

Academic Credit and Recognition of Prior Learning (RPL) Policy

Purpose	This Policy outlines the AITC's approach to grant and record Academic Credit or Recognition of Prior Learning (RPL) from prior studies.
Location	The policy is maintained on owncloud
Responsible	Academic Dean
Responsible office	Academic Dean's Office
Contact officer	TBA
Effective date	05 January 2021
Review dates	23 March 2022
Modification	Version 1.1 (05 Jan 2021), Version 1.2 (24 March 2022)
Related documents	AITC Student Admissions Policy AITC Student Deferral, Suspension and Cancellation Policy AITC Overseas Student Transfer Policy and Procedure AITC Student Progression, Exclusion and Graduation Policy AITC Education Plan
Authority	Approved by the Academic Board

1. Purpose

This policy outlines the Australian Institute of Technology and Commerce (AITC)'s approach of granting and recording Academic Credit or Recognising Prior Learning (RPL) for previous studies completed by students at:

- A registered vocation education provider offering AQF Level 7 above courses,
- A recognised higher education institution in Australia or overseas.

2. Scope

This policy is relevant to all applicants to study in a higher education award Course of AITC.

Recognition of Prior Learning (RPL) or Academic Credit is based on the following principles:

- (a) Recognition of prior learning is granted on a consistent basis ensuring students are not disadvantaged in achieving the learning outcomes of the course and that the integrity of the course of study and the qualification are maintained at all times.
- (b) Students receive timely written advice of all AITC assessments of recognition of prior learning or academic credit applications.
- (c) Students may obtain academic credit for up to 50% of Units of study in a specified Course, provided that the Units of study under consideration are deemed as equivalent to AITC curriculum. The assessment will be based on website information and Unit outlines, including contents of the unit, unit learning outcomes, and delivery duration of the unit. AITC may contact the prior institution for verification, if necessary. It will be incumbent on the applicant to supply relevant information to support an application for academic credit and RPL. The applications should be made prior to a student accepting an offer to study at AITC, or as soon as is practically possible.
- (d) Students must submit a written confirmation of acceptance for any RPL granted. AITC retains written records of acceptance for two years after the student ceases to be an enrolled student.

3. Definitions

An applicant can be either a domestic or an international student.

Recognition of Prior Learning (RPL) is a process that involves the assessment of formal, informal and non-formal learning to determine the amount of academic credit a student may be offered. RPL may enable a student to complete an award in reduced time.

Academic Credit:

Academic Credit is the value assigned for the recognition of equivalence in content and learning outcomes between different types of learning and/or qualifications. Academic credit reduces the amount of formal learning required to achieve a qualification. This is normally described by reference to specific subjects within the course.

4. Procedures

Students who wish to apply for Academic Credit or RPL should firstly indicate this on his/her Application/Enrolment form and provide evidence in terms of completed qualifications in order to proceed with an application for Academic Credit or RPL.

Academic Credit

- 4.1 All applications for Academic Credit should be completed before enrolment or at orientation. Credit through recognition of prior learning is granted only if;
 - students granted such credit are not disadvantaged in achieving the expected learning outcomes for the Course of study or qualification at AITC; and;
 - the integrity of the Course of study and the qualification are maintained.
- 4.2 When students apply to enter an AITC Course, the applicants can indicate if they are seeking Recognition of Prior Learning (RPL). Students need to specify on the 'RPL Application Form' the prior learning they are seeking recognition for and provide the Admissions Team with the necessary supporting evidence. An initial RPL assessment is then conducted by the Academic Dean (AD) and the outcome is outlined in the Offer Letter to the student based on the completed 'Application Assessment and RPL Approval Form'. If students apply for RPL after their admission at AITC, for international students it may have an effect on the duration of their Confirmation of Enrolment which may need to be adjusted in accordance with item 4.4.3.
- 4.3 Recognition of prior learning
 - 4.3.1 For formal (conferred) qualifications
Where study has been undertaken and an award has been conferred, then students may receive a maximum of one-third credit in the higher level of nested courses which they have been admitted:
 - a) The maximum permissible reduction in the volume of learning is 12 credit points (i.e., two units) for an award of Graduate Certificate in Information Technology or equivalent (AQF Level 8) to apply for Graduate Diploma of Information Technology (AQF Level 8).
 - b) The maximum permissible reduction in the volume of learning is 24 credit points (i.e., four units) for an award of Graduate Certificate in Information Technology or equivalent (AQF Level 8) to apply for

- c) Master of Information Technology (AQF Level 9).
The maximum permissible reduction in the volume of learning is 30 credit points (i.e., five units) for an award of Graduate Diploma of Information Technology or equivalent (AQF Level 8) to apply for the Master of Information Technology (AQF Level 9).
- d) No credit points to be granted for prior learning that is more than 5 years from the time of enrolment.

