

Credit Transfer and Recognition of Prior Learning Procedure

1. Purpose and Scope

- 1.1 The Credit Transfer and Recognition of Prior Learning Procedure operationalises the Credit Transfer and Recognition of Prior Learning Policy. This procedure is intended to ensure that decisions on credit:
 - 1.1.1 are based on academic judgements, ensuring students are not disadvantaged in achieving expected course and subject learning outcomes;
 - 1.1.2 does not compromise the quality and integrity of AIAT qualifications and that external accreditation/registration requirements are met;
 - 1.1.3 are prompt, to ensure that they do not delay admissions, enrolment or course progression; and
 - 1.1.4 are communicated to the student in writing and, where credit is not granted, details regarding why credit has not been granted are provided.
- 1.2 This policy applies to prospective students, current students, staff and decision-making bodies of AIAT and agents.

2. Definition

Refer to *Glossary of Terms* for commonly used terms. The definitions below are included for clarity.

Articulation - When completion of a lower-level course meets the entry requirements for a higher-level course or enables graduates of the lower-level course to enter the higher-level course with a standard grant of credit.

Articulation agreement - A formal agreement between AIAT and another institution, for articulation between courses of the two institutions.

Articulation arrangements - Arrangements which enable students to progress from a completed qualification to another with admission and/or credit in a defined pathway.

Credit - Credit is the value assigned for the recognition of equivalence in content and learning outcomes between different types of learning and/or qualifications. Credit reduces the amount of learning required to achieve a qualification and may be through credit transfer or recognition of prior learning.

Credit transfer - A process that provides students with agreed and consistent credit outcomes for components of a qualification based on identified equivalence in content and learning outcomes.

3. Procedure

- 3.1 Requesting credit or recognition of prior learning
- 3.1.1 Applicants for admission apply for credit or recognition of prior learning as part of their admission application.
- 3.1.2 Current students may apply for credit or recognition of prior learning during their course prior to commencement of the subject they are requesting credit for. Requests should be submitted 2 weeks prior to the subject start date.
- 3.1.3 Applicants/students are to complete the Application for Credit and/or Recognition of Prior Learning form and submit it with supporting document as outlined in 3.2 below.
- 3.2 Supporting documents required
- 3.2.1 Applications for credit for previous formal learning
- a. must include:
 - i. a certified copy of the student's official transcript of subjects and grades; and
 - ii. an explanation of the grading system(s) used on the transcript (if the transcript does not include this).
 - b. may include document(s) from the institution, such as subject outlines, which outlines and describes the learning outcomes in the year(s) in which the student completed the subject(s), that include:
 - i. details of topics covered in the subject such as a syllabus or schedule of weekly topics;
 - ii. the duration of the subject with a breakdown of class types (e.g. three hours of lectures and one one-hour tutorial per week, three hours of practical workshops fortnightly, for 12 weeks) and a breakdown of any workplace learning activities the student undertook for the subject;
 - iii. the list of prescribed textbook(s) and recommended readings; and
 - iv. assessment details including types of assessment tasks (e.g., essay, quiz, exam), word limits, content and weighting towards the final mark.
 - c. It is highly desirable for students to provide document(s) outlined 3.2.1.b as it may improve the credit assessment outcome.
- 3.2.2 Applications for credit for previous informal or non-formal learning must include:
- a. a statement by the applicant:
 - i. explaining how the relevant non-formal learning, work and/or life experience covers the syllabus and meets the learning outcomes of the subject(s) for which credit is sought; and
 - ii. detailing the activities, when and where they took place, and their duration and/or frequency; and
 - b. supporting evidence such as:
 - i. a resume;
 - ii. employment position descriptions;
 - iii. samples of work;
 - iv. project briefs;

