POLICY: COURSE CREDIT POLICY

POLICY NUMBER:	AC011	VERSION:	7.1
DATE ADOPTED:	19 March 2012	DATE LAST REVIEWED:	12 September 2019
DATE OF NEXT REVIEW:	12 September 2021	REVIEW FREQUENCY:	Two years
AUTHORISED BY:	Chief Executive Officer	REVIEWED BY:	Chief Executive Officer
RESPONSIBLE FOR REVIEW:	Chief Executive Officer, Academic Dean		
REVIEW PROCESS:	Chief Executive Officer, Academic Dean		
DOCUMENT MANAGEMENT:	U:/Policies and Procedures		
COMMUNICATION	All relevant staff will be automatically notified by email when the reviewed policy has been authorized		

Policy context: This policy relates to:

HE STANDARDS FRAMEWORK 2015	1.2,
ESOS	2.1.1, 2.3, 2.4, 2.5
STANDARDS FOR RTO'S 2015	1.8, 1.12
LEGISLATION OR OTHER REQUIREMENTS	Tertiary Education Quality and Standards Agency Act 2015 The Education Services for Overseas Students (ESOS) Act 2000 National Vocational Education and Training Regulator Act 2011
OTHER POLICIES	Student Fees & Refund Policy Student Enrolment Policy Student Monitoring Enrolment Load Policy
FORMS AND OTHER DOCUMENTS	Course Credit Report Form Recognition of Prior Learning Application Kit

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KEY WORDS (META DATA)	Competency, RPL, course credit, enrolment, study load, enrolment duration, graduation
DEFINITIONS	**AQF** – Australian Qualifications Framework: The national policy for regulated qualifications in Australian education and training. It incorporates the qualifications from each education and training sector into a single comprehensive national qualifications framework:

AQF level	Qualification
10	Higher Doctoral Degree
10	Doctoral Degree
9	Masters Degree (Research)
9	Masters Degree (Coursework)
9	Masters Degree (Extended)
8	Graduate Diploma
8	Graduate Certificate
8	Bachelor Honours Degree
7	Bachelor Degree
6	Associate Degree
6	Advanced Diploma
5	Diploma

Exemption – is where credit is granted for a unit by the RPL process.

RPL – Recognition of Prior Learning: is a process which assesses the knowledge and skills a person has gained through previous learning (formal or informal), work experience, training, volunteering and/or life experience. A request for RPL may result in the applicant meeting the entry requirements for an IIBT course or being granted an exemption for a unit within an IIBT course.

Credit – the number of subjects or credit points that a student who has been granted advanced standing will be excused from studying within IIBT's program of study.

	Unit – a discrete component of study within a course.
	The Institute – International Institute of Business and Technology (IIBT).
EVIDENCE	Course Credit Report Form
	Recognition of Prior Learning Process Log

Policy Information:	

POLICY	IIBT is committed to providing up to date and relevant Credit Transfer and Recognition of Prior Learning (RPL) information to all students at enrolment and whilst enrolled. IIBT staff will provide support and guidance regarding RPL and Credit Transfer enquiries in a timely manner.
	Specifically, we will:
	Recognise prior learning in the form of:
	Units completed towards a course at any Australian University, TAFE or Registered Training Organisation, or overseas equivalents of these
	• Non-accredited or informal study/learning, professional/work experience, volunteering or life experience;
	• Where it is assessed that the prior learning is equivalent to the learning outcomes or competencies of an IIBT unit of study
	Eligibility for RPL
	1. To be eligible for RPL, previous study must have been completed within 10 years prior to the year of application. A shorter time-limit for eligibility may be set by IIBT for disciplines where the state of knowledge changes more rapidly.
	2. Students may apply for RPL where they have successfully completed units at a similar level and standard in previous studies. (A near pass grade is not considered successful completion of a unit)
	3. A Diploma will only be granted to a student with RPL where the student has successfully completed at least 50% of the course at IIBT. If 50% of the course is not completed, the student will only be entitled to an Academic Transcript.
	4. If a student has an equivalent RPL of more than 50% of the course they are still required to complete 50% of the course at IIBT in order to be awarded an IIBT Diploma of Business Administration. If 50% of the course is not completed the student will only be entitled to an Academic Transcript.
	Provision of complete Academic History

1. Students must provide IIBT with a complete academic history at the time of application unless results are yet to be released for studies being currently undertaken or very recently completed.

