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## PROCEDURE S5.5-P5.2

### CREDIT AND RECOGNITION OF PRIOR LEARNING

#### 1.0 INTRODUCTION

##### 1.1 Related Policy

Credit and Recognition of Prior Learning Policy

##### 1.2 Purpose

This procedure outlines the processes and requirements for credit and recognition of prior learning (RPL) application, determination, notification, recording and rescission at the AIM Business School (ABS).

##### 1.3 Scope

This procedure applies to all students of ABS and to all staff supporting the processes involved in credit and RPL.

##### 1.4 Scope Exceptions

None

#### 2.0 RESPONSIBILITIES

1. ABS students are responsible to comply with this procedure and to provide the evidence required when applying for credit/RPL.
2. ABS staff and third-party staff are responsible to comply with this procedure as indicated.
3. The Executive Dean, ABS is responsible to determine applications for credit and RPL.
4. The nominated position in a third-party agreement, where applicable, is responsible to assess applications for credit/RPL. The Executive Dean, ABS, is responsible to review the decision and notify the third-party of the outcome.
5. The Executive Dean, ABS, or the nominated position, in the case of a student in a course provided by a third-party, is responsible to notify the student in writing of the outcome of the credit/RPL application.
6. The Executive Dean, ABS, is responsible to establish, update and maintain the Credit Register.

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## 3.0 PROCEDURE

### 3.1 Application for credit

1. Students may submit an application for credit on the required form after the application for admission is submitted.
2. Current students must submit an application for credit on the required form within one (1) week of commencing the study period in which the unit(s) for which credit is being sought is taught. Any applications for credit after the one (1) week timeframe will not be reviewed.
3. Failure to submit the application on the required form and with the complete, detailed required evidence has the potential to delay the credit/RPL process.
4. Where a student has already enrolled in the unit for which credit is sought, the student must remain enrolled in the unit and attend classes until the outcome of the credit application is known.
5. An application for credit incurs a fee.

### 3.2 Required Evidence

1. Formal Learning
  - a. Students must provide evidence of their prior formal learning with their application for credit. The evidence must be sufficient to assess the equivalence of the prior learning outcomes, volume of learning, program of study and learning and assessment approaches compared to the ABS course/unit. The evidence must be valid, sufficient, authentic and current within 10 years. ABS requires references to assist in determining authentic claims.
  - b. Students applying for credit based on formal learning must provide, as appropriate:
    - certified Australian Quality Framework (AQF) qualification testamur issued by an accredited provider; or
    - certified formal academic transcript issued by an accredited provider; or
    - certified statement of attainment issued by an accredited provider; or

- certified overseas qualification issued by a provider listed on the AEI NOOSR Country Education Profiles and a syllabus copy detailing the learning outcomes and assessments undertaken.

## 2. Informal Learning

a. Students applying for credit based on informal or non-formal learning must provide evidence of their capability such as:

- curriculum vitae;
- employment references or letters including name, contact details and relationship (this must be on a business letterhead);
- client references or testimonials including name and contact details (these cannot be friends or family members);
- position descriptions or other documents detailing roles, tasks and achievements;
- outcomes of performance reviews;
- portfolios containing samples of work;
- certificates from professional development, short course and non-award courses; and/or
- other documentation or evidence requested by the assessor

## 3. Block Credit

a. Block credit is granted based on verification that all the requirements of the qualification listed in the approved pathway or articulation agreement has been completed and no further evidence is needed.

4. All evidence must be in English and certified.

### 3.3 Assessment of Credit Applications

1. Decisions to approve credit transfer take into consideration the equivalence of the following:

- learning outcomes;
- volume of learning;
- program of study (including content);

- learning and assessment approaches;
  - official registration of the institution from which prior qualifications have been gained; and
  - if formal - then within the last ten years.
2. Credit is only transferred to full units - ABS will not grant partial credit against units/subjects.
  3. When considering prior formal learning, the amount of specified credit applied should reflect comparison of the total workload across the units being compared. Credit is only granted where the prior learning is relevant and current within 10 years, or as specified by the course rules.

