

Credit and Recognition of Prior Learning Policy and Procedures

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1. PURPOSE

The Credit and Recognition of Prior Learning Policy and Procedures provide the framework for granting of credit toward a higher education qualification at Barton Business School ("BBS") based on previously achieved learning through the processes of credit transfer and recognition of prior learning ("RPL"). They aim to maintain BBS's expectations of student achievement and the integrity of its courses.

This policy and these procedures are in line with the Australian Qualifications Framework ("AQF") recommendations to allow credit for prior learning achieved through other higher education providers. They have also been developed with reference to the TEQSA Guidance Note: Credit and Recognition of Prior Learning, Version 1.1, 15 March 2019 (<https://www.teqsa.gov.au/for-providers/resources/guidance-note-credit-and-recognition-prior-learning>)

2. SCOPE

The Credit and Recognition of Prior Learning Policy and Procedures apply to all:

- a. BBS courses that are to be accredited by TEQSA;
- b. prospective and current BBS students seeking credit toward courses;
- c. staff involved in credit and RPL assessment.

3. DEFINITIONS

Refer to BBS's *Glossary of Terms*.

4. POLICY

- a. BBS is committed to maintaining the integrity and standards of its higher education courses.
- b. For domestic applicants, BBS will recognise and grant credit for prior learning provided it is relevant, current, and equivalent to the learning required for BBS courses and in accordance with this policy and these procedures.
- c. BBS will only award credit for fully completed units.
- d. Where a course includes a capstone unit, BBS will not grant credit or RPL for that unit.
- e. The credit approved for a student for an individual course must not exceed 50 percent of the total credit points of the course.
- f. Qualifications older than ten (10) years will not be considered as a basis for credit unless the student demonstrates they have kept up to date in the specific field.

4.1. POLICY PRINCIPLES

The primary principles that underpin this policy and these procedures are:

- a. *Compliance*: must comply with the requirements of the [Higher Education Standards Framework \(Threshold Standards\) 2021](#) and the [Australian Qualifications Framework \(AQF\)](#).
- b. *Currency*: prior learning must demonstrate current skill and knowledge requirements.
- c. *Authenticity*: an applicant must have undertaken prior learning.
- d. *Academic progression*: credit and RPL must facilitate progression into qualifications.
- e. *Equitable and fair*: credit and RPL decisions must be applied equitably and fairly across students and courses.
- f. *Evidence-based*: evidence of prior learning must be sufficient to verify achievement at the appropriate standard.

5. TYPES OF CREDIT

5.1. SPECIFIED CREDIT

- a. Granting of specified credit must be based on:
 - i. prior formal learning deemed equivalent when considering the learning outcomes,
 - ii. the amount of learning,
 - iii. unit content,
 - iv. assessment approaches of a specific unit of study within a course.
- b. The degree of equivalence between units must be at least 80 percent.
- c. If approved, specified credit must be applied to specific units of study within the course, which will exempt the student from taking the unit to meet course requirements.
- d. Specified credit can be used to meet prerequisites.

5.2. UNSPECIFIED CREDIT

- a. Unspecified credit will be approved based on prior formal learning that is appropriate:
 - i. regarding the AQF level, the amount of learning and assessment approaches;
 - ii. to satisfy an elective option and satisfy overall course learning outcomes.
- b. When approved, unspecified credit must be applied against the electives within a course.
- c. Unspecified credit must not recognise that a student has achieved equivalent unit learning outcomes (thus, it must not be used to meet prerequisites).
- d. Unspecified credit must be determined on a case-by-case basis and granted only for elective units.

5.3. BLOCK CREDIT

- a. Block credit will be granted when a student has completed a formal qualification set out in a formal credit agreement. The agreement must identify the amount of credit the student is to be granted at admission due to the level of prior learning. The agreement will exempt the student from completing some stages or components within a course.
- b. A block-credit agreement must not recognise that the student has achieved equivalent units, learning outcomes, or content.
- c. When establishing a block-credit agreement, the units to be granted credit must be determined by mapping desired learning outcomes, with consideration given to facilitating academic progression.

5.4. RECOGNITION OF PRIOR LEARNING (RPL)

- a. RPL is a form of credit that results from an assessment of an individual's relevant prior short-course based learning or informal learning against unit or course learning outcomes.
- b. BBS must only grant credit through recognition of prior learning if students granted such credit are not disadvantaged in achieving the expected learning outcomes for the course and the integrity of the course and qualification are maintained.
- c. RPL can be used to meet prerequisite requirements.

