

## RECOGNITION OF PRIOR LEARNING PROCEDURE

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| <b>Policy Code</b>                                   | ACA08                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Policy Lead</b>                                   | Academic Dean                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Approving Authority</b>                           | Academic Board                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Approval date</b>                                 | 14 February 2025                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Commencement date</b>                             | 06 March 2025                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Next Review Date</b>                              | May 2025                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Version</b>                                       | 2025.1                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Relevant legislation or external requirements</b> | <p>National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code)<br/>(NC: 2.3-2.5, 6.7)</p> <p>Higher Education Standards Framework (Threshold Standards) 2021<br/>(HESFs: 1.2, 1.5.7(b), 7.2.2(a), 7.2.2(a, d), 7.3.2(g))</p> <p>Australian Qualifications Framework (AQF)<br/>AQF Qualifications Pathways Policy<br/>Tertiary Education Quality and Standards Agency Act 2011 (TEQSA Act)<br/>Education Services for Overseas Students Act 2000 (Cth) (ESOS Act)<br/>Education Services for Overseas Students Regulations 2019 (Cth) (ESOS Regulations)</p> |
| <b>Related ASA Documents</b>                         | <p>Quality Assurance Framework<br/>Student Admissions Policy<br/>Student Admissions Procedure<br/>Recognition of Prior Learning Policy<br/>Student Enrolment and Attendance Policy and Procedure<br/>Student Progression and At Risk Policy<br/>Student Progression and At Risk Procedure<br/>Student Grievance Policy<br/>Student Grievance Procedure</p>                                                                                                                                                                                                                                                  |

### 1. Purpose

This procedure supports the *Student Admissions Policy* and associated procedure. It provides procedural information for recognition of prior learning by the ASA Institute of Higher Education (ASA), in accordance with the Australian Qualifications Framework (AQF) and AQF Qualifications Pathways Policy.

### 2. Scope

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

### 3. Procedure

#### 3.1 Application of Recognition of Prior Learning Process

The process for applying for advanced standing based on recognition of prior learning is:

1. Applicants should lodge their application for Advanced Standing concurrently with their application for admission. The latest time an application for Advanced Standing can be made, without charge, is two (2) weeks prior to the course commencement date.
2. Applicants must submit the *Advanced Standing Application Form* and supporting documentation such as unit outlines, transcript, or other evidence to demonstrate unit equivalency to the Admissions team. Documentary evidence must be verified and sighted by staff at ASA.

3. Applicants must demonstrate a minimum result of a pass grade to receive credit. Transcripts listing the relevant unit result as Advanced Standing, Credit Transfer, Recognition of Prior Learning, or similar will not be accepted.
4. ASA does not guarantee transferability of credits from other education providers. Eligibility for advanced standing does not guarantee admission to a course.
5. The application will be considered by the Academic Dean, or delegate, and an outcome will be determined. The Academic Dean, or delegate, will advise the Admissions team of the outcome and, if granted, the basis on which credit has been granted.
6. The Admissions team will upload all evidence supplied by the application in their request, and the outcome of the application on the applicant's profile on the Student Management System (SMS).
7. All units that are exempted on the basis of recognition of prior learning will be graded as Advanced Standing (AS) and recorded on the student's profile in the SMS by Admissions staff as determined by the Academic Dean or delegate.
8. The Admissions team will advise the applicant in writing of the result of their application within ten (10) working days of the application being received and will ensure that the communication is recorded on the applicant's profile.

#### 4. Recognition of Prior Learning Assessment Process

Prior learning may be recognised for the purpose of granting advanced standing by demonstrating that part of the academic requirements of a course have been met. This involves assessment of the student's prior learning for equivalence to a unit or units in a course to which a student has been admitted, and results in the awarding of advanced standing.

The granting of credit for units advances a student's standing in a course to which they have been admitted and accelerates their progression through the course. Advanced standing may be granted in the form of specified or unspecified credit.

Students are to formally apply for recognition of prior learning so that advanced standing may be granted unless formal articulation agreements have been established or where standardised block credit arrangements have been approved as part of the admission requirements for the course.

##### 4.1 Preliminary Assessment

The ASA Admissions staff will review the application for completeness and determine whether the student's prior learning is likely to meet the criteria for advanced standing. Admissions staff may request additional information if necessary.

##### 4.2 Detailed Evaluation

Once the full application is received, the Academic Dean, or delegate, is responsible for the evaluation of the submitted application. The evaluation should be completed within a 72-hour timeframe from the application being received. The Academic Dean, or delegate, evaluates the evidence presented focusing on the following criteria:

- **Equivalence:** The prior learning must cover at least 75% similar unit content and learning outcomes as the unit(s) for which credit is being sought. If the unit requires completion of pre-requisite units, then the prior learning must also cover the same proportion of the pre-requisite unit/s content and learning outcomes.
- **Level of Learning:** the level of the previous learning (e.g. undergraduate or postgraduate) must match the AQF level of the current course.

- **Assessment of Learning Outcomes and Objectives:** The Academic Dean, or delegate, will compare the learning outcomes and objectives of the previous studies with those of ASA's course, ensuring that the student's knowledge and skills are equivalent.
- **Educational Practices and Standards:** must meet any other general educational practices and standards of the provider.

