

Course Credit for Recognition of Prior Learning Policy

Purpose

This policy establishes the principles and processes by which Macleay College will assess applications for course credit to ensure compliance with the rules of Macleay, the TEQSA Threshold Standards 2012, the *Education Services for Overseas Students (ESOS) Act 2000* and Standard 12 of the National Code 2007.

Scope

This policy applies to all domestic and international students and potential students who request course credit to towards a course of study at Macleay in recognition of prior learning for course(s) undertaken at another institution or as a Macleay Diploma graduate. This policy also applies to college staff who assess and process course credit requests.

Related Policies

This policy should be read in conjunction with the following college policies:

- Monitoring Academic Progression
- Admissions Policies for Domestic and International Students
- Grievance & Appeals Policy

All college policies referenced in this document can be downloaded from the Enrolment Resources section of the college website and myHandbook section of Moodle via <http://mymacleay.edu.au/>.

Definition of Key Terms

"Advanced Standing" means a grade applied for the recognition of previous learning or study that can be credited towards a qualification which may reduce the number of units required to complete a course of study at Macleay

"Articulation" means progression from a Diploma qualification at Macleay College into the corresponding Macleay College Bachelor Degree award course of study via the college defined pathway

"Course Credit" means granting of the grade of Advanced Standing (AS) in a specific unit resulting in exemption from that unit of study

"Bachelor Degree" means an Australian Qualifications Framework Level 7 (AQF Level 7) accredited course of study

"Diploma" means an Australian Qualifications Framework Level 5 (AQF Level 5) accredited course of study

"Recognition of Prior Learning (RPL)" means the assessed equivalency of learning outcomes, teaching and study hours, and learning and assessment approaches against a course of study at Macleay for which course credit is granted

"Vocational Education & Training (VET)" means part of tertiary education and training which provides accredited training in job related and technical skills

A. Policy

Recognition of prior learning is an assessment process used to determine the extent to which a student has achieved the required learning outcomes of a unit of study to receive credit towards a course of study at Macleay. This may result in the granting of the grade of 'Advanced Standing' (AS) in a specific unit and exemption from that unit in the following cases:

- to receive credit towards a Macleay higher education award
- to articulate as a Macleay Diploma graduate into the corresponding Macleay Bachelor Degree award course

Applicants must submit an application for course credit to the Office of the Registrar. The application will then be assessed by the respective Head of Faculty (or nominee) who will make a decision based on the documentation provided. Macleay will approve an application and grant Recognition for Prior Learning under the following circumstances:

1. **For Entry** - a completed VET Certificate IV course
2. **For Credit** – previous relevant study (completed within the previous five years) leading to a qualification including:
 - a. completed university subjects or courses
 - b. completed VET subjects or courses at Diploma level or higher
 - c. accredited Diploma course or higher.
3. **For Relevant Industry Experience** (or courses undertaken outside a recognised tertiary institution) - the applicant must be able to substantiate sufficient, relevant and recent industry experience either through:
 - a. presentation of a portfolio demonstrating that the industry experience undertaken meets the learning outcomes of the unit for which exemption is sought; or
 - b. assessment by the Head of Faculty (or nominee) which successfully meets the learning outcomes of the unit for which an exemption has been sought.

Maximum exemption granted for RPL

The maximum number of units for which exemption may be granted is 50% of the total credit points for the course.

Course Credit & Implications for International Student Visas

Where course credit is granted as a result of an application for Recognition of Prior Learning, the student is exempt from attending and completing that particular unit in order to complete the qualification. International students should be aware that receiving course credit for four or more units may affect the course duration and therefore the length of their student visa.

Where course credit will change the expected completion date and therefore shorten the expected duration of the course of study for an international student, Macleay will:

- a) adjust the course duration in the Confirmation of Enrolment (CoE) when course credit is granted at the time of admission ie. prior to the issue of the student visa
- b) report the change in course duration to Department of Immigration & Border Protection (DIBP) via PRISMS in accordance with Standard 9 of the *National Code 2007* when course credit is granted after admission and the original CoE

Application for Course Credit

Application for Recognition of Prior Learning should be submitted with the *Enrolment Application* where possible. Failing this, application for course credit towards the enrolled higher education award should be made ten days prior to the trimester commencement date but no later than five working days before the Trimester Census Day by lodging an 'Application for Course Credit in Recognition of Prior Learning' form which can be downloaded from the college website and the myHandbook section of Moodle via <http://mymacleay.edu.au/>. The application must attach the following supporting document in relation to the unit(s) for which exemption or credit is sought:

- Academic transcript(s) of previous courses of study including year completed and grades attained
- Unit outlines and/or course description including information on learning outcomes
- Proof of the number of hours of teaching and study

Note: Qualifications must be current to be considered for course credit i.e. completed within the previous five years.