- v. reports and publications;
 - vi. statements by relevant employers confirming the applicant's work experience, position and length of service; and
 - vii. vocational courses and qualifications.
- 3.2.3 If AIAT requests other supporting documents to support the request, the applicant/student is required to provide them.
- 3.2.4 Evidence submitted in a language other than English must be accompanied by a certified official translation into English.
- 3.3 Credit Register
- 3.3.1 AIAT will maintain current and accurate records of all credit on the basis of RPL decisions and articulation arrangements. The register will include the reasons for individual decisions and credit arrangements with other institutions.
- 3.3.2 Articulation arrangements recorded in the Credit Register will be reviewed periodically by the Learning and Teaching Committee and must be reviewed when a course undergoes a substantial change.
- 3.3.3 When a review results in a change to an existing articulation arrangements, the partner institution should be consulted.
- 3.4 Assessment of application
- 3.4.1 The assessment process should be completed with 12 working days.
- 3.4.2 The Admissions Officer (for applicants) and/or Student Services Office (for current students) reviews the application to ensure the Application for Credit and/or Recognition of Prior Learning Form has been completed correctly and that all supporting documentation has been submitted within 5 working days of receipt. The completed application is then forwarded to the relevant Course Director for assessment.
- 3.4.3 Credit applications will normally be assessed by the Course Director within 5 working days of receiving the application from the Admissions Officer (for applicants) and/or Student Services Office (for current students).
- 3.4.4 Assessment of an application for credit transfer takes into consideration the following:
- a. determine if a precedent or an articulation agreement for the credit transfer exists in the Credit Register; and
 - b. if this is not the case, consideration should to be given to the following:
 - i. principles as outlined in the Credit Transfer and Recognition of Prior Learning Policy;
 - ii. AIAT's limits on credit transfer;
 - iii. any restrictions placed by relevant external professional accreditation or registration bodies on the amount and type of credit;
 - iv. type of studies and institute where the studies were undertaken (Department of Education, Skills and Employment: Country Education Profiles could be used);
 - v. Australian Qualification Framework (AQF) level of studies;

- vi. amount of study, including but not limited to topics covered and content in comparison with target subject and the depth of learning;
 - vii. learning outcomes of the studies; and
 - viii. learning activities of the source subject(s) (lectures, tutorials, assessment tasks) compared to the activities of the target subject currency of the studies.
- 3.4.5 Assessment of an application for recognised prior learning (informal and non-formal learning) takes into consideration the following:
- a. principles as outlined in the Credit Transfer and Recognition of Prior Learning Policy;
 - b. AIATs limits on credit transfer;
 - c. any restrictions placed by relevant external professional accreditation or registration bodies on the amount and type of credit; and
 - d. as well as assessing the student's written application for recognition of their informal learning and supporting documents, the Course Director may require them to undertake an assessment task. They will advise the student of the date and place of the task, and whether it is written, practical or a combination of these.
- 3.4.6 Successful applications may be granted credit as either:
- a. Block credit
 - b. Specified credit or
 - c. Unspecified credit.
- 3.4.7 The amount of credit granted must not exceed the credit limits outlined in the Credit Transfer and Recognition of Prior Learning Policy.
- 3.4.8 The Course Director records the decision on the student document management system specifying the outcome of the application and associated reasons, the amount and type of credit granted and the expected completion date of the course.
- 3.4.9 The Course Director notifies the Admissions Officer (for applicants) and/or Student Services Office (for current students) when they have completed their assessment.
- 3.5 Student notification of outcome
- 3.5.1 The Admissions Officer (for applicants) and/or Student Services Office (for current students) will advise the applicant/student of the outcome in writing within 2 working days of the decision being made.
- 3.5.2 Credit and course duration for international students on a student visa must be reflected in the Confirmation of Enrolment (CoE). If the amount of credit to which the student is entitled shortens the course duration after a student visa is issued, the Admissions Officer (for applicants) and/or Student Services Office (for current students) will provide the student with a revised CoE.
- 3.6 Withdrawal of credit
- 3.6.1 Credit withdrawal due to administrative error

- a. Where a staff member discovers that credit has been granted through an error, they will immediately:
 - i. identify the decision in question and state the reason(s) they believe it was made in error, to the relevant Course Director; and
 - ii. ask them to confirm that the decision was made in error.
 - b. The Course Director will, within 5 working days of receiving the request:
 - i. review the original decision;
 - ii. decide whether there has been an administrative error in entering the credit or an error in assessing the credit; and
 - iii. if there has been an error and the credit granted is incorrect, advise the Student Services Office of the revised credit decision.
 - c. The revised credit decision may alter the credit granted or withdraw the credit granted.
 - d. The Student Services Office will, within 5 working days from receiving the adjusted credit decision:
 - i. inform the student of the revised decision and the reason(s) for it;
 - ii. adjust the student's record of credit granted;
 - iii. upload the decision correspondence and supporting documents to the student's record in the student document management system; and
 - e. any financial recompense will be at the discretion of the CEO.
- 3.6.2 Credit withdrawal when granted on the basis of false or misleading information
- a. Where the Course Director considers that the student or applicant provided false or misleading information in a credit application, they will initiate a student misconduct investigation under the Student General Misconduct Policy.

