



Credit and Recognition of Prior Learning (RPL) Procedures

These Procedures support the *Credit and Recognition of Prior Learning (RPL) Policy*

Procedures Owner: Academic Director / Associate Principal

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1. INTENT

1.1 These Procedures outline:

- a) how Australian College of Business and Technology ('ACBT' or the 'College') will assess Prior Learning, to enable Students to obtain Credit towards the College's Courses; and
- b) the process Students can use to request a Review of a Credit determination made by the College;

1.2 These Procedures support the *Credit and Recognition of Prior Learning (RPL) Policy*.

2. ORGANISATIONAL SCOPE

2.1 These Procedures apply to all prospective and Enrolled Students at ACBT and its Partner Providers.

3. DEFINITIONS:

3.1 The *Glossary of Policy Terms* applies to these Procedures.

4. PROCEDURES CONTENT:

Granting Credit

- 4.1 The College may grant Credit for Prior Learning to a Student, where the integrity, reputation and qualification of a Course can be maintained, and where Students granted Credit are not disadvantaged in achieving their Course Learning Outcomes.
- 4.2 The College may grant Credit to a Student for:
- Formal Learning; or
 - Informal Learning or Non-Formal Learning.
- 4.3 The College will not grant Credit:
- if a Student's academic performance in their Formal Learning at a previous education provider does not meet ACBT's expected level of achievement;
 - where the Credit sought is for a Unit that the Student has already attempted and received a finalised grade for at the College; or
 - in relation to any Formal Learning, Informal Learning or Non-Formal Learning undertaken during any period of Exclusion from the College (this does not include pre-approved cross-institutional studies).
- 4.4 A Student may be granted an amount of Block and/or Specified Credit up to the maximums set out in the Maximum Credit Table:

Maximum Credit Table

Basis of RPL or Credit Transfer (applicant holds)	Diploma Year 1	Diploma Year 2
Year 11 only	No Credit	No Credit
Year 12 only	Block Credit up to 120 Credit Points	No Credit
Uni Preparation or Enabling Course	Block Credit up to 120 Credit Points and some specified Credit	No Credit
AQF 5 equivalent Units	Block Credit up to 120 Credit Points	4 Units (60 Credit Points) Specified Credit
Associate Degree	N/A	4 Units (60 Credit Points) Specified Credit
Bachelor's Degree	N/A	4 Units (60 Credit Points) Specified Credit

Additional Credit may only be given with the prior written approval of the Academic Director / Associate Principal. All instances of this are to be noted at the next Academic Council meeting.

- 4.5 For International Students:
- where Unit Credit is granted prior to Course Enrolment, the actual Course duration will be recorded on the Confirmation of Enrolment (CoE) by ECC Admissions Staff; and

- b) where Unit Credit is granted after Enrolment, the change of Course duration will be reported via PRISMS under Section 19 of the *Educational Services for Overseas Students Act 2000*.
- 4.6 Regardless of the nature or amount of Credit granted, all specific requirements of the Course must be fulfilled.
- 4.7 A Student who receives Credit for Prior Learning is not then entitled to earn additional Credit during their Course for completing the relevant Units in relation to which Credit has been given. A Student may elect to withdraw their application for Credit or ask that the Credit granted be reversed.

Changing Course at ECC / ACBT

- 4.8 If a Student transfers from one incomplete ACBT or its partner provider Course to another:
- a) the Credit approved in the original Course will not be transferred automatically - a new RPL determination will be made as part of a Course change request; or
 - b) their application for Credit can be reversed, and the Student can rely upon the same Prior Learning in support of a new application for Credit in respect of their new Course.

Students will be informed of any potential changes to their Course duration, cost and Units required.

- 4.9 When a student changes Course at ACBT / ECC LKA , successfully completed Units from the original Course will be listed as 'Exemptions' (Ex) on the Student's Transcript, because they are considered Credit granted via RPL, unless the Unit name and number is identical in both Courses.