6. PROCEDURES

6.1. APPLICATION FOR CREDIT OR RPL APPLICATION

- a. Prospective or enrolled students intending to apply for credit or RPL must complete the Credit and RPL Application Form, which is available on the BBS website.
- b. BBS aims to maintain a clear and standardised admissions process that allows us to assess all international applicants fairly. Applications will be considered on the basis of qualifications achieved through recent secondary education, VET study, or study at a higher education institution. At present, BBS is unable to consider international applicants who do not have formal qualifications for entry, but who seek admission to courses on the basis of their educational and skills development through work and life experience and informal study.
- c. Students seeking credit for units or courses they have completed already must provide the following supporting documents to the Course Co-ordinator for review:
 - i. certified copies of their academic transcript, record of achievement, statement of results, testamur, or other relevant evidence.
 - ii. an explanation of what the results mean (usually found on the back of the transcript).
 - iii. an extract from a handbook detailing the course structure and credit points (or equivalent weighting of the course).

- iv. a unit syllabus including the assessment requirements for each unit for which the student is seeking credit.
- d. Domestic students seeking RPL must provide the following supporting documents to the Course Coordinator for review:
 - i. Verified resumes and referees.
 - ii. Certified copies of records of achievement in any short courses they have done and a description of the courses.
 - iii. Journals, reflective papers, or portfolios that relate past learning to the learning outcomes of the unit under application.
 - iv. Examples of their work taken from social, community, workplace, or other settings
 - v. Letters or testimonials regarding relevant knowledge or skills.
 - vi. Successful completion of BBS assessment or demonstration of capabilities relevant to the BBS course.
 - vii. Any combination of the above.
- e. Students must ensure that academic transcripts and all other supporting documentation have been translated into English by a qualified translator and certified as true copies.
- f. All Credit or RPL applications must be submitted at least three (3) weeks before the commencement date of the relevant course or study period, whichever is applicable. This requirement applies to both new and currently enrolled students.
- g. Students who are already enrolled in a course may only seek Credit or RPL for units they have not yet commenced.
- h. In exceptional or compelling and compassionate circumstances, the Dean may, at their discretion, approve late applications.
- i. Credit or RPL must only be granted where the applicant provides sufficient, authentic evidence that they have acquired the knowledge and skills required to meet the outcomes of the course of study.
- j. Domestic students seeking RPL must provide a statutory declaration as evidence of their own work or certified evidence demonstrating that they have acquired the prior learning. The obligation is on the student to supply appropriate evidence.

6.2. ASSESSMENT OF CREDIT APPLICATION

- a. An application for credit must be assessed to determine eligibility for academic credit and the amount of credit to be approved.
- b. If the application for credit does not include all the appropriate information, it must be returned to the student, specifying the missing information.
- c. If required, the Course Coordinator must check the Department of Education's Country Profile website for international qualification equivalence.
- d. The Course Coordinator must assess the application by considering the following factors:
 - i. the duration of the course;
 - ii. the requirements and objectives of a particular unit or course;

- iii. level of entry for the unit or course for which credit is sought;
 - iv. types and methods of assessment;
 - v. real-life experience and practical training as part of the course;
 - vi. currency of the course or unit (usually study undertaken more than 10 years ago will not be granted credit);
 - vii. equivalence of overseas qualifications.
- e. An application assessment must be completed within ten (10) business days from the Course Coordinator receiving the form and all the necessary information.
 - f. In exceptional cases, applicants may undergo further assessments, such as an examination or an interview with the Course Coordinator, to provide further evidence to support their application.
 - g. An assessment may take up to twenty (20) working days only in exceptional cases.

6.3. ASSESSMENT OF RPL APPLICATION

Domestic applications for RPL will be assessed as follows:

- a. An application for RPL must be assessed to determine eligibility for academic credit and the amount of credit to be approved.
- b. If the application for RPL does not include all the appropriate information, it must be returned to the student, specifying the missing information.
- c. The Course Coordinator must assess the application for RPL by considering the following factors:
 - a. Verified resumes and referees.
 - b. Certified copies of records of achievement in any short courses they have done and a description of the courses.
 - c. Journals, reflective papers, or portfolios that relate past learning to the learning outcomes of the unit under application.
 - d. Examples of their work taken from social, community, workplace, or other settings
 - e. Letters or testimonials regarding relevant knowledge or skills.
 - f. Successful completion of BBS assessment or demonstration of capabilities relevant to the BBS course.
 - g. Any combination of the above.
- d. An application assessment must be completed within ten (10) business days from the Course Coordinator receiving the form and all the necessary information.
- e. In some cases, applicants may undergo further assessments, such as an examination or an interview with the Course Coordinator, to provide further evidence to support their application.
- f. Where applicants are not able to provide the needed documentation, applicants may be required to sit the [Special Tertiary Admissions Test](#) (STAT). This test is administered by the [Australian Council for Educational Research](#) (ACER). This requirement will need to be approved by the Dean on a case-by-case basis. Applicants can view a full list of [upcoming](#)

[STAT sitting dates](#) on the ACER website. If an applicant must take a STAT, effectively the timing of a decision on RPL might be their application for enrolment will be considered for the next semester.

