

Credit and Recognition of Prior Learning

Policy and Procedure

Table of Contents

1. PURPOSE.....	3
2. SCOPE	3
3. DEFINITIONS.....	3
4. POLICY.....	3
5. PROCEDURE.....	4
5.1. Applying for Credit	4
5.2. Assessing an Application for Credit.....	5
6. RELATED DOCUMENTS	6
7. RELEVANT LEGISLATION	6
8. POSITIONS RESPONSIBLE	6
10. APPROVAL INFORMATION	7
REFERENCES and ACKNOWLEDGEMENTS	7
Appendix 1 - Table 1 – RPL limits granted for a qualification.	8

1. PURPOSE

The purpose of the Credit and Recognition of Prior Learning Policy and Procedure is to:

- Establish parameters for acknowledging and granting credit for students' prior formal and informal learning and work experience; including the maximum level of credit that can be granted,
- Ensure the continued quality, integrity, and academic standing of AFTT qualifications, and
- Facilitate the movement of students between institutions, qualifications, and levels.

2. SCOPE

The Credit and Recognition of Prior Learning Policy and Procedure applies to all Higher Education qualifications at AFTT and covers the granting of credit points for prior learning towards a AFTT accredited qualification.

3. DEFINITIONS

All definitions are located in the *AFTT Glossary*.

4. POLICY

- 4.1. The major benefit of recognising prior qualifications or learning experiences is that it enables students to build on their prior learning and avoid repetition of units or stages of qualifications when they have already acquired the relevant knowledge and skills through study at another institution or through extensive experience.
- 4.2. Recognition of prior learning (RPL) is a form of assessment and as such the rigour applied to determining the outcome of such assessments is consistent with that applied to the determining the outcome of all other assessments including attention to academic misconduct and academic integrity issues.
- 4.3. Credit points may be awarded towards a AFTT qualification for an individual's completed:
 - Informal learning,
 - Prior experience,
 - Work-based learning,
 - Self-tuition, or
 - Non-accredited qualification.
- 4.4. Applications for recognition of prior learning will typically be assessed by the relevant Head of Department or their delegate. The Head of Department or delegate will ensure that:
 - 4.4.1. The applicant's achievement of learning or acquisition of prior learning outcomes is appropriately demonstrated, evidenced and authenticated at the appropriate Australian Qualifications Framework (AQF) level,
 - 4.4.2. The applicant's learning outcomes are relevant and current,
 - 4.4.3. The qualification's volume of learning, discipline context, content, learning and assessment approaches are considered in determining comparability and equivalence of prior learning.¹
- 4.5. Except in cases governed by a specific written agreement between AFTT and another institution the maximum amount of credit points granted towards a qualification must not exceed 50% of the total standard credit points for completion.

¹ <https://policies.griffith.edu.au/pdf/Credit%20and%20Recognition%20of%20Prior%20Learning%20Procedure.pdf>

Refer to Attachment 1 - Table 1: RPL limits granted for a qualification.

- 4.6. For international students, where credit exceeds 50% of the total standard credit points for completion and is being recommended in consequence of a specific international agreement, the matter must be submitted to the Academic Board for approval.
- 4.7. Applicants may be offered credit in the form of:
 - Specified Credit,
 - Block Credit, and/or
 - Unspecified Credit.
- 4.8. Students will receive timely written advice of the outcome of their application for recognition of prior learning.
- 4.9. Students who are awarded credit for one or more units of study based on recognition of prior learning assessment will receive an RPL result on their academic transcript.
- 4.10. Regardless of the nature or amount of credit granted, the specific requirements of a qualification must be fulfilled.
- 4.11. AFTT reserves the right to:
 - 4.11.1. Contact any authority/institution/person who is not legally bound to confidentiality to verify provided information,
 - 4.11.2. Reverse the grant of some RPL grades if the student decides to exit with the lower qualification and the number of RPLs granted for that award exceed the maximum limit as specified in Attachment 1 - Table 1: RPL limits granted for a qualification.

5. PROCEDURE

5.1. Applying for Credit

- 5.1.1. For RPL for each unit in any qualification:
 - 5.1.1.1. The student is informed prior to enrolment and at the orientation that if they have relevant prior learning then they may be eligible for RPL,
 - 5.1.1.2. The student must identify the units(s) for which they want to receive recognition using the relevant application form.
- 5.1.2. Applications on an individual basis are not required if a student is seeking credit as stipulated in an articulation or RPL agreement in place with another institution, either in Australia or overseas. Students seeking such credit must discuss their application with the AFTT Admissions Office prior to commencement.
- 5.1.3. Applications for RPL:
 - 5.1.3.1. May be submitted by a potential student or an enrolled student. If a student is currently enrolled in that unit, and classes have commenced, they must attend those classes until they receive written advice as to the outcome of their application for RPL,
 - 5.1.3.2. May be submitted at any point of a student's enrolment, with the exception of their last study period. listing each unit for which the student requests the RPL to apply,
 - 5.1.3.3. Must be received no less than 10 business days before the Census Date for the study period to which the credit, if granted, would be applicable,