The supporting documentation should be attached to the completed form as either copies certified by a Justice of the Peace or presented as originals to the Office of the Registrar who will copy and witness the documents as true copies, returning the originals to the student. Any international documentation should be translated to English. Macleay will only consider an application complete and eligible for assessment when all sections of the form have been filled-in, the application form has been signed by the applicant and all supporting documentation is attached ('completed application').

Macleay will assess and respond to all completed applications within ten working days. The applicant will be advised of the decision in writing and the application and decision thereof will be kept on the student file. A longer time may be required during peak admission and enrolment times but the process will not exceed fifteen working days.

Where course credit is granted, the applicant must sign and return the notification letter to acknowledge their acceptance of any changes to their course enrolment and/or course duration as a result of the granted course credit(s).

Where course credit is denied, the applicant has the right to appeal the decision within twenty working days in accordance with the college **Grievance & Appeals Policies**. A student's enrolment will be maintained for the duration of the internal appeals process and the student should continue to attend classes and submit assessments to ensure satisfactory course progression and completion of the course of study at Macleay within the expected timeframe. Failure to do so may incur academic and/or financial penalty and, for international students, result in a breach of the conditions of visa which Macleay will be required to report to DIBP in accordance with Standards 9 and 10 of the *National Code 2007*.

After Census Date in any given trimester, applications will only be considered for the following intake.

Application for Course Credit to Articulate as a Diploma graduate into the Bachelor Degree course

Macleay Diploma graduates, who have passed all twelve units of their Diploma course of study, can articulate into the corresponding Bachelor Degree award course. For example, the Diploma of Journalism articulates into the Bachelor of Journalism.

Applications for course credit to internally articulate to a Bachelor Degree award course can be made any time during the last trimester of the Diploma course but no later than ten working days before the Commencement Date of the next Bachelor Degree intake by lodging an 'Application for Course Credit in Recognition of Prior Learning' form, which can be downloaded from the Enrolment Resources section of the college website and myHandbook section of Moodle via <http://mymacleay.edu.au/>.

For applications lodged during the last trimester of diploma study, a decision will be made ten working days after the release of final results by the Standing & Moderation Committee. The applicant will be advised of the decision in writing by the Office of the Registrar.

After Commencement Date, applications will only be considered for the following Bachelor Degree intake.

B. Procedures

1. Submit an application to the Office of the Registrar

Responsible: Applicant

Applicants seeking course credit for recognition of prior learning should download an 'Application for Course Credit in Recognition of Prior Learning' form from the Enrolment Resources section of the college website or myHandbook section of Moodle via <http://mymacleay.edu.au/>.

All applications are required to be completed, signed and it is the responsibility of the student to attach the appropriate documentary evidence in support of their application as outlined in the **Course Credit for Recognition of Prior Learning Policy**. The completed application form and attachments should be submitted to the Office of the Registrar.

Macleay College will only accept complete applications as eligible for assessment. Incomplete forms will be returned to the applicant.

2. Review and consideration of the completed application against assessment criteria

a) Confirm application for completeness

Responsible: Macleay (Office of the Registrar)

The 'Application for Course Credit in Recognition of Prior Learning' form as submitted is checked for completeness by the Office of the Registrar. All sections of the application are required to be completed and the application signed.

It is the responsibility of the student to attach the following documentation in relation to the unit(s) for which exemption or credit is sought:

- Academic transcript(s) including year completed and grades attained
- Unit outlines and/or course description including learning outcomes
- Proof of the number of hours of teaching and study

Any international documentation must be translated to English.

All attachments should be copies of originals as certified by a Justice of the Peace. However, if this is not possible, the original documentation can be presented with the application and the Office of the Registrar will take copies of the documentation and witness them as being true copies of originals presented. The original documentation will then be returned to the applicant.

Application forms will not be accepted if incomplete, unsigned and/or without the appropriate supporting documentation.

Macleay College Diploma graduates seeking to articulate into a corresponding Bachelor Degree course do not need to attach supporting documentation or complete Part C of the application form.

Macleay College will only accept complete applications as eligible for assessment and will sign the *Lodgement Receipt* and return front instructional sheet of the application form to the applicant as proof of submission. It is recommended that the student to take a copy of their completed application for their records before submitting to the Office of the Registrar. Macleay College is not responsible for taking or providing the applicant with a copy at the time of the completeness check.

b) Assessment of the completed application

Responsible: Macleay Head of Faculty (or nominee)

After the check for completeness, the Office of the Registrar forwards the completed application to the respective Head of Faculty (or nominee) for assessment.

