

## RECOGNITION OF PRIOR LEARNING POLICY

<b>Policy Code</b>	ACA08
<b>Policy Lead</b>	Academic Dean
<b>Approving Authority</b>	Academic Board
<b>Approval date</b>	23 October 2024
<b>Commencement date</b>	27 November 2024
<b>Next Review Date</b>	May 2025
<b>Version</b>	2024.3
<b>Relevant legislation or external requirements</b>	National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code) (NC: 2.3-2.5, 6.7) Higher Education Standards Framework (Threshold Standards) 2021 (HESFs: 1.2, 1.5.7(b), 7.2.2(a), 7.2.2(a, d), 7.3.2(g))  Australian Qualifications Framework (AQF) AQF Qualifications Pathways Policy Tertiary Education Quality and Standards Agency Act 2011 (TEQSA Act) Education Services for Overseas Students Act 2000 (Cth) (ESOS Act) Education Services for Overseas Students Regulations 2019 (Cth) (ESOS Regulations)
<b>Related ASA Documents</b>	Quality Assurance Framework Student Admissions Policy Student Admissions Procedure Recognition of Prior Learning Procedure Student Enrolment and Attendance Policy and Procedure Student Progression and At Risk Policy Student Progression and At Risk Procedure Student Grievance Policy Student Grievance Procedure

### 1. Purpose

This Policy supports the *Student Admissions Policy*. It specifies the requirements for recognition of prior learning at the ASA Institute of Higher Education (**ASA**), in accordance with the Australian Qualifications Framework (**AQF**) and the AQF Qualifications Pathways Policy.

This policy ensures that decisions about credit will not disadvantage applicants, nor diminish the integrity of ASA's accredited higher education courses. Student admission into ASA is based on academic merit and/or demonstrated ability and meeting course entry requirements; all decisions relating to student admission are consistent; and standard eligibility requirements are publicly available.

### 2. Scope

This policy applies to all ASA applicants, students, and staff who support these processes.

### 3. Principles

This Policy is informed by the principles of the AQF and supports the commitment of ASA to:

1. transparency;
2. ensuring that the process of assessing applications for recognition of prior learning is fair and equitable; and
3. maintaining the integrity of ASA's courses and units.

## 4. Definitions

Term	Definition
Advanced Standing	Advanced standing describes a form of credit for previous learning. It involves the application of credit towards a student's course of study, usually in respect of entering a course at an advanced stage.
applicant	A person who has applied to study at ASA.
Articulation Agreements	Articulation Agreements or Arrangements create a defined pathway that enables a student to progress from a completed course of study to another course of study with admission and/or credit. At ASA these are between different providers.
block credit	Block credit is formal recognition of a set number of units within a course as part of an articulation agreement or on an individual basis subject to satisfying AQF level criteria.
census	The census date is the last date for a student to withdraw from a unit without incurring academic penalty for the unit.
commence	To start a course. The commencement date is the first day of the study period that a student is enrolled in a unit. This does not include units that have been granted Advanced Standing or exemption.
Confirmation of Enrolment (CoE)	A Confirmation of Enrolment (CoE) is a document issued by ASA to verify the applicant's enrolment in a specified course. This document is required for students that require a Student Visa.
Credit Transfer	A process that provides students with agreed and consistent credit outcomes for completed components of a course of study based on identified equivalence in content and learning outcomes between matched courses of study.
higher education provider	Defined in the TEQSA Act as: <ol style="list-style-type: none"> <li>1. a constitutional corporation that offers or confers a regulated higher education award;</li> <li>2. a corporation that:               <ol style="list-style-type: none"> <li>a. offers or confers a regulated higher education award</li> <li>b. is established by or under a law of the Commonwealth or a Territory</li> </ol> </li> <li>3. a person who offers or confers a regulated higher education award for the completion of a course of study provided wholly or partly in a Territory.</li> </ol>
key dates	Key dates are dates that state when an important event or deadline starts or ends. These dates can impact financial, academic or administrative actions and students should ensure they are aware of all key dates.
professional body	Professional bodies (or associations) are organisations that act as a peak body or umbrella for professionals working in the same or similar fields.
Recognition of Prior Learning	Recognition of Prior Learning (RPL) is an assessment of an individual's prior learning to determine whether credit will be granted. RPL includes formal, informal, and non-formal learning.
Registered Training Organisations (RTOs)	Registered training organisations (RTOs) deliver nationally recognised training in the VET sector. To deliver this training, they need to be approved by ASQA. RTOs are the only organisations in the Australian VET system authorised to: <ul style="list-style-type: none"> <li>• deliver and assess nationally recognised training</li> <li>• issue nationally recognised qualifications and statements of attainment</li> <li>• apply for government funding to provide VET services.</li> </ul>