- g. An assessment may take up to twenty (20) working days only in exceptional cases.

6.4. OUTCOME AND ACCEPTANCE

- a. The Course Coordinator must notify students of the decision on credit or RPL application in writing within five (5) working days of the assessment being completed.
- b. If the application is successful, the notification must outline the course duration to indicate whether the study duration has been reduced.
- c. The student must be asked to respond in writing within five (5) working days of the notification sent whether they accept the decision or wish to appeal.
- d. The Course Coordinator must notify an Administration Officer of the outcomes so that exemptions are recorded on the student's file.

6.5. RECORD KEEPING

- a. If BBS grants RPL or course credit to a student, BBS must provide the student with a written record of the decision for acceptance. The student must acknowledge acceptance of the written record of RPL or course credit granted and retain the record for at least two years after they cease to be an enrolled student. BBS must retain the written record of acceptance for two years after the student ceases to be an enrolled student.
- b. An Administration Officer must update the student management system with the approved credit, reducing the total number of credit points necessary to complete the course of study and all credit and RPL assessments activity to be reported to AB.
- c. All decisions regarding Credit and RPL will be recorded in the *Credit and RPL Register*, in addition to being noted on the student's file and within the student management system.
- d. The *Credit and RPL Register*, which is searchable, allows staff to reference past decisions to maintain consistency, fairness, and efficiency. Where a new decision differs significantly from a previous outcome, the rationale must be documented.

6.6. REPORTING TO PRISMS

- a. International students who have accepted an offer of credit and paid the required fees must be issued a new Confirmation of Enrolment ("CoE") specifying a reduced duration due to the credit approval.
- b. If credit has been granted after the issue of a visa, BBS must report the change of course duration via PRISMS.

7. ROLES AND RESPONSIBILITIES

- a. The Academic Board ("AB") must review and approve this policy and these procedures.
- b. A Marketing Officer and the Marketing Manager are responsible for advising applicants about the *Credit and Recognition of Prior Learning Policy and Procedures*.
- c. A Course Coordinator is responsible for assessing credit and RPL applications and determining the amount of credit to be granted.
- d. An Administration Officer must update the student management system with the outcome of a credit or RPL application.
- e. For international students, an Administration Officer must update the student's record in PRISMS with the outcome of a credit or RPL application.

8. COMPLAINTS AND APPEALS

Under the *Student Complaints and Appeals Policy and Procedures*, students have the right to complain or appeal a decision on academic credit or RPL if they believe the decision is inconsistent with this policy or these procedures.

9. VERSION CONTROL

Document title	Credit and Recognition of Prior Learning Policy and Procedures	
Approved By	Academic Board (AB)	
Date of Review	This document is to be reviewed every two years at a minimum from the date of final approval.	
Related Documents	<ul style="list-style-type: none"> • Academic Progression and Student At Risk Policy and Procedures • Admission Policy and Procedures • Diversity, Equity, and Inclusion Policy • Enrolment Policy and Procedures • Student Orientation Policy and Procedures • Marketing and Student Recruitment Policy • Records Management Policy • Student Complaints and Appeals Policy and Procedures • Student Fees and Refund Policy and Procedures 	
Related Legislation and References	<ul style="list-style-type: none"> • <u>Higher Education Standards Framework (Threshold Standards) 2021</u> • <u>Tertiary Education Quality and Standards Agency (TEQSA) Act 2011</u> • <u>TEQSA Guidance Note: Credit and recognition of prior learning</u> 	
Version	Notes	Date Approved
1.0	<ul style="list-style-type: none"> • The first draft was tabled in LTC Meeting and recommended to AB with minor change to insert hyperlink of TEQSA Guidance Note in the 'Related Document' section. 	09/01/2023
2.0	<ul style="list-style-type: none"> • The updated version tabled in the AB meeting • The AB approved this document subject to minor changes in sections 5.4.b, 6.1.a, 6.1.f, 6.1.b and 6.4. 	27/01/2023
2.1	<ul style="list-style-type: none"> • Document approved subject to changes in sections 6.1, 6.3 and other editorial changes throughout the document. This update includes the recommendations by the external reviewers. 	13/10/2023
2.2	<ul style="list-style-type: none"> • Section 6.5 Record Keeping updated to include 2.4 of the National Code 	23/08/2024
3.0	<ul style="list-style-type: none"> • The AB approved this document with changes to meet the compliance with the National Code. 	07/02/2025