The Head of Faculty (or nominee) undertakes a review of the application against the assessment criteria as outlined in the **Course Credit for Recognition of Prior Learning Policy** and makes a decision to grant or deny the application for course credit.

3. Advise assessment decision in writing

Responsible: Macleay Head of Faculty (or nominee) & Office of the Registrar

Following assessment, the Head of Faculty (or nominee) will advise the Office of the Registrar of its decision to grant or deny the application for course credit:

- a) Applications for course credit for admission to a Macleay College course of study - the Office of the Registrar will advise the applicant of the decision in writing within ten working days of the receipt of the completed application. A longer time may be required during peak admission and enrolment times but will not exceed fifteen working days.
- b) Applications for course credit for articulation to a corresponding Bachelor Degree award course - the Office of the Registrar will advise the applicant of the decision in writing within ten working days of the release of final results by the Standing & Moderation Committee.

Where an 'Application for Course Credit in Recognition of Prior Learning' is successful, Macleay will send the student an *Approval of Course Credit Letter* advising the decision, the course credit(s) to be applied and any implications to course progression and/or course duration as a result of the credit. The student must sign and return a copy of this letter authorising the application of the course credit(s) to their enrolment before a grade of Advanced Standing will be applied and the Student Management System updated accordingly.

Where an 'Application for Course Credit in Recognition of Prior Learning' is denied, Macleay will not grant course credit. The applicant will be sent a *Refusal of Course Credit Letter* outlining the reasons for decision and their rights to appeal the decision. Applicants wishing to make an appeal should refer to the college **Grievance & Appeals Policies**.

4. Respond to the notification of decision

Responsible: Applicant

a) The applicant accepts the college decision

Applicants who receive a written notification letter advising them of the decision to grant course credit, must formally accept the decision and acknowledge their understanding of any implications, by signing and returning a copy of the letter to the Office of the Registrar.

On receipt of the signed letter, the Office of the Registrar will apply a grade of 'Advanced Standing' in the Student Management System and adjust the enrolment accordingly. The student will be issued with a course map (and timetable in due course) to reflect the application of the course credit(s) in line with the process for admissions and enrolment. The process of enrolment cannot be finalised without the college receiving the signed authorisation by the student.

b) The applicant elects to appeal the college decision

Applicants who receive a written notification letter advising them of the decision to deny course credit may wish to appeal the decision. They must do so within twenty working days from the deemed receipt of the notification letter. The first stage of the grievance and appeals process is to lodge a 'Formal Grievance Form' which can be downloaded from the Enrolment Resources section of the college website and the myHandbook section of Moodle via <http://mymacleay.edu.au/>. Applicants wishing to lodge an appeal should refer to the college **Grievance & Appeals Policies**. The matter will then be addressed in line with the policy.

If the appeal is successful, Steps 4a and 5 in the procedure for course credit will be applied. During the appeal process however, where the applicant has commenced study, they remain enrolled in their course of study and are bound by the Macleay College policies. The student should continue to attend classes and submit assessments to ensure satisfactory course progression and completion of the course of study within the expected timeframe. Failure to do so may incur an academic and/or financial penalty and, for international students result in a breach of the conditions of visa which Macleay will be required to report to the DIBP in accordance with Standards 9 and 10 of the *National Code 2007*.

5. Course credit is processed and enrolment updated

Responsible: Macleay (Office of the Registrar)

On receipt of the acknowledgement letter which has been signed by the applicant signifying their acceptance of the course credit, the Office of the Registrar will assign a grade of 'Advanced Standing' in the Student Management System and adjust the enrolment accordingly. The student will be issued with a course map (and timetable in due course) to reflect the application of the 'Advanced Standing' grade(s) in line with the process for admissions and enrolment.

Where four or more 'Advanced Standing' grades for an international student have been granted after the issue of their Confirmation of Enrolment (CoE), Macleay will report the change of course duration to DIBP via PRISMS and the length of the student's visa may be reduced. If a new student visa is issued by DIBP, a copy of the new visa must be provided to the Office of the Registrar before enrolment is finalised and the student is issued with a new course map (and timetable in due course).

A copy of the application, decision and applicant authorisations, including the new student visa where applicable for an international student, will be kept on the student file.

Approvals:

Next Policy Review Cycle: December 2019

As part of the college Policy Review Cycle, this policy was endorsed by the Teaching & Learning Committee at the meeting of 15 November 2016 and ratified by the Academic Board at the meeting of 6 December 2016.