satisfactory course progression	Students must meet minimum course progression standards by: 1. not failing a particular unit of study more than once. 2. passing 50% or more of the units of study attempted in a study period. 3. ensuring they enrol after an approved study break (Leave of Absence); or 4. are not able to complete their course within five (5) years of commencement.
unit	A unit is a component of study which forms part of a course. At ASA most units are worth 10 credit points and most courses require completion of 24 units.
specified credit	Credit granted when an exact or near exact equivalence to one or more of the units of study studied at ASA or another higher education provider.
unspecified credit	Credit granted when an exact or near exact unit equivalence cannot be demonstrated.
Vocational Education and Training (VET) providers	VET providers are government organisations or businesses that provide nationally accredited training. The courses offered align with the AQF and they must be registered with ASQA, see RTOs.

## 5. Policy Statement

Any student with prior learning may submit appropriate evidence and apply for Recognition of Prior Learning. ASA may award credit towards achievement of a qualification or award for various forms of prior learning by comparing a student's current level of skills and knowledge against Unit Learning Outcomes.

### 5.1 Types of Recognised Prior Learning

Applying for Recognition of Prior Learning involves assessment of a range of prior learning modes and undertakings, which includes, and is not limited to:

1. units which form part of an accredited course of study provided by a recognised higher education provider;
2. accredited vocational education and training providers (VET);
3. non-award courses offered by ASA or a recognised higher education institution;
4. accredited courses of study provided by a Registered Training Organisation (RTO); and
5. recommendations contained in the AQF.

ASA may, at its discretion, recognise the validity of other forms of training or education, providing they are deemed equivalent to, or meet, the AQF standards.

Single units from overseas higher education institutions will not be granted credits as they are not recognised by the AQF standards.

### 5.2 Rules Governing Recognition of Prior Learning

Entry to courses offered by ASA is based on specific published entry criteria. Decisions regarding student selection will be in accordance with the *Student Admissions Policy* and *Student Admissions Procedure*. An offer of credit for advanced standing based on prior learning does not guarantee admission into a specific course.

All applications for advanced standing will be assessed on a course-by-course basis. The assessment of the amount of advanced standing to be granted in particular courses shall be determined by the Academic Dean, or delegate. Once appropriate documentation is submitted, an application for Recognition of Prior Learning will be reviewed within ten working (10) days.

Specific rules are:

#### 5.2.1 Specified/Unspecified Credit

Specified credit is granted for specific units. Unspecified credit may be used to replace electives in a course, provided it is at the same or similar study level.

#### 5.2.2 Units with pre-requisites

When credit is granted for specified units that have pre-requisites, the pre-requisite units must also be granted as credit. An applicant must be able to demonstrate prior learning for all pre-requisite units in order for credit for that specific unit and its pre-requisites to be granted.

#### 5.2.3 Units unavailable for Advanced Standing

Credit, whether specified or unspecified, will not be granted for any units at third year (300) level for any undergraduate course or at the 600 level for any postgraduate course offered by ASA.

#### 5.2.4 Automatic Credit

Automatic Credit may be awarded to students who have completed previous studies with an education provider that has a current, approved articulation agreement or Memorandum of Understanding. Automatic Exemption arrangements are approved by the Academic Dean, or delegate.

#### 5.2.5 Maximum Credit

The total credit granted for prior learning external to ASA will not exceed 50% of the total credit points required for the award for which the credit is sought.

#### 5.2.6 Professional Employment

Credit may be based on a mixture of formal study and professional employment. However, no more than 25% credit will be granted for work experience. Professional employment should be within the last five (5) years, or reviewed on a case-by-case basis in extenuating circumstances.