#### 4.3 Decision

The Academic Dean, or delegate, makes a formal decision and forwards to the Admissions team for processing the enrolment. Possible decisions are:

- Credit granted.
- Deny recognition of the prior learning for the award of advanced standing.
- Resubmission of the application with further information or evidence required.
- Further assessment required.

#### 4.4 Notification

- The student is formally notified in writing of the outcome by the Admissions team.
- Copies of the decision are placed on the student's profile in the SMS.

### 5. Conditions for International Students

If the applicant is an international student, and credit is granted before the issue of a Student Visa, and if this varies the actual course duration, the electronic Confirmation of Enrolment (**eCoE**) issued to the student will show the reduced course duration.

Where credit is granted after the issue of a visa, and if this varies the actual course duration, ASA will report the change of course duration via PRISMS in accordance with section 19 of the *Education Services of Overseas Students (ESOS) Act 2000*.

If ASA grants credit to an international student, ASA will give a written record of the decision to the student to accept and retain the written record of acceptance for two years after the international student ceases to be an accepted student of ASA.

### 6. Block Credit

Block credit is awarded as a specified unit of credit value, and it may be granted on the basis of studies judged to be comparable to a stage or component of a given course.

Block credit is most often granted under an approved articulation agreement with an external partner institution.

Block credit can be specified or unspecified.

### 7. Articulation Agreements

ASA may enter into agreements with specific institutions to provide graduates of specific courses of study offered by another institution credit for particular units which form part of an ASA course. The following processes and conditions apply:

- Prior to entering into Articulation Agreements, ASA will map the competency units or specified learning outcomes provided by the institution against the learning outcomes provided by the unit within the relevant ASA course.
- The Academic Dean will review and approve all Articulation Agreements.
- Articulation Agreements will only cover credit for specific, predetermined units.

Institutions applying for Articulation Agreements with ASA should be able to establish and verify that they have benchmarked themselves against registered higher education providers that have met industry and regulatory standards. ASA reserves the right to revoke Articulation Agreements in cases where there is a clear trend that the advanced standing granted under articulation agreements have resulted in poor student performance.

## 8. Credit Transfer

The process for applying for a Credit Transfer:

1. Any student wishing to transfer courses at ASA should contact their course coordinator and receive advice regarding transferable credit and key dates, including census dates, so that they are not unduly disadvantaged. Current ASA students must meet the entry requirements of the new course.
2. Students should lodge their application to transfer from their enrolled ASA course to a different ASA course as soon as possible to ensure that there is sufficient processing time prior to the next enrolment period.
3. Students must submit the Course Transfer Request form and any supporting documentation that may support their request and indicate that they have carefully considered the impact of such a request.
4. An assessment will be undertaken by the Academic Dean and the Admissions Manager, or delegate, and an outcome will be determined. The Academic Dean, or delegate, will advise the Admissions team of the outcome.
5. Admissions staff will upload all evidence supplied by the application in their request, and the outcome of the application on the applicant's profile on the Student Management System (SMS).
6. All units that are exempted on the basis credit transfer will have the results and grades from the existing course transferred to the new course. Units that were assessed as Advanced Standing will be transferred as Advanced Standing (AS). All credit, regardless of origin will be recorded on the student's profile in the SMS by Admissions staff upon advice from the Academic Dean, or delegate.
7. The Admissions staff will advise the applicant in writing of the result of their application within ten (10) working days of the application being received and will ensure that the communication is recorded on the applicant's profile.

## 9. 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.

All units of study include an early assessment at the end of session 1 or 2 of the study period for all enrolled students. These assessments provide early feedback and assist ASA to identify any 'At Risk' students. The ASA Academic team, initially lecturers, will review the submission of assessments and may raise any concerns regarding particular students to the Course Coordinator or Academic Dean. Students are interviewed to see what type of support is needed. For more information refer to the *Student Progression and At Risk Policy* and related procedure. Students are also monitored by their attendance and/or engagement.

## 10. Grievances

An applicant or student may complain against a decision made under this Policy and Procedure. Complaints must be made as prescribed in the process outlined in the *Student Grievance Policy* and associated *Procedure*.

## 11. Version Control

This Procedure has been reviewed and approved by the ASA's Academic Board as at February 2025 and is reviewed every three years.

The Procedure, with associated policy, 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: |
| 2025.1                                                                       | Director Quality and Compliance  | Minor amendments for consistency and clarity.                                                                                            | 14/02/2025        | 06/03/2025      |
| 2024.3                                                                       | Director Learning and Innovation | Updated procedure to include procedure of assessment of RPL                                                                              | 23/10/2024        | 28/11/2024      |
| 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.<br>Benchmarked against 6 other Higher Education Providers. | 14/02/2024        | 08/03/2024      |
| Previous version archived. New Policy code and numbering system implemented. |                                  |                                                                                                                                          |                   |                 |
| 4.0                                                                          |                                  | Academic Board approval                                                                                                                  | 14/07/2021        |                 |
| 3.0                                                                          |                                  | Academic Board approval                                                                                                                  |                   |                 |
| 2.0                                                                          |                                  | Academic Board approval                                                                                                                  |                   |                 |
| 1.0                                                                          |                                  | Academic Board approval                                                                                                                  |                   |                 |