Changing Stream within an ACBT / ECC Course

- 4.10 If a Student transfers from one Stream to another within an ACBT / ECCLKA Course, the Academic Program Coordinator will determine the Units the Student must complete to meet the new Stream requirements and will inform the Student in writing. A change of Stream usually means that the Student will be required to complete the Stream-specific units, and therefore to complete more than the standard number of Units to successfully complete the Diploma.
- 4.11 When a Student changes Stream within an ACBT / ECCLKA Course, the Grade and Mark received for all Units in the Course will be listed on the Student's Transcript.

Types of Credit

- 4.12 Credit may be granted as follows:
- a) **Specified Credit:** The Student is given Credit for specific Units. Specified Credit will only be given where there is at least 70% equivalence in Learning Outcomes of the Prior Learning when compared to the relevant Unit;
 - b) **Unspecified Credit:** The Student is given Credit towards a Course, so that they are required to complete fewer Units during their Course (i.e. Credit for elective units); or
 - c) **Block Credit:** The Student is given Credit for a block component of a Course (i.e.

the first 60 credit points of a Course).

- 4.13 Only Specified Credit can be applied to a designated Unit.
- 4.14 Where Credit is given, no numerical mark from the Prior Learning will be transferred or awarded to the Student, nor will it be included when determining a Student's Weighted Average Mark / Course-Weighted Average.

Timing of RPL Applications

- 4.15 Recognition of Prior Learning can be used for possible entry into to a Course, or the provision of Credit within a Course.
- 4.16 Applications for Credit should normally be lodged by:
 - a) Domestic students, before the commencement of the relevant Study Period; and
 - b) International students, when the Student applies for entry to the College.
- 4.17 If an applicant submits an application for RPL once they have commenced the Study Period, the application must be lodged before the end of Week 1 of the Study Period in order for it to qualify for an Exemption in that Study Period.
- 4.18 If the RPL application is submitted after Week 1 of the Study Period, Unit Credit may still be granted at the discretion of the Academic Director; however, it does not qualify for a refund of Unit fees under the *Refund Policy*.

Assessing Formal Learning

- 4.19 A Student may apply for Credit, or for recognition they have met some or all of the Admission requirements for their intended Course, based on Prior Formal Learning.
- 4.20 An application based on Formal Learning must include:
 - a) verifiable copies of any relevant statements of academic record;
 - b) Unit Outlines or other official documentation relating to the Prior Learning; and
 - c) other information the Academic Director may reasonably require.
- 4.21 The requirements in 4.20(a) and b) will be waived where the Student is relying upon prior Formal Learning undertaken at the College.
- 4.22 An application based on Formal Learning will be referred to the relevant Academic Program Coordinator for determination.
- 4.23 In determining an application based on Formal Learning, the Academic Program Coordinator will have due regard to:
 - a) the merit and quality of the application and the ability to verify the Student and the Student's participation in the Prior Learning (see 4.16);
 - b) the Maximum Credit Table;
 - c) the *Admissions Policy* (including its Entry Standards, Academic Admission Bands and English Language Bands);
 - d) the entry level of prior schooling or education required for entry into the Prior Learning;
 - e) the quality, length, depth of study and content of the Prior Learning, including the status of the Course or the other education provider (including recognition under

the Australian Qualifications Framework, the National Academic Recognition Information Centre (NARIC) or similar); and

- f) any applicable professional accreditation requirements.
- 4.24 Credit will not normally be granted for Formal Learning that has been completed more than ten years before the time of application for Credit. The Academic Director may impose a shorter or longer time limit in relation to a particular Course or application, provided that the decision to do so is consistent with the principles outlined in 4.20(a).
- 4.25 At the Academic Program Coordinator's direction, the College will as soon as practicable notify the Student in writing of the Credit Determination, including reasons for any refusal to grant Credit.
- 4.26 Approval of RPL for Courses assessed in a language other than English will be approved on a case-by-case basis.