### 5.3 Advanced Standing Conditions

Advanced standing may be granted for:

1. Formal study completed no more than five (5) years prior to application, on the condition that there is sufficient evidence of continued relevance of content, learning outcomes, and where the student is judged by the Academic Dean to have the same probability of successful completion of the ASA course as a student completing the entire course.
2. Non-award courses, as well as for courses provided by a professional associations or similar bodies, where appropriate learning outcomes have been rigorously assessed and documentation is provided.
3. Criteria set by professional bodies may also apply.

Advanced standing will not normally be granted for formal study completed more than five (5) years prior to enrolment unless there is evidence of continued relevance of this study for the course towards which advanced standing is sought.

#### 5.3.1 Challenge Examination

In cases where the granting of recognition of prior learning is unclear the Academic Dean may elect to instruct the candidate to complete a challenge examination to fully determine recognition of prior learning. This could occur with recognition of prior professional employment cases. A challenge examination will only apply to units of study that have no pre-requisites.

## 5.4 Credit Transfer within ASA

Transfer of Credit may be granted when a student has completed units whilst undertaking a course of study with ASA and wishes to transfer to another ASA course before completing the prior course. An application for credit transfer can be made upon enrolment. Specified Credit will be granted for those units already undertaken which form part of the course into which the student is transferring. Unspecified credit may be granted for units that have been successfully completed but are not specified in the course architecture that the student is transferring into. The grade awarded for the unit completed in the previous course will transfer to the new course.

## 5.5 Progression

Students who have received recognition of prior learning will be monitored during their course enrolment to ensure that they are not disadvantaged due to the application of credit and that they make satisfactory course progress.

# 6. Relevant HESFs

This Policy and the associated Procedure comply with the Higher Education Standards Framework (Threshold Standards) 2021. The following are relevant excerpts and specify that:

### Standard 1.2 Recognition of Prior Learning

1. Assessment of prior learning is undertaken, consistent with the credit and recognition of prior learning policy in the Australian Qualifications Framework, 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 institutional policies, the result is recorded and students receive timely written advice of the outcome.
2. Credit through recognition of prior learning is granted if:
  - a. students granted such credit 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.

### Standard 1.5 Qualifications and Certification [...]

7. Records of results state correctly, in addition to the requirements for all certification documentation:
  - a. credit granted through recognition of prior learning

### Standard 7.2 Information for Prospective and Current Students [...]

2. Information for students is available prior to acceptance of an offer, written in plain English where practicable, accompanied by an explanation of any technical or specialised terms, and includes:
  - a. information to assist in decisions about courses or units of study, including the course design, prerequisites, assumed knowledge, when and where courses/units are offered, application dates, arrangements for recognition of prior learning, standing credit transfer arrangements, pathways to employment and eligibility for registration to practise where applicable [...]
  - d. information to give access to current academic governance policies and requirements including admission, recognition of prior learning, transition, progression, assessment, grading, completion, qualifications, appeals, academic integrity, equity and diversity, intellectual property and withdrawal from or cancellation of enrolment [...]

### Standard 7.3 Information Management [...]

2. The list of all higher education courses of study within the repository of information includes: [...]

g. details of the credit and recognition of prior learning policy that applies to each course of study and direction on how to obtain information on any articulation or credit arrangements that may apply to the course.

## 7. Version Control

This Policy has been reviewed and approved by the ASA's Academic Board as at October 2024 and is reviewed every three years.

The Policy, with associated procedure, are published and available on the ASA website <https://www.asahe.edu.au/policies-and-forms/>.

Change and Version Control				
Version	Authored by	Brief Description of the changes	Date Approved:	Effective Date:
2024.3	Director Learning and Innovation	Updated policy by reorganising information to enhance the procedure.	23/10/2024	27/11/2024
2024.2	Project Officer	Document formatting updated to reflect change of Trading Name to ASA Institute of Higher Education	28/06/2024 by CEO	01/07/2024
2024.1	Academic Dean	Updated policy to include HESF references, changes in regulatory compliances. Benchmarked against 6 other Higher Education Providers.	14/02/2024	08/03/2024
Previous version archived. New Policy code and numbering system implemented.				
5.0		Academic Board approval	14/07/2021	14/07/2021
4.0		Academic Board approval	20/04/2021	20/04/2021
3.0		Academic Board approval	25/05/2020	25/05/2020
2.0		Academic Board approval	08/12/2017	08/12/2017
1.0		Academic Board approval		