

# Credit for Prior Learning Policy and Procedure

Policy Category	Academic		
Policy Owner	Dean		
Responsible for Implementation	Registrar		
Review Date (2 years)	October 2025		
Relevant to	IGI students, IGI staff		
Related Documents	Admissions Policy Admissions Procedure Complaints and Appeals Policy Complaints and Appeals Procedure		
<b>Version</b>	<b>Authorised by</b>	<b>Approval Date</b>	<b>Effective date</b>
1.2	Academic Board	10 Oct 2023	10 Oct 2023

## 1. Purpose

This Policy supports the International Graduate Institute's (IGI's) commitment to implement a framework for granting academic credit for prior learning while maintaining IGI's expectations of student achievement and the integrity of its courses.

## 2. Definitions

Definitions	
<b>Australian Qualifications Framework (AQF)</b>	Australia's national policy for regulated qualifications. It encompasses higher education, vocational education and training, and school education and provides for national recognition and a consistent understanding of what defines each qualification type.
<b>Assessment</b>	A process to determine a student's achievement of identified learning outcomes; may include a range of written and oral methods and practice or demonstration.
<b>Block Credit</b>	Credit is granted to exempt a student from multiple units within a course based on completing a different qualification. This type of credit cannot be transferred for admission into another qualification.
<b>CoE (Confirmation of Enrolment)</b>	A document issued by a registered provider to intending overseas students and which must accompany their application for a student visa. It confirms the overseas student's eligibility to enrol in the particular course of the registered provider. They are sometimes called eCoE (Electronic CoE).
<b>Course</b>	Means a collection of academic subjects or units, which may or may not lead to a certificate, diploma, or degree award.
<b>Credit Agreement</b>	Formal negotiated agreement within and between issuing organisations or accrediting authorities regarding student entitlement to academic credit.
<b>Credit Transfer</b>	A process that provides students with credit for completed components of a program of study based on equivalence in content and learning outcomes.

<b>Definitions</b>	
<b>Credit</b>	Exemption from the study is granted to recognise the equivalence of prior learning regarding course content and learning outcomes. Credit granted gives a student advanced standing in the enrolment program (i.e., reduces the amount of learning required to achieve the qualification). Credit can be given in the form of a block, specified, or unspecified credit.
<b>Domestic student</b>	Australian citizens, New Zealand citizens, or holders of an Australian permanent visa (holders of all categories of permanent resident visas, including Humanitarian Visas).
<b>ESOS Framework</b>	The legal framework sets out the requirements for registration as an ESOS provider and defines the standards that must be met by providers offering courses to overseas students.
<b>Formal Learning</b>	Learning that takes place through a structured course leading to the full or partial achievement of an accredited qualification.
<b>Informal Learning</b>	Learning gained through work, social, hobby, or leisure activities. Unlike formal or non-formal learning, informal learning is not organised or structured in terms of outcomes or time.
<b>International Student (Overseas Student)</b>	A student who may hold a student visa and is protected by the Education Services for Overseas Students (ESOS) Act 2000
<b>Learning Outcomes</b>	The set of knowledge, skills, and the application of the knowledge and skills a person has acquired and can demonstrate as a result of learning.
<b>Non-Formal Learning</b>	Learning takes place through a structured program of learning that does not lead to an officially accredited qualification, for example, short courses.
<b>PRISMS</b>	Means Provider Registration and International Student Management System is used to process the information registered providers give to the Department of Education concerning an overseas student's course enrolment. It is used by providers to issue/amend CoEs, extract reports on student visas etc.
<b>Recognition of Prior Learning (RPL)</b>	An assessment process involves assessing an individual's relevant prior learning (including formal, informal, and non-formal learning) to determine the credit outcomes of an individual's application for credit.
<b>Specified Credit</b>	Credit is granted based on formal learning of a specific qualification component, exempting the student from completing that component.
<b>Student</b>	A person enrolled (current student) or seeking to enrol (prospective student) in any course of study at IGI.
<b>Unit</b>	the separate subject of study and other units make up a course.
<b>Unspecified Credit</b>	credit granted based on formal learning to an elective requirement of a qualification, exempting the student from completing that elective.

### 3. Scope

This Policy applies to all prospective students applying for admission into IGI's courses and enrolled students seeking credit for prior learning.

### 4. Policy principles

The fundamental principles informing this Policy are:

- 4.1 Evidence-based: evidence of prior learning is sufficient to verify achievement at the appropriate standard.
- 4.2 Transparent, fair, and equitable: credit articulation agreements are publicly available and applied fairly and equitably.
- 4.3 Academically defensible: the prior learning aligns with the appropriate AQF level of the relevant course.

- 4.4 Facilitate academic progression: credit agreements support and facilitate progression into, within, and between qualifications.
- 4.5 Authenticity: evidence of prior learning has been undertaken by the applicant.
- 4.6 Currency: the prior learning demonstrates current skill and knowledge requirements.
- 4.7 Recognise accredited awards and statements of attainment issued by any Australian commonwealth, state or territory authorised issuing organisation (or comparable international equivalents).
- 4.8 Comply: with applicable Australian laws, regulations, and standards, including those enunciated in the VET Quality Framework, Higher Education Standards Framework, and Australian Qualifications Framework.