Assessing Non-formal or Informal Learning

- 4.28 A Student may apply to the Academic Director for Credit, or for recognition they have met some or all Admission requirements for their intended Course, based on Prior Informal Learning or Non-Formal Learning.
- 4.29 An application based on Informal Learning or Non-Formal Learning must include:
- a) material that demonstrates the Student's Prior Learning and the relevant skills, knowledge and understanding the Student has (including publications, portfolios, testimonies, letters from employers or clients, tangible outputs, etc.); and
 - b) other information the Academic Director may reasonably require.
- 4.30 Students submitting applications based on Informal or Non-Formal Learning may be asked to provide a statement outlining how they have meet Learning Outcome(s).
- 4.31 An application based on Informal Learning will be referred to the relevant Academic Program Coordinator for determination.
- 4.32 In determining an application based on Informal Learning or Non-Formal Learning, the Academic Program Coordinator:
- a) will evaluate the material presented against the following criteria:
 - **Validity** - prior learning should be relevant to the intended Course and the relevant Learning Outcomes, and the knowledge and skills obtained in Prior Learning should still be current when compared to the content of the relevant Unit or Course;
 - **Achievement** - the Student's level of achievement in the Prior Learning should be consistent with the qualification level and type specified for the relevant Unit or Course;
 - **Authenticity** - the Prior Learning claimed by the Student and the standard of achievement must be verifiable; and
 - **Sufficiency** - the evidence of Prior Learning must be sufficient as to reliably verify that there is at least 70% equivalence in Learning Outcomes of the Prior Learning when compared to the relevant Unit;
 - b) will have regard to the Maximum Credit Table;

- c) may consult with other suitably qualified Staff; and
 - d) may require the applicant to complete a written, oral, and/or practical assessment to determine their level of Prior Learning, including the requirement to sit an Examination for a Unit.
- 4.33 At the Academic Program Coordinator's direction, the College will as soon as practicable notify the Student in writing of the Credit Determination, including reasons for any refusal to grant Credit.
- 4.34 Students may apply for RPL where they have successfully completed Units at a similar level and standard in previous studies. A pass is considered to be 50% or higher. A near pass grade (less than 50%) or conceded pass is not considered to be successful completion of a Unit.

Credit and RPL Review

- 4.35 A Student who is dissatisfied with a Credit determination may (using the Prescribed Process) within 14 (fourteen) Calendar Days, apply to the Academic Director for a Formal Review of the Credit determination.
- 4.36 A request for a Formal review may only be made on one or more of the following grounds:
- a) the a process was not duly carried out in accordance with these Procedures or the *Credit and Recognition of Prior Learning (RPL) Policy*; or
 - b) the Credit Determination was made contrary to the evidence provided.
- 4.37 The Formal Review will be conducted by the Academic Director.
- 4.38 In conducting the review, the Academic Director may, but is not obliged to:
- a) consult with any relevant Staff member;
 - b) seek advice from relevant subject matter experts within the College;
 - c) consult with and seek further information or documentation from the Student;
 - d) consider any information or documentation available to them at the time of the Review; and
 - e) rely on any information, guidance or standards (if any) provided by the Australian Government Department of Education and Training, the National Academic Recognition Information Centre (NARIC) and any equivalent entity.
- 4.39 Within 14 (fourteen) Calendar Days (or such other time as may be reasonable and communicated to the Student) of the Student's request for a Formal Review, the Academic Director will notify the Student in writing of the Formal Review outcome including reasons for any decision made.
- 4.40 The Formal Review outcome is the final avenue of appeal within the College in relation to Credit Determinations.

Credit withdrawal

- 4.41 The College may reverse or modify a Credit Determination where there is clear error, or in the event that documentation or information submitted as part of a Credit application was inaccurate, misleading or fraudulent.
- 4.42 Credit withdrawals are subject to the review procedures set out in Clauses 4.35-4.40 above.

5. RELATED DOCUMENTS

5.1 These Procedures support the *Credit and Recognition of Prior Learning (RPL) Policy*.

5.2 Relevant to these Procedures are the following:

Admissions Policy

Enrolment Policy

5.3 Other documents used in the development of these Procedures include:

[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 \(ECTS\)](#)

6. CONTACT INFORMATION:

For queries relating to this document please contact:

PROCEDURES OWNER	Academic Director / Associate Principal
ALL ENQUIRIES CONTACT:	Associate Principal
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7. APPROVAL HISTORY:

PROCEDURES APPROVED BY:	Academic Director / Associate Principal
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