

**Policy Owner:** Academic Director / Associate Principal  
**Keywords:** Credit, Recognition of Prior Learning, Admission  
**Policy Code:** QTDPO002

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## 1. INTENT

- 1.1 This Policy articulates the principles underpinning the granting of Credit towards the completion of a Course based on Prior or concurrent learning in accordance with the requirements of the [Australian Higher Education Standards Framework \(Threshold Standards\) 2015](#) and the [AQF Qualifications Pathways Policy](#).
- 1.2 The purpose of this Policy is to guide Recognition of Prior Learning (RPL) processing at Australian College of Business and Technology ('ACBT' or the 'College') to ensure consistency and fairness in the assessment of applications, as outlined in the *Credit and Recognition of Prior Learning (RPL) Procedures*.

## 2. ORGANISATIONAL SCOPE

- 2.1 This Policy applies to all applications for Recognition of Prior Learning (RPL) in a Course of Study at ACBT and its Partner Providers.

## 3. DEFINITIONS:

- 3.1 The *Glossary of Policy Terms* applies to this Policy

## 4. POLICY CONTENT: RPL PRINCIPLES

The College applies the following principles in relation to Credit and Recognition of Prior Learning:

- 4.1 ACBT will recognize Prior Learning as a means of qualifying for entry into an ACBT Course or as a means of gaining Unit Credit in a Course. Prior Learning includes:
  - Units completed towards an accredited Course at any Australian College, Higher Education Provider, TAFE or Registered Training Organisation;

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- Units completed as part of an overseas Course recognised by the National Office of Overseas Skills Recognition (NOOSR); and
- non-accredited or Informal study/learning, professional/work experience, volunteering or life experience;

where the Prior Learning is assessed by ACBT / ECC as equivalent to Learning Outcomes and/or competencies that align with an ACBT / ECC Unit .

Equivalence of learning outcomes and competencies will be assessed in line with standards set by the AQF, Edith Cowan University and/or relevant professional bodies.

- 4.2 As such, ACBT may recognise alternative forms of RPL which are targeted at improving access for Students or others who may be experiencing disadvantage in accessing and participating in education. To that end, the Entry Portfolio process may be applied.
- 4.3 Credit will be granted to a Student where the integrity, reputation and qualification of a Course can be maintained.
- 4.3.1 Awarding Credit will complement, and not detract, from the Course as a coherent whole at a level consistent with the [Australian Qualifications Framework \(AQF\)](#).
- 4.3.2 Decisions relating to Prior Learning from overseas locations and qualifications will be benchmarked under the [Australian Qualifications Framework \(AQF\)](#), and with reference to information, guidance or standards (if any) provided by the Australian Government Department of Education, Skills and Employment, the National Academic Recognition Information Centre (NARIC) and any equivalent entity.
- 4.3.3 Decisions relating to Prior Learning will be assessed in line with standards set by Edith Cowan College.
- 4.3.4 Decisions relating Prior Learning will be based on rational and evidence-based academic judgment about the equivalence of learning.
- 4.3.5 Credit Determinations will involve a judgment as to how a Student's Prior Learning supports progress towards the attainment of Unit or Course Learning Outcomes, while ensuring that the Student is best placed to achieve all of their Course Learning Outcomes.
- 4.3.6 Credit granted on the basis of Recognition of Prior Learning, may be granted as Specified, Unspecified, or Block credit, as set out in the *Credit and Recognition of Prior Learning (RPL) Procedures*.
- 4.3.7 When making Credit Determinations the College will ensure that the identity of the person receiving the recognition can be verified.
- 4.4 Credit will be awarded in a consistent, equitable and fair manner.
- 4.4.1 The College will endeavour to provide equivalent opportunities for Students to enter into and progress through their intended studies, irrespective of mode of delivery or location.

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- 4.4.2 Subject to the *Credit and Recognition of Prior Learning Procedures*, Credit will be given where a Student can demonstrate that, through Prior Learning, they have achieved Learning Outcomes equivalent to one or more Units within a Course.
- 4.4.3 Students have the right to request a Review of Credit Determinations made by the College.
- 4.5 The College is committed to transparency and quality record-keeping.
  - 4.5.1 Students will be given formal and timely notifications in connection with Credit applications.
  - 4.5.2 Institutional Credit and articulation arrangements will be made publicly available.
  - 4.5.3 Maximum levels of Credit for Prior Learning will be publicly available in the *Credit and Recognition of Prior Learning (RPL) Procedures*.
  - 4.5.4 All Credit granted will be identified in a Student's Statement of Academic Record and Australian Higher Education Graduation Statement (where applicable).

### 5. ACCOUNTABILITIES AND RESPONSIBILITIES

- 5.1 **Students** are required to be honest and accurate when providing information to ACBT in relation to Credit applications.
- 5.2 All **Staff** are required to keep accurate and comprehensive records in accordance with Navitas' *Record Management, Retention and Disposal Policy*. Institutional data and records will be used to continually improve the College's Recognition of Prior Learning and Admission practices.
- 5.3 **Academic Program Coordinators** will assess applications for Credit and follow the *Credit and Recognition of Prior Learning (RPL) Procedures* when determining Credit to be Awarded.
- 5.4 The **Academic Director / Associate Principal**, in consultation with the **Academic Program Coordinators**, will:
  - a) identify and develop opportunities for reciprocal Credit arrangements, consistent with the College's goals and strategic plans;
  - b) participate actively in the creation and review of any Articulation Agreements entered into by the College; and
  - c) assess Credit applications in accordance with the principles set out in this Policy and the processes set out in the *Credit and Recognition of Prior Learning (RPL) Procedures*.

### 6. RELATED DOCUMENTS:

6.1. This Policy is supported by the *Credit and Recognition of Prior Learning (RPL) Procedures*.

6.2. Relevant to this Policy are the following:

*Admissions Policy*  
*Enrolment Policy*  
*Academic Progression Policy*

6.3. This Policy has been developed in line with requirements set out in the:

[National Code of Practice for Providers of Education and Training to Overseas Students](#)  
[Higher Education Standards Framework \(HESF\)](#)  
[Australian Qualifications Framework \(AQF\)](#)  
[AQF Qualifications Pathway Policy](#)  
[Country Education Profiles \(CEP\)](#) issued by Australian Education International (AEI)  
[European Credit Transfer and Accumulation System \(ECTS\)](#)

### 7. CONTACT INFORMATION:

For queries relating to this document please contact:

<b>POLICY OWNER</b>	Academic Director / Associate Principal
<b>ALL ENQUIRIES CONTACT:</b>	Quality and Compliance Manager
<b>TELEPHONE:</b>	011 2565595
<b>EMAIL ADDRESS:</b>	

### 8. APPROVAL HISTORY:

<b>POLICY APPROVED BY:</b>	Academic Council / Senior Management Group
<b>DATE POLICY FIRST APPROVED:</b>	June 2017
<b>DATE LAST MODIFIED:</b>	June 2022
<b>REVISION HISTORY:</b>	June 2022: Adoption of a principle-based approach to Policy, to align with ECU and ECC.
<b>NEXT REVISION DUE:</b>	September 2023