

## A103 Credit for Prior Learning Procedure

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| <b>Policy Category</b>     | Academic                                                                                                                                                                                                             |                      |
| <b>Responsible Officer</b> | Academic Dean                                                                                                                                                                                                        |                      |
| <b>Review Date</b>         | March 2027                                                                                                                                                                                                           |                      |
| <b>Related documents</b>   | Admissions Policy<br>Admissions Procedure<br>Assessment Policy<br>Credit Application Form<br>Credit for Prior Learning Policy<br>Credit for Prior Learning Procedure<br>National Code Compliance<br>AIBI Course Fees |                      |
| <b>Version</b>             | <b>Authorised by</b>                                                                                                                                                                                                 | <b>Approval Date</b> |
| 1.6                        | Academic Board                                                                                                                                                                                                       | 27/06/2022           |

This Procedure implements the Australian Institute of Business Intelligence Higher Education's (the 'Institute') *Credit for Prior Learning Policy*. This Procedure provides a framework for granting academic credit for prior learning, while maintaining the Institute's expectations of student achievement and the integrity of the course and associated award.

### 1. Definitions

Academic Dean: within this document this refers to the Academic Dean of the faculty that the prospective student is applying for credit.

Assessment: a process to determine a student's achievement of identified learning outcomes and may include a range of written and oral methods and practice or demonstration.

Australian Qualifications Framework (AQF): Australia's national policy for regulated qualifications. It encompasses higher education, vocational education and training and school education and provides for national recognition and a consistent understanding of what defines each qualification type.

Block credit: credit granted to exempt a student from multiple subjects within a course, based on the completion of a different qualification. This type of credit cannot be transferred for admission into another qualification.

Confirmation of Enrolment (CoE): a document registered with the Department of Home Affairs to confirm an overseas student's acceptance into a particular course for a specified duration and that they are bona fide students when applying for a visa.

Credit agreement: formal negotiated agreement within and between issuing organisations or accrediting authorities regarding student entitlement to academic credit.

Credit transfer: a process that provides students with credit for completed components of a course of study based on equivalence in content and learning outcomes.

Credit: exemption from study granted in recognition of equivalence of prior learning in regard to course content and learning outcomes. Credit granted provides a student with advanced standing in the course of enrolment (i.e., reduces the amount of learning required to achieve the qualification). Credit can be given in the form of block, specified or unspecified credit.

Formal learning: learning that takes place through a structured course leading to the full or partial achievement of an accredited qualification.

Informal learning: learning gained through work, social, hobby or leisure activities. Unlike formal or non-formal learning, informal learning is not organised or structured in terms of outcomes or time.

Learning outcomes: the expression of the set of knowledge, skills and the application of the knowledge and skills a person has acquired and is able to demonstrate as a result of learning.

Non-formal learning: learning that takes place through a structured course of learning that does not lead to an officially accredited qualification, for example short courses.

Course: a course of study, comprising subjects of study, the successful completion of which results in the awarding of a qualification, such as a bachelor's degree.

Provider Registration International Student Management System (PRISMS): a secure database owned and maintained by the Department of Education and Training for the purposes of administering the *Education Services for Overseas Students Act 2000*.

Recognition of prior learning: an assessment process that involves assessment of an individual's relevant prior learning (including formal, informal and non-formal learning) to determine the credit outcomes of an individual's application for credit.

Subject: a separate subject of study which, in combination with other subjects, make up a course.

## **2. Procedure for individual credit applications**

The following procedure applies to credit applications that fall outside those specified in a credit agreement.

### **2.1. Application**

Applications for credit are usually lodged by the student prior to enrolment into a course or relevant subject/s of study. At the latest, applications need to be lodged by the end of week 2 of the trimester in which the relevant subject/s are being taken. When applying for credit, students are to complete and submit a *Credit Application Form* and provide the required evidence and/or supporting documentation to the Registrar. All evidence and documentation provided needs to be in English and needs to be authentic. Authenticity can be demonstrated by the document having been:

- certified, i.e. the original document has been sighted by a representative from an Australian Overseas Diplomatic Mission or Australian Education Office or a Justice of the Peace, and a copy of document is noted as being certified; or
- verified, i.e. the original document has been sighted by the Registrar.