- 5.1.3.4. Can be made using the correct application form, available from Student Services or online,
- 5.1.3.5. Must be accompanied by sufficient relevant, authentic, and current documentary evidence to support applicant's claim for RPL. The evidence must demonstrate equivalence between their knowledge and skills and the learning outcomes of that unit as specified in the unit outline. The evidence may include but is not limited to:
 - Certified copies of qualifications and/or academic transcripts for the previous formal studies,
 - Descriptions of the units of study from previous institutions, and/or
 - Documentation sufficient to demonstrate proficiency as a result of prior learning.
- 5.1.4. Eligibility or the lodging of an application for RPL does not guarantee an applicant will receive credit.
- 5.1.5. Credit points towards a AFTT qualification will not be granted for a unit where the unit from the other qualification is recorded on that institution's Academic Transcript as a Credit Transfer or RPL.
- 5.1.6. Completed forms can be returned to Student Services during business hours, or submitted online anytime,
- 5.1.7. If attending classes pending a decision, and where the application was unsuccessful, the student must continue with their studies in that unit, submitting all assessment tasks as required.

5.2. Assessing an Application for Credit

- 5.2.1. The Campus Manager or their delegate will assess application for completeness. They are not responsible for assessing the application to determine if the application for RPL is or is not successful. Incomplete applications are returned to the applicant. It is the applicant's responsibility to supply all required documentation.
- 5.2.2. The relevant Head of Department will assess complete RPL applications to confirm that the evidence presented supports that the student's level of knowledge and skills is equivalent to at least 80% of the learning outcomes of the unit.
- 5.2.3. If the evidence provided with the application form satisfactorily meets the unit learning outcomes, then the student following further discussion with the Head of Department, submits additional evidence to demonstrate required knowledge at the relevant AQF level if required.
- 5.2.4. If the evidence provided does not satisfactorily meet these requirements, then the student or the applicant is advised that the application for RPL is unsuccessful.
- 5.2.5. The student may be requested by the Head of Department to undertake additional assessment, consistent with the assessments provided to students undertaking the unit, where the evidence provided by the applicant does not clearly demonstrate the requisite knowledge and skills requirements.
- 5.2.6. When the student has provided evidence that demonstrates all requirements of the unit are met, the Head of Department will approve the application, making relevant notes on the submission to support their decision.
 - 5.2.6.1. The Head of Department will then return the RPL application to the Campus Manager or their delegate. The Campus Manager or their delegate will then advise the student in writing of the outcome of their application. This process usually takes no longer than five (5) business days.
 - 5.2.6.2. When the RPL decision has been communicated to the student, and if they have been attending class waiting for the decision, then they are

no longer required to attend class if their application has been approved.

- 5.2.7. International students who were awarded RPL will receive written record of this decision and will be advised to accept and retain it for two years after the student ceases to be an accepted student.
- 5.2.8. If granting an RPL to an international student reduces the length of their qualification, AFTT is required to notify the Department of Education and Department of Home Affairs (DoHA), through the Provider Registration and International Student Management System (PRISMS) of the change in qualification duration.
- 5.2.9. If granting RPL to an international student reduces the length of their qualification, the student will receive a new electronic Confirmation of Enrolment (e-CoE) and have a new agreement written to reflect the changes.
- 5.2.10. Students who are dissatisfied with that decision may appeal against it. They must attend classes for that unit while the appeal is being managed.

6. RELATED DOCUMENTS

- 6.1. AFTT Glossary
- 6.2. Assessment Management Policy and Procedure
- 6.3. Academic Progress Policy and Procedure
- 6.4. Grading Policy
- 6.5. Student Complaints and Appeals Policy and Procedure

7. RELEVANT LEGISLATION

- 7.1. Higher Education Support Act 2003 (Cth)
- 7.2. Higher Education Standards Framework (Threshold Standards) 2021
- 7.3. Education Services for Overseas Students (ESOS) Act 2000 (Cth)
- 7.4. National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018

8. POSITIONS RESPONSIBLE

- 8.1. Potential and Enrolled Students
- 8.2. Heads of Department
- 8.3. Student Admissions
- 8.4. Campus Managers
- 8.5. Dean, Quality
- 8.6. Academic Board
- 8.7. Director of International Services

10. APPROVAL INFORMATION

Approval Authority	Academic Board
Health Check approval authority	Dean Quality
Review date	28/07/2024

Version	Approved by	Approval date	Effective date	Modifications	Status
1.0	Dean, Quality (former Director of Education)	15/07/2021	28/07/2021	Amendments as per external reviewer's recommendations. Awarding of Credit Points for RPL Policy and RPL sections from Assessment Management Procedure have been merged into one document.	Current

Version control tables from previous Policies and Procedures reside in the original documents.

REFERENCES and ACKNOWLEDGEMENTS

Griffith University. (2020). *Credit and Recognition of Prior Learning Procedure*.

<https://policies.griffith.edu.au/pdf/Credit%20and%20Recognition%20of%20Prior%20Learning%20Procedure.pdf>

Appendix 1 - Table 1 – RPL limits granted for a qualification.

	Undergraduate/ Graduate Certificate	Diploma	Associate Degree	Bachelor	Graduate Diploma	Master
Max number of Credit Points	12 CPs	24CPs	48CPs	72CPs	24CPs	48CPs