4.3.2 Recognition of Prior Learning for informal learning (including non-conferred / relevant extensive expert professional experience or other informal learning relevant to the content of the course).

Where postgraduate study has been undertaken at AITC and no award has been conferred, students have the option of continuing on to complete the higher course in the nested course set. Credit may be transferred in full for the purpose of non-stop course upgrade, subject to approval of the Academic Dean, and will require:

- a) Completion of a minimum of 24 credit points of the currently enrolled course;
- b) Meeting the admission requirements for the upgraded course;

Applications for RPL that submit evidence of other relevant Informal Learning will be subject to a process to determine the amount of academic credit that a student may be offered. The determination of academic credit would be subject to the limits referred to in items 2 and 4.3.1.

4.3.3 AITC will maintain a precedent database of overseas qualifications and both their assessed AQF level and their equivalence to AITC courses for the purposes of RPL. The contents of this database will be reported to Academic Board annually and will be subject to an external independent review bi-annually.

4.3.4 Where a student (or applicant) applies for RPL based on an overseas or other non-AQF qualification that is not currently in the precedent database, AITC will require full details of the qualification to be provided and will have a discipline expert undertake a review of the course duration, outcomes and structure in determining the AQF equivalence.

4.4 The applicant will be advised in writing of the result of his/her application.

4.5 Where a decision has been made to grant RPL to the student, the student must respond to that Notice in writing to confirm that the student would like to accept the proposed granting of RPL (proposed RPL can only be officially recorded upon receipt of a written acceptance by the student).

4.5.1 Students who apply for RPL prior to the issuing of a Confirmation of Enrolment (CoE), then eligible RPL will be added to the Letter of Offer. By signing the Acceptance Form of the Letter of Offer, students will therefore accept the RPL that has been granted.

4.5.2 Students who apply for RPL who have been admitted to AITC must respond to any notices of RPL assessment outcomes in writing via email to clearly state their acceptance.

4.5.3 AITC retains written records of acceptance for two years after the student ceases to be an enrolled student. If a student is dissatisfied with the outcome, the student has the right to Appeal the decision (see Item 5 below).

4.6 If the applicant is an international student, the following will occur:

- 4.6.1 If the academic credit is approved prior to the granting of the student visa and leads to a shortening of the student's Course, the Confirmation of Enrolment (CoE) will indicate the actual net Course duration (as reduced by Course credit) issued for a student for the particular Course.
- 4.6.2 If the academic credit is granted after the granting of the student visa, the change of Course duration is to be reported via PRISMS as referred to in Standard 2.5 of the National Code 2018 and Section 19 of the ESOS Act.
- 4.6.3 At any time after a student has been granted a student visa, any change in Course duration due to the granting of credit must be reported via PRISMS as referred to in Standard 2.5 of the National Code 2018 and Section 19 of the ESOS Act. This must be done within 14 days after the event.
- 4.7 Students should provide originals of qualifications and documents, including students' prior transcript, Unit outlines (including detailed assessment criteria), to AITC when enrolling. Copies of RPL documentation will be made and stored on the student's file. If the documents are not original, they must be certified as a true copy by a notary public and officially translated into English.
- 4.8 After the Student Service receives the valid RPL application and supporting evidence, they will submit the application to Academic Dean for approval. The AD (or the delegated authority) will need to make the decision and notify the Student Service about the outcome and reasons as soon as practicable. Students will be advised by Student Service in writing of the decision with the reasons. Where a decision has been made to grant RPL to the student, the student must respond to that Notice in writing to confirm that the student will accept the proposed granting of RPL (proposed RPL can only be granted upon receipt of a written acceptance by the student). AITC retains written records of acceptance for two years after the student ceases to be an enrolled student. If a student is dissatisfied with the outcome, the student has the right to Appeal the decision (see Item 5 below).
- 4.9 Decisions are recorded on the Student Management System (e.g., Wisenet) and include the outcome of the application indicating whether to grant or reject the application, and, where appropriate, the reasons for rejection. Students can check their course credits anytime on Wisenet Student Management System.
- 4.10 All credit that is granted is identified in the student's record of results; and in the academic transcript statement when it is issued. The course credits for each unit will be recorded on the following basis:

Grade	Mark %	Course Credit
High Distinction	85-100	6
Distinction	75-84	6
Credit	65-74	6
Pass	50-64	6
Pass Conceded	45-49	6
Fail	0-49	0

5. Appeals

An appeal must be lodged with the Student Service Office within 10 working days of the dates of notification of the academic credit decision in accordance with the Student Grievance Mediation Policy. The appeal must set out the grounds for the appeal. The CEO (or its delegate as the Academic Dean) has the responsibility for this assessment and making the final decision.