Credit and Recognition of Prior Learning Policy
Policy and Procedure

SECTION 1 – INTRODUCTION

PURPOSE

The Australasian College of Health and Wellness (ACHW) values opportunities for students to build upon their prior learning, whether this learning was acquired through accredited training or gained through appropriate professional work experience, ensuring students do not have to repeat learning that has been successfully completed elsewhere.

This policy is designed to maximise the credit that students can gain; to enhance student progression into and between qualifications.

SCOPE

This policy applies to applicants seeking admission with advanced standing due to prior formal, informal and non-formal learning, and to current students seeking credit during their course enrolment.

SECTION 2 – POLICY AND PROCEDURE

PRINCIPLES

ACHW acknowledges the value of providing students with opportunities to build upon prior learning, whether this learning was acquired through accredited training or gained through appropriate professional work experience.

Credit decisions will aim to ensure that students do not have to repeat learning that has been successfully completed elsewhere, whilst not disadvantaging a student in achieving the course-level learning outcomes.

In accordance with the principles of the *AQF Qualifications Pathways Policy* for making decisions about awarding credit, decisions at ACHW will:

- maximise the credit that students can gain (up to 50% of a qualification);
- enhance student progression into and between qualifications;
- be evidence based, equitable and transparent;
- be applied consistently and fairly with decisions subject to appropriate appeal and review;
- recognise learning regardless of how, when and where it was acquired provided that the learning is relevant and current and has a relationship to the learning outcomes of the qualification;
- be academically defensible and take into account the students' ability to successfully meet the learning outcomes of the qualification;
- be decided in a timely way so that student's study progress is not unnecessarily inhibited; and
- be formally documented (including reasons for not providing credit where applicable).

To ensure integrity of each course and to ensure students are well positioned to achieve the required learning outcomes of a course, please refer to Appendix A for maximum credits available.

TYPES OF CREDIT

1. Specified Credit

Specified credit may be granted on the basis of prior formal learning that is deemed to be equivalent when considering the learning outcomes, volume of learning, program of study (including content) as well as learning and assessment approaches.

Note: in higher education equivalence must be 80% or more, from an accredited higher education institution, and be gained within the last ten years.

When approved, specified credit will be transferred to specified units within a course, and recorded as credit transfer (CT). It recognises that the student has achieved equivalent unit(s) learning outcomes and can be used to meet pre-requisite requirements.

2. Unspecified Credit

Unspecified credit may only be granted in higher education courses with elective subjects. It will be granted on the basis of prior formal learning that is deemed to be at the right AQF level, with appropriate volume of learning and learning and assessment approaches, but with content that is

deemed permissible as equivalent to an elective option, broadening the student's education but still meeting the overall course learning outcomes.

When approved, unspecified credit will be transferred against an elective (or electives) within the course, and recorded as elective exemption. It does not recognise that the student has achieved equivalent subject(s) learning outcomes, and cannot be used to meet pre-requisite requirements.

3. Block Credit

Block credit is granted when a student has completed a formal qualification set out as part of an approved pathway or formal articulation agreement. The amount of block credit granted is determined as part of the approved pathway or articulation agreement and will be automatically applied at the point of entry.

Block credit exempts a student from completing multiple subjects – usually specified stages or components of a course – and is recorded as an exemption against each of those subjects. It does not recognise that the student has achieved equivalent subject(s) learning outcomes, and cannot be used to meet pre-requisite requirements.

4. Recognition of Prior Learning (RPL)

Recognition of Prior Learning (RPL) is a form of credit that results from an assessment of an individual's relevant prior informal and/or non-formal learning against a subject or course learning outcomes. Additional formal learning may also be taken into account when establishing RPL.

When approved, RPL will be transferred against specified subjects (including electives) within the course, and recorded as RPL. It recognises that the student has achieved equivalent subject(s) learning outcomes, and can be used to meet pre-requisite requirements.

Credit Type	Specified Credit	Unspecified Credit	Block Credit	RPL
Formal learning – qualification	✓	✓	✓	✗
Formal learning - units	✓	✓	✗	✗
Informal learning and/or non-formal learning	✗	✗	✗	✓

CREDIT APPROVAL

Decisions to approve credit transfer will take into consideration the equivalence of the following:

- learning outcomes;
- volume of learning;
- program of study (including content);
- learning and assessment approaches;
- institution from which prior qualifications has been gained; and
- if formal – then within the last ten years.

Credit will only be transferred to full subjects. ACHW will not grant partial credit against subjects.

When considering prior formal learning, the amount of specified and/or unspecified credit applied cannot exceed the volume (in EFTSL) or that of prior learning. For example, a 1 EFTSL Diploma course cannot result in any more than 1 EFTSL credit (of any type) in a course.

Credit will only be granted where the prior learning is relevant and current. This will usually mean that the prior learning was completed within a period of no longer than the last ten years.

Authority to Approve Credit

- the Head of Academic Delivery or delegate will determine applications for specified and unspecified credit for individual applicants or students. Once a credit decision has been determined, it may be re-applied by admissions to identical scenarios;
- the Head of Academic Delivery will approve formal articulation pathways and block credit arrangements; and
- the Head of Academic Delivery will determine applications for RPL.

CREDIT LIMITS

ACHW will not recognise part or all of a student's prior learning where it is not deemed equivalent, or where credit transfer is prohibited by course rules.

In higher education courses, students must undertake a minimum volume of learning within a course at ACHW in order to qualify from that course with an ACHW award – i.e. no less than 50% of a qualification.

Exit Awards

If a student exits with a lower qualification than the one in which they initially enrolled, then the student may be able to exit with their grades automatically transferred to the subjects they have completed, not credit transfers, and therefore credit limits will not apply.