Where official documentation to support an application for admission is in a language other than English, the document must be accompanied by a complete English translation. Translated documents must comply with the following requirements:

- the translation needs to be by an authorised translator accredited by the National Accreditation Authority for Translators and Interpreters (NAATI); and
- each page of the translation must bear the translator’s signature, the date translated and the translator’s accreditation details or official stamp.

## **2.2. Documentation to support a credit application**

### **2.2.1. Formal study**

When applying for credit based on **formal study**, the applicant needs to submit a copy of:

- qualification/testamur/parchment;
- academic transcript;
- relevant subject/subject outlines (applicable to higher education qualifications only); and
- relevant subjects of competency (applicable to vocational qualifications only).

### **2.2.2. Non-formal study**

When applying for credit based on **non-formal study**, the applicant needs to submit a copy of:

- statement of attainment/completion; and
- course/course details.

### **2.2.3. Work experience**

When applying for credit based on **work experience**, the applicant needs to submit:

- resume/curriculum vitae, setting out educational qualifications and work experience;
- details of relevant positions:
  - position title;
  - type of employment (e.g. full time, part-time, casual);
  - duration of employment;
  - employer;
  - job description;

- a description of the tasks for which the applicant was responsible, and how they relate to the disciplinary area; and
- organisation name, department and URL;
- at least one reference from the employer organisation;
- portfolio of work completed that relate to the relevant skills and knowledge of the Course (if applicable);
- project Reports (if available);
- third party assessments of the applicant's work skills (if available); or
- other evidence that demonstrates relevant discipline skills and knowledge.

#### **2.2.4. Work experience as a self-employed person**

When applying for credit based on **work experience as a self-employed person**, the applicant needs to submit:

- evidence of operating as self-employed e.g. a copy of business certificate of registration or a business tax file number; and
- a letter from the student's accountant or solicitor stating how long the applicant has been continuously engaged in the business, and the nature of the business.

#### **2.2.5. Life experience**

When applying for credit based on **life experience**, the applicant needs to submit:

- details of relevant life experiences;
- portfolio of work completed that relate to the relevant skills and knowledge of the course (if applicable); or
- reference/s from relevant colleagues, managers or the like.

### **2.3. Credit decision**

Credit decisions that fall outside those specified in a credit agreement are made on a case-by-case basis by the Academic Dean. Such decisions are made in line with the principles and details within the *Credit for Prior Learning Policy*. Under these principles, all efforts should be made to ensure a student is not disadvantaged in any way and they undertake sufficient study at the higher levels to attain the Learning Outcomes of the higher award by the conclusion of the course.

The outcome of the decision will be communicated to the student in writing by the Registrar within 10 working days of the application being lodged. The information provided should at all times enable the student to understand the design and the level of preparedness required for their chosen course of study to prevent academic disadvantage especially in the case of students unfamiliar with higher education.

If the application is successful, the outcome will be noted in the student's academic record. If the applicant is unsuccessful due to insufficient evidence, the applicant will be given the opportunity to provide further evidence.

If the Institute decides to grant course credit, it will give the student a written record of the decision and an opportunity to respond in writing whether they would like to accept the credit. The Institute will retain the written record of acceptance for two years after the student ceases to be enrolled.

The Registrar will record the outcome of the individual credit decision in the Credit Register. Subsequent applications based on the same prior learning will automatically be granted the same credit as the decision already taken by the Academic Dean.

### **3. Procedure for credit based on credit agreements**

The following procedure applies to the granting of credit as documented within a formal credit agreement (credit transfer or block credit).

#### **3.1. Establishing the credit agreement**

The Academic Dean is responsible for proposing a formal credit agreement, documenting it within the relevant template and submitting it to the Academic Board for approval. Approval of the credit agreement is made in line with the principles and details within the *Credit for Prior Learning Policy*. Approved credit agreements will be published on the Institute's website.

#### **3.2. Applying credit decisions within approved credit agreements**

Credit decisions as noted within approved credit agreements are applied automatically at time of initial enrolment within a course by the Registrar. The outcome will be communicated to the student in writing by the Registrar within five working days of the student's initial enrolment and the outcome noted in the student's academic record.

#### **3.3. Fee for credit**

##### **3.3.1. For credit agreements**

Students granted credit in accordance with a formal credit agreement, or credit decisions recorded in the Credit Register, will not be charged a fee as this does not require the assessment of a credit application.