2. IIBT reserves the right to cancel any enrolment where it is deemed that a student has deliberately failed to present a complete academic history.

3. IIBT also reserves the right inform relevant Australian government agencies of this cancellation should any previously unseen academic documents be presented to IIBT on arrival in Australia.

4. In such instances IIBT also reserves the right not to grant RPL in cases where full academic history has not been disclosed.

5. If cancellation of enrolment occurs because there has been a deliberate failure to disclose all academic history the Institute's Refund Policy will apply in full - as if an act of gross misconduct has been committed.

Time-frame for submitting RPL Applications

1. RPL for individual units must be applied for at the time of enrolment but will be accepted up until the end of Week 3 of the semester (census date).

2. After this date, RPL may still be granted but the IIBT Refund Policy will apply and no refund will be given.

3. Should a student apply for RPL for a unit in which they are currently enrolled and not making satisfactory academic progress, RPL application will not be accepted.

SCOPE	This policy applies to all students.
PROCEDURES	**RPL Procedures** • On receipt of a RPL enquiry IIBT staff will direct the potential RPL client or enrolled student to the RPL application kit available from the Training Coordinator. • The Training/Course Coordinator will ensure that the RPL application kit contains accurate advice concerning the RPL process, cost and RPL assessment pathway to issuance of statements of attainment or qualifications. • On receipt of an RPL application the Training Coordinator will issue a receipt for the RPL fee and provide the student with an RPL Evidence Guide related to the Units of Competency or Qualification sought by the RPL Applicant. • On receipt of a completed RPL Evidence Guide and portfolio the Administrative Assistant shall record the date of receipt in the RPL Applications Log and request IIBT lecturing staff to process the

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portfolio.

- On receipt of an RPL assessment judgment the Training Coordinator shall record the decision on the RPL Process Log and report the competency or rework decision to the RPL applicant.

- The Training Coordinator shall provide copies of completed RPL Evidence guides and place on file in the RPL records cabinet.

- All competent decisions shall be recorded with advice and statements of attainment or qualifications being issued as soon as practicable.

Credit Transfer Procedures

IIBT recognizes statements of attainment and qualifications issued by all Registered Training Organisations.
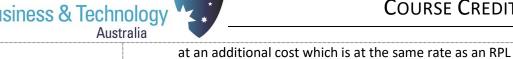
AQF Credit Transfers

- Where student provides a statement of attainment or qualification from an RTO with applicable unit/s to the qualification being applied for, the Training Coordinator will provide a credit (advanced standing) to the student's course enrolment for the applicable unit/s of competency.

- Credit transfer applications of Nationally Recognised Training will be reviewed and applied by the Training Coordinator at <u>no cost to the student</u>.

Non AQF Credit Transfers

- Where a student has completed informal or formal qualifications that are not recognised within the Australian Qualifications Framework (AQF 2011) the student will be required to submit an academic transcript to the Training Coordinator with a written request for Credit transfer detailing the proposed unit/s of competency for which they wish to apply for credit transfer.

- On receipt of a written request for credit transfer the Training Coordinator will consider the comparability and equivalence of the submitted academic transcript to the courses:

  - Learning outcomes
  - Volume of Learning
  - Program of study, including content and
  - Learning and assessment approaches

- Non AQF Course Credit transfer requests will be reviewed by IIBT

at an additional cost which is at the same rate as an RPL application.

- Following the completion of the credit transfer review the Training Coordinator shall ensure that a written response providing confirmation of the credit transfer or reason why the credit transfer was refused is provided to the student within 5 working days.

The credit transfer decision may be appealed through IIBT's Complaints and appeals process.

END OF DOCUMENT