



# Credit and Recognition of Prior Learning Policy

## Purpose

This policy provides the framework of requirements for granting credit or recognition of prior learning towards a higher education qualification for students enrolled at Victorian School of Commerce (VSC).

## Scope

This policy applies to any student who is enrolled at VSC and who applies for credit or recognition of prior learning, to all Academic Staff and Administrative Staff who are engaged in the process of examining the application and granting approval.

## Definitions

**AQF Qualification** – is the result of an accredited complete program of learning that leads to formal certification that a graduate has achieved learning outcomes as described in the AQF. (AQF Framework definition).

**Advanced Standing** – is a form of credit for any previous learning. (AQF Framework definition).

**Block Credit** – granted towards whole stages or components of a program of learning leading to a qualification (AQF).

**Credit** – is 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. (AQF Framework definition).

**Unspecified Credit** – may only be granted in electives in Higher Education qualifications on the basis of prior formal learning that is deemed to be at the right AQF level, with appropriate volume of learning and assessment approaches, and with content that is deemed permissible as equivalent to an elective option.

**Credit Arrangements** – are formal negotiated arrangements within and between issuing organizations or accrediting authorities and are about student entitlement to credit. They may also be formal arrangements made between issuing organizations and students. (AQF Framework definition).

**Credit transfer** – a process that provides students with agreed and consistent credit outcomes for components of a qualification based on identified equivalence in content and learning outcomes between matched qualifications (AQF Framework definition).

**Recognition of Prior Learning (RPL)** - is an assessment process that involves 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. (AQF Framework definition).



## Policy

VSC is committed to the best standards of education for its students. Students may apply for a recognition of their prior learning or for a credit to a course offered by VSC. They need to provide evidence that demonstrates they have successfully completed the components of an AQF level course either at another institution or through other learning. VSC will ensure that the granting of credit will not disadvantage students (by admitting students who are not sufficiently prepared to undertake the level of higher education required. *The Higher Education Standards Framework* (1.2) states:

1. “Assessment of prior learning is undertaken for the purpose of granting credit for units of study within a course of study or toward the completion of a qualification, such assessment is conducted according to institutional policies, the result is recorded and students receive timely written advice of the outcome.
2. Credit through recognition of prior learning is granted only if:
  - a. students granted such credit are not disadvantaged in achieving the expected learning outcomes for the course of study or qualification, and
  - b. the integrity of the course of study and the qualification are maintained.”

Such applications need to be made in writing no later than 15 business days prior to the commencement of the student’s studies along with the necessary evidence relied upon, for example, certified copies of transcripts or records of results, statements of results or other relevant evidence, copies of the unit components and learning outcomes, correspondence to the content of the course in which they are enrolled and in which they wish to seek credit.

Determining equivalence requires academic judgement based on appropriate evidence provided by the student of the prior learning. Assessing for recognition of prior learning will be:

- evidence and outcome-based;
- equitable, transparent and accountable; and
- subject to quality assurance comparable to the relevant assessment practices at VSC.

VSC will grant credit for only up to 50% of an VSC course in order to receive the AQF level qualification being offered by VSC. This means that at least half of the full credit value must be completed as an VSC enrolled student. This is to preserve the integrity of the VSC Courses Learning Outcomes and its compliance with professional accreditation standards. Decisions regarding the granting of credit will be fair, consistent and evidence-based (in accordance with the related *Credit and Recognition of Prior Learning Procedure*). Credit will only be awarded for the full unit(s) and not for partial unit(s). Credit will not be granted if diminishing the integrity of VSC’s qualifications awarded or reduce the student’s likelihood of success in the course.

Students will be given a written advice of the outcome of their application for RPL or course credit no later than 5 business days prior to commencing their studies for their acceptance. VSC will retain the written record of acceptance for two years after the student ceases to be a VSC student



Advice on indicative credit (where no application has yet been made) can be provided to future students. **Credit and RPL for Other AQF Qualifications**

For a student applying for credit from a previous qualification or award, it can only be granted if that award was given in the last ten (10) years. Hence, evidence provides as in transcripts or testamurs, must be dated within the last ten years.

Where VSC has an agreement or arrangement (formal or informal) with other Institutions or Higher Education Providers, the student still needs to provide certified evidence of learning successfully completed with that Institution. This enables the Staff to process the credit transfer in line with this policy and the *Credit and Recognition of Prior Learning Procedure*.

Where there is no agreement with another provider, the student applying for credit and RPL must demonstrate where and how they have met the Unit Learning Outcomes for the unit from which they desire exemption.

### **Credit and Recognition of Prior Learning for Work Experience**

Some students wish to apply for credit recognition for work experience. VSC recognises that is extremely difficult as each workplace is different and a documented framework covering all types of work experience would not demonstrate achievement of learning outcomes in the course provided by VSC.

In accordance with the *Risk Management Policy*, VSC deems that it would NOT be wise to grant credit for work experience at this stage.

### **Withdrawal of Credit**

VSC reserves the right to withdraw credit if they find that an error has been made in processing the application or where they find that documentation provided by the student is false or invalid. The withdrawal of credit must be approved by the Program Coordinator.

### **Student Appeals**

If the student is not satisfied with the credit outcome, they may make an appeal under the *Student Complaints and Appeals Policy and Procedure*. Applications must be lodged within ten (10) business days of receipt of the decision.

Any recognition of Credit for Prior Learning must adhere to VSC's strict principles of excellence in learning.

### **Related policy instruments**

*Academic Documentation and Graduation Policy*

*Credit and Recognition of Prior Learning Procedure*

*Enrolment Policy*

*Equity and Diversity Policy*

*Records Information Management Policy*

*Risk Management Policy*



*Admissions Policy*

*Admissions Procedure*

*Student Complaints and Appeals Policy*

*Student Complaints and Appeals Procedure*

## Related documents and legislation

*Australian Qualifications Framework (2<sup>nd</sup> edition 2013)*

*Higher Education Standards Framework (Threshold Standards) 2021. See 1.2*

*Australian Government, National Code of Practice for Registration Authorities and Providers of education and Training of Overseas Students, 2018) (ESOS Framework)*

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## Administration

### Revision History

| Version | Approval date | Approval body  | Review date |
|---------|---------------|----------------|-------------|
| 0.1     | 30/01/2020    | Academic Board |             |
| 0.2     | 1/05/2020     | Academic Board |             |
| 1.0     | 02/06/2021    | Academic Board | 30/06/2022  |