

Recognition of Prior Learning Policy and Procedure

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Purpose

This Policy and Procedure explains how Australia Institute of Future Education (**AIFE**) will assess student applications for credit on the basis of their prior learning.

Scope

This Policy and Procedure applies to:

- Students applying for credits for units towards an AIFE qualification on the basis of the student's prior learning, and
- Staff who are responsible for making decisions on applications for credit for prior learning.

Policy

Principles

Credit granted to students applying for recognition of their prior learning will be consistent with the Australian Qualifications Framework's *AQF Qualifications Pathways Policy*.

AIFE's decision on applications for credit towards an AIFE course will:

- Not compromise the integrity of qualification outcomes and only grant a maximum of 25% credit for a course,
- Be evidence-based, equitable and transparent. Therefore, each application for credit on the basis of prior learning will be assessed on its individual merit based on evidence provided by the applicant,
- Be applied consistently and fairly, and subject to appeal and review,
- Recognise prior learning that is relevant, current and related to the learning outcomes of the qualification. Therefore, application for credit will be assessed taking into consideration the learning outcomes, volume of learning, content of study, and level of course,
- Consider the student's academic preparedness to ensure that credit for prior learning decisions do not negatively impact the student's ability to meet the learning outcomes of the qualification and successfully complete their course,
- Be made in a timely manner so as not to disadvantage students' access to their qualifications
- Allow credit outcomes to be used to meet prerequisites or other specified requirements for entry into a course leading to a qualification or for the partial fulfillment of the requirements of a qualification, and
- Be formally documented to ensure all decisions on the granting of credits are equitable and transparent, as well as for the student including any reasons for not giving credit.

Procedure

Applications

Applications for credit for prior learning must be:

- Completed using AIFE's Recognition for Prior Learning (RPL) Application for Credit form,
- Supported by documentary evidence which includes:
 - Certified copies of academic transcripts (or certified translations of academic transcripts if the transcript is in a language other than English), and
 - Subject outlines and/or course descriptions providing adequate details of subject/course content to establish specific equivalence (in certified translation where required).
- Submitted prior to the commencement of the first teaching period of the course.

Assessment of Applications

Applications for credit will be assessed and approved by the relevant academic in charge of the unit within 2 weeks of receiving the application. In reviewing the application, the academic in charge of the unit may consult a subject matter expert and will consider:

- Credits previously granted by AIFE,
- Any credit arrangements with other providers, and
- Potential adverse consequences of granting credit to the student.

Where the academic in charge of the unit considers an application to be non-standard, they will refer the application to the Dean for a determination.

Approved applications for credit will be recorded in AIFE's student management system so that appropriate adjustments are made to individual students' course structures. Award of credit will be recorded and stored for at least five (5) years after the student ceases to be an AIFE student.

Withdrawal of Credit

Credit granted may be withdrawn by AIFE under the following circumstances:

- Fraudulent or misleading documentation has been provided, or
- An administrative error has occurred in the assessment or granting of credit.

Records

If AIFE grants recognition of prior learning or credit toward a course to a student, AIFE will provide the student with a written record of the decision for the student to accept and retain.

Written records of acceptance of prior learning or credit decisions will be retained until five (5) years after the student ceases to be an AIFE student.

In addition to records of credit awarded being kept on individual student files, AIFE will maintain a register of credit decisions which will be used to inform subsequent credit decisions and to facilitate monitoring and review.

Monitoring and improvement

AIFE will analyse the impact of credit decisions on progress and success through the credit register, to enable cohort monitoring.

Student feedback on their experience of credit processes will be also collected in order to improve AIFE's procedures and processes.

Collected data will be used to compare progression and completion rates between students who have been granted credit and the remaining student cohort.

A report on credit is provided to the Learning and Teaching Committee (LTC) every study period by the Dean.

AIFE will improve its processes for granting credit based on the collected data, in particular the effectiveness of processes for evaluating the consequences of granting credit and for maintaining the integrity of the course and associated qualification.

Appeals

A student may appeal against a decision made under this Policy and Procedure under the *Student Appeals Policy and Procedure*.

Responsibilities

Academics in charge of the unit are responsible for assessing applications for credit.

The Dean is responsible for.

- Making a decision on non-standard applications for credit, and
- Reporting to the LTC every study period about the credits granted.

The LTC is responsible for making recommendations to the Academic Board for improvements to the processes for granting credits.

Definitions

For the purposes of this Policy, the following terms are defined as follows:¹

Credit	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, articulation, recognition of prior learning or advanced standing.
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¹ The definitions are adapted from the *Australian Qualifications Framework*, Second Edition, January 2013

Recognition of Prior Learning	An assessment of an individual’s relevant prior learning (including formal, informal and non-formal learning) to determine the credit outcomes of an individual application for credit
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Version History

Version #	Changes	Approval Body	Approval Date
1.0	New policy	Academic Board	11 October 2022
2.0	Clarifying position responsible for actioning applications for credit Timeline required for actioning the request Minor editorials for consistency	Academic Board	06 December 2022
3.0	Minor editorials for consistency	Academic Board	31 October 2024

Additional Information

Policy Status	Approved
Policy Owner	Dean
Next Review Date	3 years from Approval Date
Related Internal Documents	Application for Credit form Student Appeals Policy and Procedure
Higher Education Standards Framework (Threshold Standards) 2022	Standards 1.1.2, 1.2.1, 1.2.2, 7.2.2
Other legislative or regulatory instruments	Australian Qualifications Framework