### **3.4 Approval of Credit Applications**

1. The Executive Dean, ABS, or delegate will assess and make a decision on applications for credit and RPL.
2. The nominated position in a third-party agreement, where applicable, reviews the application for credit or RPL and makes a decision to approve or not approve. The Executive Dean, ABS, must review the decision and notify the third-party of the outcome.

### **3.5 Notifying and Recording Credit Decisions**

1. Within five (5) working days of the decision being made, the Executive Dean, ABS, or delegate, or a third-party in receipt of the Executive Dean's final credit/RPL decision, will notify the student, in writing, of the outcome of their application for credit/RPL.
2. The decision will be recorded on the student's record and, if credit is approved, the Credit Register.

### **3.6 Rescission of Credit**

1. A decision on rescission of credit is made by the Executive Dean, ABS, or delegate.
2. Using the correct form, current students may request rescission of credit at any time during the course, provided the request is made no later than two (2) weeks prior to the date enrolment is due for the unit(s). Requests submitted later than the 2 weeks will not be accepted.

3. A student seeking rescission of credit should not attempt to enrol in the unit(s) where credit has been previously approved while the application for rescission of credit/RPL is being determined.
4. Where the credit approval decision was made on fraudulent documents, the credit will be rescinded, and the Executive Dean, ABS will be notified of the student's alleged academic misconduct. The Executive Dean, ABS will commence the Academic Misconduct Procedure as required under the Academic Integrity and Honesty Policy.
5. Where rescission of credit is made as part of a strategy to improve the student's performance and progression, the Student Progression and Support Policy will be implemented. The student will be required to enrol in those units as part of the strategy.

### 3.7 Complaints and Appeals

1. Students can request a review of a decision made under this policy by following the Grievance Policy and Procedure.

## 4.0 DEFINITIONS

- **Credit** - The value assigned to equivalence in content and learning outcomes between different types of learning and/or qualifications. Credit granted provides students with advanced standing in their course (i.e., it reduces the amount of learning required to achieve a qualification).
- **Credit Register** - a central register of credit decisions.
- **Formal Learning** - Learning that takes place through a structured training program that leads to the full or partial achievement of an accredited qualification.
- **Informal Learning** - Learning gained through professional work, social, family, hobby or leisure activities and experiences, without being organised or structured into objectives or time constraints.
- **Non-formal learning** - Learning that takes place through a structured program of learning that does not lead to an officially accredited qualification, for example short courses.
- **Precedent Credit Decisions** - the application of the same credit decision to identical scenarios in subsequent credit decisions. Precedent credit decisions are recorded on the credit register.

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- **Student** - Refers to domestic and international ABS students.
  - **Types of Credit** - see clause 3.2 of the Credit and Recognition of Prior Learning Policy

## 5.0 REFERENCES AND ASSOCIATED INFORMATION

- Academic Integrity and Honesty Policy
- Application for RPL and Credit form
- Application for Rescission of RPL and Credit Form
- Credit and Recognition of Prior Learning Policy
- Student Grievances and Complaints Policy
- Domestic Selection and Admissions Policy
- Student Progression and Support Policy

## 6.0 POLICY/PROCEDURE OWNERSHIP

Policy Owner	Executive Director
Status	Reviewed on August 2021
Approval Authority	ABS Corporate Board
Date of Approval	21/10/2021
Effective Date	21/10/2021
Implementation Owner	Executive Dean, ABS
Maintenance Owner	Head of Compliance
Review Due	July 2024
Content Enquiries	Sabina Cerimagic - Executive Dean, ABS Email: <a href="mailto:sabina.cerimagic@aimbusinessschool.edu.au">sabina.cerimagic@aimbusinessschool.edu.au</a>

## 7.0 AMENDMENTS

Version	Amendment Approval (Date)	Amendment Made By (Position)	Amendment Details
S5.0-P5.0	10 July 2017	Head of Compliance / Director ABS	Initial document review after purchase of MHMHE
S5.1-P5.1	10 March 2020	Academic Board	General review
S5.4-P5.2	21 October 2021	Director of Education	Policy and Procedure separated. Rescission of Credit added.
S5.5-P5.2	10 March 2023	Head of Compliance	Minor Administrative change: update to staffing titles