



Academic Credit and Recognition of Prior Learning (RPL) Policy

Purpose	Sets out the Institute's approach to granting Recognition of Prior Learning (RPL) or Academic Credit where it can be confirmed.
Location	The policy is maintained on owncloud (original: Pydio)- http://cloud.ee.edu.au/owncloud
Responsible executive	Academic Dean
Responsible office	Academic Office
Contact officer	TBA
Effective date	30 November 2016
Review date	30 November 2018
Modification history	June 2013 (V1), Aug 2016 (V2), Nov 2016 (V3), July 2017 (V4)
Related documents	Student Admission Policy and Procedure
Authority	Approved by Academic Board

1 Purpose

It is the policy of Elite Education Institute to grant Recognition of Prior Learning (RPL) or Academic Credit where it can be confirmed from:

- a private educational institution or similar organisation,
- TAFE or another VET provider,
- a recognised higher education institution in Australia or overseas e.g. a university.

2 Scope

This policy is relevant to all applicants for study in any higher education award course at Elite Education Institute.

Recognition of Prior Learning (RPL), for the purpose of advanced standing, is based on the following broad principles:

- Credit for prior learning is to be granted on a consistent basis, developed within Elite Education Institute and be indicative of a student's chances of success in a course.
- Students may obtain exemptions for up to 50% of units of study in a specified program, provided that the units of study under consideration are judged as equivalent. Website information and unit outlines and contact with the accrediting institution, if necessary, will be used to determine equivalence of units of study to support the granting of exemptions and RPL. It will be incumbent on the applicant to supply relevant information to support an application for exemptions and RPL and applications should be made ideally prior to accepting an offer to study or as soon as is practically possible.

3 Definitions



Applicant can be a domestic or international student.

Recognition of Prior Learning (RPL) is, for the purposes of this policy, the assessment to credit prior learning based on previously completed work or studies.

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 EEI policies, the result is recorded and students receive timely written advice of the outcome.

4 Procedures

The admissions process is to ensure that, prior to enrolment and before fees are accepted, students are informed of their rights and obligations, including *policies, arrangements and potential eligibility for credit for prior learning*. Information for students is written in plain English and where practicable, accompanied by an explanation of any technical or specialised terms.

Students who wish to apply for RPL should firstly indicate this on the enrolment form, and provide evidence in terms of completed qualifications in order to proceed with application for Academic Credit or RPL.

- 4.1 All applications for Academic Credit should be completed before enrolment or at orientation. Credit through recognition of prior learning is granted only if: students granted such credit are not disadvantaged in achieving the expected learning outcomes for the course of study or qualification, and the integrity of the course of study and the qualification are maintained.
- 4.2 When students apply for EEI course, they can indicate whether Recognition of Prior Learning (RPL) should be assessed. Then an initial RPL assessment will be conducted by Academic Dean and the outcome will be shown in the Offer Letter. If the students fail to apply RPLs, they must complete the RPL Application Form available from the Administration Office and on institute website.
- 4.3 Students will be informed of their advanced standing / credit entitlements within one week after enrolment and orientation.
- 4.4 The applicant will be advised in writing of the result of their application. If the applicant is an international student the following will occur:
 - 4.4.1 If the academic credit is approved prior to the granting of the student visa and leads to a shortening of the student's course, the Confirmation of Enrolment will indicate the actual net course duration (as reduced by course credit) issued for a student for the particular course.
 - 4.4.2 If the academic credit is granted after the granting of the student visa, the change of course duration is to be reported via PRISMS under Section 19 of the ESOS Act.
 - 4.4.3 At any time after a student has been granted a student visa, any change in course duration due to the granting of credit must be reported via PRISMS under Section 19 of the ESOS Act. This must be done within 14 days after the event as specified by the Act.



Elite Education Institute

-
- 4.5 Students should provide originals of qualifications and documents, including subject outlines (including detailed assessment criteria), at Elite Education Institute when enrolling. Copies of RPL documentation will be made and stored in the student's file. If the documents are not original they must be certified as a true copy by a notary public and officially translated into English.
 - 4.6 The Academic Credit application is submitted to the Student Service Office of Elite Education Institute and is approved by the Academic Dean.
 - 4.7 Decisions are recorded in the Student Administrative Information System and include the outcome of the application indicating either the grant or rejection of the application, and, where appropriate, the reasons for refusal.

5 Appeals

An appeal must be lodged with the Administration Office within 10 working days of the dates of notification of the academic credit decision. The appeal must set out the grounds for the appeal. The Principal (or delegate Academic Dean) has the responsibility for assessment and make the final decision.