3.7 Appeals

- 3.7.1 A student who is dissatisfied with a decision relating to credit or recognised prior learning may lodge a written appeal with the Director, Learning and Teaching.
- 3.7.2 A student who is dissatisfied with the decision of the Director, Learning and Teaching, can only appeal on the grounds that this policy and procedure have not been complied with. The appeal is to be submitted as per the Student Complaints and Appeals policy.

4. Roles and responsibilities

- 4.1 The Academic Board receives reports on credit transfer and recognition of prior learning from the Learning and Teaching Committee.
- 4.2 The Learning and Teaching Committee:
 - 4.2.1 Oversees the implementation and monitoring of this policy and procedure; and
 - 4.2.2 Provides regular reports to the Academic Board regarding its implementation.
- 4.3 The Director, Learning and Teaching:

- 4.3.1 In exceptional circumstances, may recommend approval of a variation to the credit limits outlined in item 4.9 of the Policy to Head of Institute; and
 - 4.3.2 Reviews appeals from students related to credit or recognised prior learning decisions.
- 4.4 Course Directors are responsible for
- 4.4.1 assessing credit transfer and recognition of prior learning applications;
 - 4.4.2 determining the amount of credit granted in accordance with this policy and procedure; and
 - 4.4.3 providing regular reports to the Learning and Teaching Committee regarding credit granted.
- 4.5 The Admissions Officer (for applicants) and/or Student Services Office (for current students) are responsible for:
- 4.5.1 reviewing applications prior to assessment by a Course Director;
 - 4.5.2 notifying the applicant/student of the outcome; and
 - 4.5.3 issuing Confirmation of Enrolments to international students if impacted by this policy and procedure.
- 4.6 Students are responsible for:
- 4.6.1 demonstrating how their prior learning meets the learning outcomes of the subject(s) or course component(s) for which they are seeking credit – in particular, by providing the required supporting documents; and
 - 4.6.2 completing and submitting all documents required for their applications, and following any instructions in those documents.

5. Procedure Details

Institution	Australian Institute of Advanced Technologies (AIAT)
Procedure name	Credit Transfer and Recognition of Prior Learning Procedure
Procedure Reference No.	PROC – 26
Procedure Approval	Board of Directors
Procedure Authority	Academic Board
Responsible Officer	Learning and Teaching Committee
Governance Reference Threshold Standards	HESF 1.2
Related Documents	Credit Transfer and Recognition of Prior Learning Policy Student Complaints and Appeals Policy Student General Misconduct Policy
Related Legislation	Australian Qualification Framework Higher Education Standards Framework (Threshold Standards) 2021 (HESF)

	National Code of Practice for Providers of Education and Training to Overseas Students 2018
References	<p>AIAT has referred and benchmarked with the following institutions and policies during the creation of this policy:</p> <p>Charles Sturt University (unknown) Credit Procedure, <i>retrieved 10/9/2021</i></p> <p>Deakin (unknown) Recognition of Prior Learning Procedure, <i>retrieved 10/9/2021</i></p> <p>The University of Sydney (2017) Coursework Credit Procedures</p> <p>University of Newcastle (2017) Recognition of Prior Learning Policy</p> <p>University of South Australia (2021) Recognition of prior learning</p> <p>University of the Sunshine Coast (2021) Credit Transfer - Procedures</p>
Date of approval	31 March 2022
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Policy Category	Academic

6. Document Version Control

Document No	PROC - 26	Last Modify Date	Summary of Changes
Version No	1.0	NA	Initial version approved by Board of Directors
	1.01	31/3/2022	Fixing typos; modifying policy number
Created Date	March 2022		