



## Academic Credit and Recognition of Prior Learning (RPL) Policy

Purpose	Sets out the Institute's approach to granting Recognition of Prior Learning (RPL) where it can be confirmed.
Location	The policy is maintained on owncloud (original: Pydio)- <a href="http://cloud.ee.edu.au/owncloud">http://cloud.ee.edu.au/owncloud</a>
Responsible executive	DVC (Teaching & Learning)
Responsible office	Academic Office
Contact officer	Registrar
Effective date	30 November 2016
Review date	30 November 2018, 30 November 2021
Modification history	June 2013 (v1), Aug 2016 (v2), Nov 2016 (v3), July 2017 (v4), Nov 2018 (v5), 09 Dec 2020 (v6), 04 August 2021 (v7)
Related documents	Student Admission Policy, Student Grievance Mediation Policy
Authority	Approved by Academic Board / Endorsed by Council

### 1. Purpose

It is the policy of Elite Education Institute to grant Recognition of Prior Learning (RPL) for study or learning at a:

- Private educational institution or similar organisation,
- TAFE or another VET provider,
- Recognised higher education institution in Australia or overseas e.g., a university,
- Informal and non-formal learning (in exceptional circumstances) may also be considered.

### 2. Scope

This policy is relevant to all applicants (domestic or international student) for study in any higher education award course at Elite Education Institute (EEI).

Recognition of Prior Learning (RPL) is based on the following broad principles:

- Credit for prior learning is to be granted on a consistent basis ensuring student's chances of success in a course are not put at risk;
- 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;
- Students are required to provide information to support any application for RPL. Information required from students applying for RPL will include relevant website information for completed courses, specific unit outlines for subjects (including learning outcomes and assessment) that



are considered to be equivalent to specific EEI subjects, official student records of achievement, student statements demonstrating equivalence of assessment and outcomes of studies completed with specific EEI subjects, examples of assessment. EEI may contact specific accrediting institutions referenced in any application for RPL at EEI to determine equivalence of units of study to support the granting of exemptions and RPL;

- RPL will not be awarded for any subjects with prerequisites unless the prerequisites have been satisfied;
- Applications should be made prior to accepting an offer to study.

### 3. Definitions

- 3.1. **Recognition of Prior Learning:** 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 RPL.
- 3.2. **Advanced standing:** Advanced standing is where the amount of specified credit equates to a full year of study. For example, students who have completed the Diploma of Business at EEI will be awarded advanced standing to commence the second year of the EEI Bachelor of Business degrees.
- 3.3. **Credit:** 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.
- 3.4. **Credit transfer:** Credit transfer is 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.
- 3.5. **Specified Credit:** Specified credit is credit granted towards particular or specific components of a qualification or program of learning.
- 3.6. **Unspecified Credit:** Unspecified credit is credit granted towards elective components of a qualification or program of learning.

### 4. Policy

- 4.1. Credit granted through recognition of prior learning is only granted if:
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- a) Students are not disadvantaged in achieving the expected learning outcomes for the course of study or qualification; and
  - b) The integrity of the course of study and the qualification are maintained.
- 4.2. Credit towards courses on the basis of RPL may be granted as advanced standing, specified or unspecified.
  - 4.3. The assessment is conducted according to EEI policies, the result is recorded on the student's record and RPL Register and students receive timely written advice of the outcome. RPL can be applied to meet the admission requirements to a program including satisfying prerequisite or prior study requirements. RPL can be applied as credit transfer, specified credit or unspecified credit or advanced standing. Advanced standing can be applied as an exemption where students do not have to complete some specified courses that are usually requirements of a Program/Award.
  - 4.4. Students who wish to apply for RPL should do so when submitting an application for admission by selecting 'yes' on the Application Form in the relevant section, and providing the RPL Application Form together with the Application Form to the Admissions Office including all supporting evidence (e.g., transcripts and unit outlines (see Item 2 of this policy)). Please note that providing an incomplete RPL Application (e.g., not providing the relevant unit outlines of the units a student seeks to be granted RPL for) will delay the admissions process.
  - 4.5. An initial RPL assessment will be conducted by Deputy Vice Chancellor (Teaching & Learning) and the outcome will be shown in the Offer Letter. If students fail to apply for RPL prior to admission, they must complete the RPL Application Form available from the Administration Office and on the institute website as soon as possible.
  - 4.6. Students who apply for RPL after admission will be informed of their credit entitlements providing that all supporting evidence is provided by the student.
  - 4.7. The applicant will be advised in writing of the result of their application. If the applicant is an international student the following applies:
    - 4.7.1. 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.
    - 4.7.2. If the academic credit is granted after the granting of the student visa, the change of course duration is to be reported via PRISMS as referred to in Standard 2.5 of the National Code 2018.
  - 4.8. At any time after a student has been granted a student visa, any change in course duration due to the
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granting of credit must be reported via PRISMS as referred to in Standard 2.5 of the National Code 2018. This must be done within 14 days after the event.

4.9. When enrolling at Elite Education Institute, students must provide originals of qualifications and documents, including unit outlines (including detailed assessment criteria), or, if originals are not available, they must be certified as a true copy by a notary public and officially translated into English. Students are required to provide documentary evidence to show how they have met the published learning outcomes of the unit for which they are seeking RPL. Copies of RPL documentation will be stored on the student's file.

4.10. The RPL application is submitted to the Administrative Office of Elite Education Institute and is approved by the DVC (T&L).

4.11. Any application for RPL will be assessed within 5 business days.

## **5. Responsibilities**

5.1. The Academic Board is responsible for setting and reviewing the requirements for credit on the basis of RPL.

5.2. DVC (T&L) is responsible for RPL decisions and managing the RPL process and maintaining and applying precedents to approve credit towards courses on the basis of RPL in accordance with any Recognition of Prior Learning procedure.

5.3. The Administrative Office of EEI reporting to the Registrar is responsible for managing processes associated with RPL.

## **6. 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/CEO (or delegate) has the responsibility for assessment and make the final decision.

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