## 5. Policy provisions

### 5.1. Credit Types

#### 5.1.1. Specified Credit

Specified credit may be granted based on prior formal learning that is deemed equivalent when considering the specified learning outcomes, the volume of learning, course content, and the learning and assessment approach implemented within a specific unit of study within a course. IGI will adopt a degree of equivalence of at least 80% before specified credit is awarded.

The student is exempt from completing the unit to meet course requirements when specified credit is awarded for specific units of study within a course. Further, as specified credit acknowledges that a student has achieved equivalent unit learning outcomes, the student is deemed to have met the pre-requisites.

Specified credit is generally determined on a case-by-case basis or as part of a credit transfer agreement.

#### 5.1.2. Block Credit

Block credit will be granted when a student has completed a formal qualification, or the formal qualification is identified in a formal articulation agreement. IGI's entry requirements, available via the IGI website, identify the acceptance of specific formal qualifications into the courses.

The formal articulation agreement identifies the amount of credit a student may be granted for prior learning at their enrolment into a course. Consequently, the formal credit agreement exempts a student from completing some of the unit components of a course. A block credit agreement does not recognise that the student has achieved equivalent units, learning outcomes, or content. When developing a block credit articulation agreement, the units being granted as credit are determined by mapping the desired learning outcomes, with consideration given to supporting academic progression by linking defined qualifications and a credit pathway.

IGI develops formal articulation agreements with registered providers that deliver Diplomas and Advanced Diplomas in business, leadership and management, marketing and communication, and digital marketing, to ensure appropriate alignment with the IGI courses and consistency of credit being awarded.

### **5.1.3. Recognition of Work and Life Experience**

IGI may award credit by recognising work and life experience, which can demonstrate achievement of the unit learning outcomes and content. Evidence must be provided to support and demonstrate the student's achievement and can be formal, informal, or non-formal learning.

## **5.2. Credit Limitations**

The credit granted to a student for an individual course may not exceed 50% of the total credit points of the course being considered. Exceptions to this will be considered and approved by the Dean based on evidence provided by the student and the principles and details within this Policy. Credit will not be granted for partial completion of units; a student must have successfully completed the unit to be considered for credit.

## **5.3. Currency of Prior Learning**

Evidence provided to demonstrate prior learning must have been achieved within the last seven (7) years. The Dean may determine appropriate variations to this period of time on a case-by-case basis.

## **5.4. Credit Register**

IGI maintains a register of all credit for prior learning decisions made to ensure consistency and transparency of credit decisions made.

## **5.5. Monitoring and Review**

IGI will monitor the study progress of any student granted credit for prior learning using admissions and progression data. This student outcome data will be reported to the Academic Board for review, together with relevant articulation agreements, which may prompt amendments to IGI's articulation agreements from time to time.

## **6. Procedure**

- 6.1. Credit applications must be made using the relevant form accompanied by supporting documentation and submitted either together with the application for admission or after at least ten working days before the census date of the first study period. Applications made after a student has been admitted must be submitted prior to enrolment in the unit(s) of study for which credit for prior learning is sought.
- 6.2. Documentation submitted in support of the application must include certified copies of certificate/diploma/award (for completed qualifications), academic transcripts, unit outlines and any other documents that can support the assessment and demonstrate the equivalence between respective units as indicated at section 5.1 of this Policy. Documents issued in languages other than English must be submitted in official translations into English.
- 6.3. Applicants seeking credit based on previous work experience must attach to their application an up-to-date CV, copies of relevant position description(s) for the previous role(s) held, and official proof of employment in the role(s) indicating dates and length of employment.
- 6.4. The assessment of the application for credit and associated documentation will be undertaken by the IGI Dean (or delegate). Within 10 working days of submitting the application for RPL, the student will be informed in writing of the outcome and amount of credit granted (if applicable) and their right to appeal the decision within a maximum of 20 days, per the IGI Complaints and Appeals Policy and Procedure.

- 6.5. Following a successful outcome of a credit application, students will be informed of the impact that the credit granted may have on their course duration and the visa length (for international students). Where the credit granted impacts the course duration, the international student's CoE will be amended accordingly. If the credit were granted before the student visa grant, the CoE would be issued to reflect the shortened course duration. If the student visa has already been granted and the amount of approved credit reduces the course duration, the change will be reported via PRISMS.
- 6.6. Students must confirm the acceptance of the credit granted in writing. If a student is dissatisfied with the outcome, they can appeal the decision in accordance with the IGI Complaints and Appeals Policy and Procedure.
- 6.7. Credit granted will be recorded in accordance with the IGI Awarding of Grades Policy. The application for credit, associated documents, and the outcome will be recorded in the student's file and the Credit Register and managed in accordance with the IGI Student Record Management Policy.

## 7. Appeals

Any appeals concerning any decision taken concerning this Policy should be made under the IGI Complaints and Appeals Policy and Procedure, which can be accessed via IGI's website.

## 8. References

- Australian Qualifications Framework (2<sup>nd</sup> Edition)
- Higher Education Standards Framework (Threshold Standards) 2021
- The National Code of Practice for Providers of Education and Training to Overseas Students 2018 (The National Code)
- TEQSA Guidance Note: Credit and Recognition of Prior Learning
- TEQSA Glossary of Terms

## 9. Document History

Version	Date	Author	Reason	Sections
1.0	Jun 2022	PBL Education	New policy	All
1.1	Oct 2023	IGI	Rebrand and review	All
1.2	Feb 2024	IGI	Minor administrative amendment and logo update	