covering industry roles (committees, representatives), industry awards,

xi) other corroborating evidence supporting claims of competency,

xii) other documentation or evidence asked for by the assessor.

NOTE: All supporting documents must be in English and be certified copies. In addition to the portfolio of evidence, RPL assessments will also include a formal evaluation such as an interview, presentation, challenge exam or practical demonstration.

Additional Information on Evidence

i) Portfolio

In some cases, applicants may be required to demonstrate that they have current knowledge of the subject area, e.g. through a Portfolio, employment history or continuing professional development. Students must demonstrate that they have recent industry experience e.g. within the last 3-5 years or since completion of their study.

ii) Interview

An interview with the student may help clarify the actual content behind a subject and what was actually learned.

iii) Overseas student exemptions

If an overseas student studying in Australia is granted exemption into a course, which leads to a shortening of the student's course, before the student's visa is granted AIT will indicate the actual net course duration (as reduced by course credit) in the confirmation of enrolment issued for that student for that course; or If an overseas student is granted exemption into a course, which leads to a shortening of the student's course, after the student's visa is granted AIT will report the change of course duration via PRISMS under section 19 of the Education Services of Overseas Students (ESOS) Act 2000.

2) Complaints and Appeals

Students can request a review of a decision made under this policy by following the AIT Student Complaints Procedure.

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Section 4 – Reference and Supporting Information

1) Definitions

Word/Term	Definition
Articulation arrangements	An agreement that enables students to progress from one completed qualification to another, using their first completion as the basis of entry to the subsequent qualification.
Block credit	Credit granted to exempt a student from multiple subjects within a course, based on the completion of a different qualification.
Credit	The value assigned to equivalence in content and learning outcomes between different types of learning and/or qualifications. Credit granted provides the student with advanced standing in their course (i.e. reduces the amount of learning required to achieve a qualification).
Credit transfer	The process by which the value assigned to equivalence in content and learning outcomes is recorded on the student's record.
Formal learning	Learning that takes place through a structured program that leads to the full or partial achievement of an accredited qualification.
EFTSL	Equivalent full-time student load
Informal learning	Learning gained through work, social, family, hobby or leisure activities and experiences, without being organised or structured into objectives or time constraints.
Non-formal learning	Learning that takes place through a structured program of learning that does not lead to an officially accredited qualification, for example, short courses.
Pathways	Allow students to move through qualification levels with full or partial recognition for the learning outcomes from the qualification they have already achieved.
Recognition of prior learning (RPL)	A form of credit that results from an assessment of an individual's relevant prior informal and/or non-formal learning against the subject or course learning outcomes. Additional formal learning may also be taken in to account when establishing RPL.
Specified credit	Credit granted on the basis of formal learning to a specific component of a qualification.
Unspecified credit	Credit granted on the basis of formal learning to an elective requirement of a qualification, exempting the student from completing that elective.

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2) **Supporting documentation**

Document name	Document type	Location
Change of Enrolment Policy	Policy	Internal
RPL Application Form	Policy	Internal
Fees, Withdrawals and Refunds Policy	Policy	Internal
Complaints and Appeals Policy	Policy	Internal
Access & Equity Policy	Policy	Internal
Assessment Policy	Policy	Internal
Academic Progression Policy	Policy	Internal
Student Handbook	Procedural Guide	Internal
National Code 2018	Govt Standards	External
Higher Education Standards Framework (Threshold Standards) 2015. Retrieved from https://www.legislation.gov.au/Details/F2015L01639	Regulatory Standards	External
ASQA Standards for RTO's 2015	Regulatory Standards	External
Australian Qualifications Framework Council (2013). AQF Qualifications Pathways Policy. Retrieved from https://www.aqf.edu.au/sites/aqf/files/aqf_pathways_jan2013.pdf	Regulatory Standards	External
National Code of Practice for Providers of Education and Training to Overseas Students 2018. Retrieved from https://www.legislation.gov.au/Details/F2017L01182	Regulatory Standards	External
Standards for Registered Training Organisations 2015. Retrieved from https://www.legislation.gov.au/Details/F2017C00663	Regulatory Standards	External

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Section 5 – Change History

1) Change History

Version	Approval date	Department	Approved by	Change
v1.0	01 August 2013	AIT	PEO	Development of Group Policy
		AIT	General Manger	
v1.1	17 August 2015	Group Accreditation & Compliance	Group Manager	Update to align with regulatory and legislative changes and internal processes
		Technology & Design Division	General Manager	
v1.2	18 October 2019	Group Accreditation & Compliance	Group Manager	Separate HE and VET, New template
		Technology & Design Division	General Manager	

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