##### **3.3.2. Where no agreement exists**

For credit applications that require an individual assessment, the cost associated with assessing the application will be incurred by the student. The fee for this assessment is \$250 per subject of study within the Institute course for which credit is being applied for. This fee is to be paid when the application is submitted. The application will not be processed unless the fee is paid and is not refundable if the application is unsuccessful.

#### **4. Overseas Students - variation to course duration**

Due to visa requirements, the following applies to overseas students who have been awarded credit for prior learning:

- If credit is granted before a student visa is issued, any resulting variation in the duration of the course will be reflected on the Confirmation of Enrolment issued to the student.
- If credit is granted after a student visa has been issued, any resulting variation in the duration of the course will be reported by the Institute via PRISMS in accordance with Section 19 of the *Education Services of Overseas Students Act 2000*.

#### **5. Record of Decisions on Application for Credit for Prior Learning**

A record of the Institute's decision on each application for credit for prior learning will be created in the student management system. The record will include the title of the Institute staff responsible for, and rationale behind, the decision.

#### **6. Appeals**

Appeals concerning any decision taken in relation to this Procedure should be made under the relevant *Complaints and Appeals Policy*, which can be accessed from the Institute's website. Overseas students may lodge an appeal with the Overseas Students Ombudsman.

#### **7. References**

Higher Education Standards Framework (Threshold Standards) 2021

National Code of Practice for Providers of Education and Training to Overseas Students 2018, Standard 2

*Australian Qualifications Framework*, including AQF Qualifications Pathways Policy

#### **8. Acknowledgements**

In developing this Procedure, the Institute acknowledges:

- TEQSA's Glossary of Terms
- Think: Colleges Credit Policy
- TEQSA Guidance Notes: Credit and RPL

## Document History:

| Version | Date       | Author                   | Reason                                                                                                                                                                                                   | Sections                |
|---------|------------|--------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|
| 0.1     | 06/06/2017 | Leanne McCoy             | Revisions as per the AB meeting held 25/5/17                                                                                                                                                             | all                     |
| 0.2     | 07/07/2017 | Ed Green                 | Reviewed by Ed Green and changes made                                                                                                                                                                    | All                     |
| 0.3     | 07/08/17   | Donna Mack               | Updated after AB meeting on the 20/07/17                                                                                                                                                                 | 2 & 5                   |
| 0.4     | 24/08/17   | Donna Mack               | Updated after the AB meeting on the 17/08/17                                                                                                                                                             | 4 & 5                   |
| 0.5     | 20/9/2017  | Lincoln Aleck + Ed Green | Updated after the AB meeting on the 14/9/17                                                                                                                                                              | All                     |
| 0.6     | 10/4/2018  | Stephen Andrews          | Revised in response to Academic Board feedback 26/2/18, and approved Policy Development and Review Framework                                                                                             | All                     |
| 1.0     | 24/4/2018  | Stephen Andrews          | Revised in response to Academic Board feedback 23/4/18.                                                                                                                                                  | 2.1, 2.2, 2.3, 3.1, 3.3 |
| 1.1     | 14/11/2018 | Julien Marechal          | Revised in response to Corporate Board feedback 13/11/18.                                                                                                                                                | 5                       |
| 1.2     | 30/12/2019 | Philippa Ryan            | Amended to reflect new trading name 'Waratah Institute'.                                                                                                                                                 | All                     |
| 1.3     | 5/05/2020  | Stephen Andrews          | Updated in response to TEQSA feedback 30/04/20 and approved by the Academic Board 13/05/2020.                                                                                                            | 2.3                     |
| 1.4     | 14/01/2022 | Zoe Williams             | Amended to reflect new corporate name Australian Institute of Business Intelligence; abbreviated to the Institute and new logo; and updated references to the Higher Education Standards Framework 2021. | All                     |
| 1.5     | 27/06/2022 | Chaido Kiourkou          | Revised in response to external reviewer feedback regarding disadvantaging students by an award of credit in preparation for a new course application to TEQSA                                           | 2.3                     |
| 1.6     | 19/03/2024 | Amon Broughton           | Minor changes: Updating roles and terminology.                                                                                                                                                           | All                     |