Credit and RPL Policy

Date first approved:	28 May 2018
Date of effect:	28 May 2018
Date last amended:	12 September 2024
Date of next review:	12 September 2027
Approved by	Stanley College Academic Board
Authorised Officer	Registrar
Supporting documents, procedures and forms of this policy	Credit and RPL Procedure Admissions Policy and Procedure Application for Course Credit (Higher Education) Form Application for Admissions Form (Higher Education) – Domestic Students Application for Admissions Form (Higher Education) – International Students Student Grievance and Complaint Policy and Procedure Student Grievance and Complaint Form
Related Legislation and Codes of Practice	AQF Qualifications Pathway Policy Education Services for Overseas Students (ESOS) Act 2000 Higher Education Standards Framework 2021, Part A: Standard 1.1 (Admission), 1.2 (Credit and Recognition of Prior Learning) and 1.5 (Qualifications and Certification) National Code 2018 Standard 2 *Tertiary Education Quality and Standards Agency (TEQSA) Act 2011*
Audience	Public

1. PURPOSE

1.1 This policy provides the framework for the granting of credit towards a higher education qualification at Stanley College on the basis of previously achieved learning, through the processes of credit transfer and recognition of prior learning (RPL).

2. SCOPE

2.1 This policy applies to all students of Stanley College, as well as staff involved in the assessment of credit and RPL.

3. DEFINITIONS

Australian Qualifications Framework (AQF)	The AQF is the national policy for regulated qualifications in Australian education and training in Australia. It comprises different qualification levels.
Articulation Agreement	An agreement between Stanley College and another education institution to document and publicise a specifically approved pathway for progression between a course at the other institution and a Stanley College award course, involving specific credit arrangements.
Credit	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 or recognition of prior learning (RPL).
Credit Outcomes	The results of a process of determining a student's application for credit or credit transfer.
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.
Department of Home Affairs (DHA)	The Department of Home Affairs, which includes responsibility for immigration matters.
Education Services for Overseas Students (ESOS) Act	The *Education Services for Overseas Students Act 2000* of the Commonwealth of Australia.
Provider Registration and International Students Management System (PRISMS)	The Australian Government database that provides Australian education providers with Confirmation of Enrolment facilities required for compliance with the ESOS legislation.
Recognition of Prior Learning (RPL)	Credit awarded for completed unit(s) gained with another higher education institution and deemed to meet the criteria of equivalence as described in this Policy.

4. POLICY PROVISIONS

Principles

4.1 This policy aligns with the recommendations in the Australian Qualifications Framework (AQF) for the granting of credit for prior learning achieved through other Institutes of Higher Education (IHE), TAFE or accredited Vocational Education and Training (VET) providers.

4.2 Stanley College's policy on the granting of credit is based on the following broad principles, as outlined in the *AQF Qualifications Pathway Policy*:

a. Granting maximum credit for prior learning while taking into account the student's ability to meet the learning outcomes of the qualification successfully;
b. Pathways for credit will be available to progress into and between qualifications;
c. Decisions regarding the granting of credit will be fair, consistent and evidence-based, and
d. Credit can facilitate student progress and completion, however credit will not be granted if it would diminish the integrity of Stanley College's qualifications awarded or reduce the student's likelihood of success in the course.

4.3 Credit may be granted on the basis of:

a. Formal articulation arrangements between Stanley College's higher education faculty and VET department;
b. Formal articulation arrangements between Stanley College and another Australian institution authorised to issue AQF qualifications;
c. Formal articulation arrangements between Stanley College and an institution outside Australia, made in accordance with the terms of this policy, or
d. An application for credit transfer or RPL by an individual student.

4.4 Credit may be granted towards a course at Stanley College, up to the limits permitted under this policy, where the College is satisfied that the unit(s) previously completed by the applicant:

a. Were completed at the relevant or an equivalent level based on the AQF Qualification Type Specifications for higher education courses;
b. Correspond in relation to the unit content, learning outcomes and weighting to at least 80% of the unit content, learning outcomes and weighting of the relevant Stanley College unit(s), and
c. Remain current within the discipline and were completed within the last ten years.

4.5 Credit can only be awarded for full unit(s) and not for partial unit(s).

4.6 Credit will not be awarded until all prescribed administrative requirements have been satisfied by the applicant, including submission of original or certified true copies of documentation required to provide evidence of satisfactory completion of formal studies or prior learning for which credit is sought.

4.7 Credit will not be awarded for informal and non- formal learning as there is a risk to quality.

Credit Limits

4.8 To receive an award from Stanley College, ***at least half*** of the full credit value of the course must be completed as a Stanley College enrolled student. Specific degrees may have additional restrictions on credit. This constraint applies regardless of prior learning to preserve the integrity of the course

learning outcomes and discipline requirements of the award, and safeguards compliance with professional accreditation standards.

4.9 The *AQF Qualifications Pathways Policy* provides examples for negotiating credit agreements towards higher level AQF qualifications in the same or related discipline, between institutions. The following guidelines are to be used as the basis of negotiations:

a. 50% credit for an Advanced Diploma or Associate Degree linked to a 3-year Bachelor Degree;
b. 37.5% credit for an Advanced Diploma or Associate Degree linked to a 4-year Bachelor Degree;
c. 33% credit for a Diploma linked to a 3-year Bachelor Degree; and
d. 25% credit for a Diploma linked to a 4-year Bachelor Degree.

Student Records

4.10 If Stanley College grants RPL or course credit to any students, the following is required:

a. Stanley College must provide a written record of the decision and record the credit correctly as part of the student's record;
b. The student must accept the decision for the assessment of RPL or course credit;
c. Stanley College must retain the student's acceptance for two years after the student ceases study at Stanley College, and
d. If the student is an international student, Stanley College must report any change of the student's course duration to DHA via PRISMS, as required under section 19 of the *ESOS Act*.

4.11 All applications for credit or RPL should be submitted at the time of application for admission.

Appeals

4.12 Applicants may appeal the credit outcome if they are dissatisfied by completing the *Student Grievance and Complaint Form*. Refer to the *Student Grievance and Complaint Policy and Procedure*.

4.13 This policy and the availability of complaints and appeals procedures do not remove the rights of the student to take action under Australia's consumer protection laws (including the *ESOS Act 2000*) or to pursue other legal remedies.

Withdrawal of Credit

4.14 Stanley College reserves the right to withdraw credit where an error has been made in assessing an application or where the documentation provided by the applicant was misleading, false or invalid. The withdrawal of credit must be approved by the relevant Academic Program Manager.

Monitoring of Cohorts

4.15 Where a significant number, or over 10%, of students in a cohort have received credit or RPL, Stanley College will monitor the progress of these students and report regularly to the Academic Board.