



Credit and Recognition of Prior Learning Procedure

Purpose

This procedure sets out the steps to be taken by Victorian School of Commerce (VSC) when dealing with students who apply for credit and or recognition of prior learning when enrolling in a higher education course of unit.

Scope

This Procedure 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).

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).

Learning Outcomes – are the expression of the set of knowledge, skills and the application of the knowledge and skills a person has acquired and is able to demonstrate as a result of learning. (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 (National Quality Training Package Glossary).



Procedure

Courses designed by VSC to meet accreditation for an AQF Bachelor Degree are comprehensively planned and in accordance with the Graduate attributes and learning outcomes. In accordance with the AQF the pathways into and between qualifications, are systematic, evidence-based, equitable and transparent (AQF). Hence the granting of any prior recognition or credit must support the objectives in education of VSC.

Any Credit transfer approved by VSC must support and provide students with clear and consistent credit outcomes that match those of the VSC course and not disadvantage the student in any way.

Applications for Credit and Recognition of prior learning

A student who wants to apply for credit must do so at the time of enrolment in a unit or course of study or at least 15 business days prior to the commencement of that student's study period. The application must be submitted on the relevant form provided by VSC at that time and submitted with any evidence relied upon.

As noted in the Credit and Recognition of Prior Learning Policy, Credit given may not exceed 50% of the VSC Course, which means that half of the qualification must be completed within the VSC Course.

Any granting of Credit will be at the discretion of the Course Coordinator or the Dean, who must take into account the admissions criteria for the course and ensuring the student has the ability and capacity to complete the course.

At this stage VSC does not have formal agreements in place with other education providers for the transfer of credit. When the Course is approved by TEQSA that process may take place. In the meantime, Block Credit will be awarded.

Applications for RPL for credit purposes should be submitted no later than 15 business days prior to the student's commencement of the course.

Evidence of Prior Learning

- **Specified or unspecified credit**

Students are responsible for providing evidence of their prior learning along with their credit application. The evidence must be sufficient for assessment of equivalence in terms of the learning outcomes, the volume of learning, the content and complete program and also the learning and assessment approaches.

The evidence must be certified and be valid and honest. If necessary, the student may be interviewed or required to complete another form of assessment.

- **Block Credit**

Block Credit may be granted if the evidence supplied demonstrates that the student has completed all the requirements of the qualification listed according to the AQF.

- **Recognition of Prior Learning (RPL)**



Credit for RPL may be formal or informal or may also including elements of formal learning. Student are responsible for providing the evidence that demonstrates their capability. A formal evaluation is required to ensure that it matches the learning outcomes and graduate Attributes of the VSC course. Students may be required to undergo an assessment or practical demonstration.

- **Evidence of Formal Learning**

If applying for evidence based on formal learning the following documents must be provided:

- Official transcript issued by the accredited institution
- AQF Qualification testamur issued by the accredited institution
- Unit/subject outline which details the learning outcomes and assessments of the unit/subject undertaken.
- For overseas students a qualification that is issued in accordance with *the Australian Government Country Education Profiles – Australia*

- **Evidence of Informal or Non-formal Learning**

This requires students to provide evidence of their capability and competency and may include:

- Curriculum Vitae
- References or letters from employers
- Portfolios containing samples of work
- Roles held in their professional or industry work
- Work documents that outline their roles, achievements performance reviews
- Any certificates form non-award courses, short course or professional development
- Any other evidence that supports their claims of competency

All supporting documents must be supplied in English and also be certified.

Credit and RPL Process

1. RPL or Credit Application is Made

The student applying for credit will complete the relevant form and provide the documents as listed above.

2. Application is Assessed

When the application is received it will be given to the Course Coordinator or the Dean to assess and they will use the criteria set out above and also contained in the *Credit and Recognition of Prior Learning Policy*. Decisions to approve credit transfer will take into consideration the equivalence of the learning outcomes, volume of learning, program of study (including content) and learning and assessment approaches.



When assessing whether to grant credit transfer, the assessor (Course coordinator or Dean) should assess against the following criteria (however may take into account any other relevant criteria as thought appropriate), at least:

- a. 85% equivalency to a specific unit as outlined below:
- b. 85% of the learning outcomes must be equivalent to a specific unit;
- c. 85% of the unit content must be equivalent to a specific unit;
- d. 85% of the learning activities and assessment tasks must be equivalent to a specific unit; and
- e. 100% of the knowledge, skills and applied knowledge/skills must be at the designated AQF level.

3. Decision is recorded and the applicant is notified

If deemed that credit or RPL can be granted the Assessor needs to record a demonstration and mapping of where credit will be granted. Credit will only be transferred to full subjects. VSC will not grant partial credit against subjects. As noted above, it will not be more than 50% of the VSC course. Within no less than 5 business day prior to commencing their studies, the student is then informed in writing of the result and how much credit will be given or not given and the reasons for this decision. VSC will record this outcome. The credit record should include the names and/or codes of courses for which the credit has been granted and a description of the credit granted.

Where VSC grants course credits or RPL that reduces an international student's course length, VSC will:

- inform the international student of the reduced course duration and issue a Confirmation of Enrolment (CoE) for the reduced duration of the course; and
- report any change in course duration in the Provider Registration and International Student Management System (PRISMS) if course credits or RPL are granted after the international students' visa is granted.

4. Student Appeals

If the student is not happy with the decision, they may make an appeal under the *Student Complaints and Appeals Policy and Student Complaints and Appeals Procedure*. Applications must be lodged within 10 business days of receipt of the decision. Results of the appeal must be lodged in the Student's file.

Related policy instruments

Credit and Recognition of Prior Learning Policy

Risk Management Policy

Admissions Policy

Admissions Procedure

Related documents and legislation

Australian Qualifications Framework (2nd 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)

Administration

Revision History

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