

Credit Transfer and Recognition of Prior Learning Policy

1. Purpose and Scope

- 1.1 The Credit Transfer and Recognition of Prior Learning Policy governs credit that can be granted on the basis of recognition of prior learning (RPL) or credit transfer towards AIAT courses. It should be read in conjunction with the Credit Transfer and Recognition of Prior Learning Procedure.
- 1.2 This policy applies to prospective students, current students, staff and decision-making bodies of AIAT and agents.

2. Definitions

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. Policy Statement

- 3.1 AIAT maintains practices for granting credit towards courses on the basis of Recognition of Prior Learning (RPL) that are consistent with the Higher Education Standards Framework and maintain the integrity of the course.
- 3.2 Decisions are based on academic judgements and ensure students are not disadvantaged in achieving expected course and subject learning outcomes.

4. Policy Principles

- 4.1 For the purposes of obtaining credit towards an undergraduate or postgraduate course, learning may be recognised as having been achieved through formal, non-formal or informal pathways, collectively known as prior learning.
- 4.2 Within the context of recognising prior learning, AIAT is responsible for ensuring:
 - 4.2.1 the quality and integrity of AIAT qualifications;
 - 4.2.2 the applicant will not be disadvantaged in achieving the expected learning outcomes for the course; and
 - 4.2.3 that external accreditation/registration requirements are met.
- 4.3 AIAT may enter articulation agreements and articulation arrangements which must be detailed in the Credit Register.
- 4.4 Any assessment of and decision about prior learning will be
 - 4.4.1 evidence-based, equitable, transparent, academically defensible, and timely;
 - 4.4.2 facilitate students' movement between institutions and between courses;
 - 4.4.3 granted only where the prior learning is assessed as equivalent in content and learning outcomes to the subjects for which credit is being sought; and
 - 4.4.4 documented in the student's record.
- 4.5 During the assessment of prior learning, AIAT does not
 - 4.5.1 imply a guaranteed acceptance into a course; or
 - 4.5.2 guarantee admission to a course.
- 4.6 Formal learning (e.g. bachelor, masters qualification) must be in a related area and completed within the last 10 years to be considered for credit transfer with the exception in Information Technology courses where the formal learning must be completed within the last 5 years.
- 4.7 Credit on the basis of recognition of prior learning (RPL) may be granted for a subject at AIAT where evidence demonstrates that there is substantial comparability and equivalence of content and/or learning outcomes with the prior learning.
- 4.8 Credit on the basis of RPL is not granted:
 - 4.8.1 conditionally on a student meeting additional requirements;
 - 4.8.2 where credit has been previously granted towards an AIAT subject and the award has been conferred;
 - 4.8.3 for formal learning assessed as a 'fail', 'pass conceded' or equivalent grade;
 - 4.8.4 for a subject a student has already attempted and received a finalised grade;
 - 4.8.5 for formal learning undertaken while the student is excluded from a course at AIAT, except where such formal learning is undertaken with the prior approval of the Director, Learning and Teaching; and
 - 4.8.6 for prior learning acquired more than 10 years before the application for RPL credit.
- 4.9 RPL credit may be awarded in the form of:

- 4.9.1 block credit, which is granted for whole stages or components of a course, often granted as a number of subject points. Block credit may be specified or unspecified credit.
- 4.9.2 specified credit, which is granted for an elective, a specific subject or subjects.
- 4.9.3 unspecified credit which is credit that is not for specific subjects, but rather for a number of subject points, to fulfil course requirements. When unspecified credit is granted, the student's prior formal learning must be assessed as being at the same Australian Qualifications Framework level, and of the same volume of learning, as the points for which the credit will be granted.

4.10 Maximum credit limits are specified to ensure the integrity of a course and to ensure students are not disadvantaged in achieving expected course learning outcomes as noted in the following tables. Credit is not normally given for Level 300 or Level 500 subjects.

Bachelor Qualification	Maximum credit limit
Advanced Diploma or Associate Degree	50%
Diploma	33%

Masters Qualification	Maximum credit limit
Bachelor degree in cognate area or Graduate Certificate	25%
Graduate Diploma	50%

- 4.10.1 Students are expected to complete at least one year full time study (or part time equivalent) in a course to obtain a degree from AIAT.
- 4.11 In exceptional cases, the Director, Learning and Teaching
 - 4.11.1 may recommend approval of a variation of credit beyond those limits specified providing there is an academic rationale consistent with the principles of this policy to the Head of Institute; and
 - 4.11.2 provide reports to the Academic Board regarding the grounds for the approval.
- 4.12 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.
- 4.13 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.

5. Roles and responsibilities

- 5.1 The Academic Board receives reports on credit transfer and recognition of prior learning from the Learning and Teaching Committee.
- 5.2 The Learning and Teaching Committee:
 - 5.2.1 Oversees the implementation and monitoring of this policy and procedure; and

- 5.2.2 Provides regular reports to the Academic Board regarding its implementation.
- 5.3 The Director, Learning and Teaching:
- 5.3.1 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
- 5.3.2 Reviews appeals from students related to credit or recognised prior learning decisions.
- 5.4 Course Directors are responsible for
- 5.4.1 assessing credit transfer and recognition of prior learning applications;
- 5.4.2 determining the amount of credit granted in accordance with this policy and procedure; and
- 5.4.3 providing regular reports to the Learning and Teaching Committee regarding credit granted.
- 5.5 The Admissions Officer (for applicants) and/or Student Services Office (for current students) are responsible for:
- 5.5.1 reviewing applications for completeness prior to assessment by a Course Director;
- 5.5.2 notifying the applicant/student of the outcome; and
- 5.5.3 issuing Confirmation of Enrolments to international students if impacted by this policy and procedure.
- 5.6 Students are responsible for:
- 5.6.1 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
- 5.6.2 completing and submitting all documents required for their applications, and following any instructions in those documents.

6. Policy Details

Institution	Australian Institute of Advanced Technologies (AIAT)
Policy name	Credit Transfer and Recognition of Prior Learning Policy
Policy Reference No.	POL – 26
Policy Approval	Board of Directors
Policy Authority	Academic Board
Responsible Officer	Learning and Teaching Committee
Governance Reference	HESF 2021: 1.2
Threshold Standards	
Related Documents	Credit Transfer and Recognition of Prior Learning Procedure Student Complaints and Appeals policy
Related Legislation	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>Australian Catholic University (2021) Recognition of Prior Learning Policy</p> <p>Australian Institute of Business (2019) Recognition of Prior Learning Policy</p> <p>Charles Sturt University (unknown) Credit Policy, <i>retrieved 10/9/2021</i></p> <p>Kaplan (2021) Recognition of Prior Learning (RPL) Policy</p> <p>University of Newcastle (2017) Recognition of Prior Learning Policy</p> <p>University of South Australia (2021) Recognition of prior learning</p>
Date of approval	31 March 2022
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Policy Category	Academic

6. Document Version Control

Document No	POL - 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
	1.02	09/01/2023	TEQSA REQ06635 – Clause 4.10 modified maximum credit for Advanced/Associate Diploma to meet AQF Policy requirements and Clause 4.6 refined number of years for formal learning credit transfer in Information Technology degrees.
Created Date	March 2022		