Transferring Credit Between Courses

If a student has credit approved whilst enrolled in one course and then transfers to a different course, the credit will not be automatically transferred. The student will need to apply to have the credit recognised.

Exceeding Credit Limits

The Head of Academic Delivery may approve credit beyond these limits providing there is academic rationale consistent with the principles of this policy. This includes instances where an institution closes a course and ACHW agrees to teach those students to completion.

APPLYING FOR CREDIT

A student must submit an application for credit within two weeks of commencing that study period. Any applications for credit after the two weeks will not be reviewed.

Students will be advised of the outcome of their credit application within 10 working days. If a credit application is rejected, the student will be notified in writing with the reasons for not awarding the credit.

Specified or Unspecified Credit

Students are responsible for providing evidence of their prior formal learning with the application and this must be sufficient to assess the equivalence to learning outcomes, volume of learning, program of study and learning and assessment approaches.

The evidence must be valid, sufficient, authentic and current. ACHW requires references to assist in determining authentic claims.

Block Credit

Block credit is granted based on verification that all the requirements of the qualification listed in the approved pathway or articulation agreement has been completed and no further evidence is needed.

Recognition of Prior Learning

Students are responsible for providing detailed evidence of their previous informal and non-formal learning and their capability in the relevant outcomes. An evaluation against the subject and or course learning outcomes will be undertaken to determine this.

Evidence of Formal Learning

Students applying for credit based on formal learning must provide:

- certified AQF qualification testamur issued by an accredited provider;
- certified formal academic transcript issued by an accredited provider;
- certified statement of attainment issued by an accredited provider;
- certified overseas qualification issued by a provider listed on the AEI NOOSR Country Education Profiles and a syllabus copy detailing the learning outcomes and assessments undertaken

All supporting documentation must be in English and be certified.

Evidence of Informal or Non-Formal Learning

Students applying for credit based on informal or non-formal learning must provide evidence of their capability such as:

- curriculum vitae;
- employment references or letters including name, contact details and relationship (this must be on a business letterhead);
- client references or testimonials including name and contact details (these cannot be friends or family members);
- position descriptions or other documents detailing roles, tasks and achievements;
- outcomes of performance reviews;
- portfolios containing samples of work;
- certificates from professional development, short course and non-award courses; and/or
- other documentation or evidence requested by the assessor

All supporting documentation must be in English and certified.

COMPLAINTS AND APPEALS

Students can request a review of a decision made under this policy by following the Grievance Policy.

SECTION 3 – REFERENCE AND SUPPORTING INFORMATION

DEFINITIONS

Word/Term	Definition
Credit	The value assigned to equivalence in content and learning outcomes between different types of learning and/or qualifications. Credit granted provides students with advanced standing in their course (i.e. reduces the amount of learning required to achieve a qualification).
Credit Transfer	The process by which the value assigned to the equivalence in content and learning outcomes is recorded on the student's record.
Formal Learning	Learning that takes place through a structured training program that leads to the full or partial achievement of an accredited qualification.
Informal Learning	Learning gained through professional work, social, family, hobby or leisure activities and experiences, without being organised or structured in to objectives or time constraints.
Non-Formal Learning	Learning that takes place through a structured program of learning that does not lead to an officially accredited qualification, for example short courses.
Pathways	Allow students to move through qualification levels with full or partial recognition for the learning outcomes from the qualification they have already achieved.
Recognition of Prior Learning (RPL)	A form of credit that results from an assessment of an individual's relevant prior informal and/or non-formal learning against subject or course learning outcomes. Additional formal learning may also be taken into account when establishing RPL.
Specified Credit:	Credit granted on the basis of formal learning to a specific component of a qualification.
Unspecified Credit:	Credit granted on the basis of formal learning to an elective requirement of a qualification, exempting the student from completing that elective.

SUPPORTING DOCUMENTATION

Document name	Document type	Location
Application for RPL and Credit	Form	*G:\Compliance\ACHW\Policies & Procedures*

SECTION 4 – DOCUMENT DETAILS

POLICY OWNER

Name:	**Credit and Recognition of Prior Learning Policy**
Endorsed by:	Director ACHW
Approved by:	Head of Compliance
Date Approved:	10.07.2017
Implementation Owner	Head of Quality and Assurance
Maintenance Owner	Head of Quality Assurance
Review Date	15.01.2021

CHANGE HISTORY

Version	Approval date	Approved by	Approved by	Change
V1.0	10.07.2017	Head of Compliance	Director ACHW	Initial document review after purchase of MHMHE
V2.0		Approved by Academic Board on 10.03.2020		General review

SECTION 5 – APPENDICES

APPENDIX A – MAXIMUM CREDIT AND BLOCK CREDIT TABLE

COURSE OF STUDY	AMOUNT OF CREDIT	RECOGNITION OF CREDIT ARRANGEMENTS
Diploma of Beauty	20 Credit Points AHS101 Integumentary System CAP101 Introduction to Clinical Practice	Graduates of the Diploma of Beauty Therapy receive recognition into the: 1. Associate Degree in Applied Health Science (Dermal Therapy) for 2 subjects or 20 credit points of the 160 credit point Associate Degree. 2. Bachelor of Applied Health Science (Clinical aesthetics) for 2 subjects or 20 credit points of the 240 credit point Bachelor degree.
Bachelor of Nursing	70 Credit Points AHS102 Introduction to Applied Health Science HBS101 Human Structure and Function 1 HBS102 Human Structure and Function 2 HBS202 Patho-Physiology HCM101 Introduction to Professional Practice HCM102 Professional Communication HCM201 Critical Thinking and Research Skills	Graduates of a Bachelor of Nursing receive recognition into the: 1. Associate Degree in Applied Health Science (Dermal Therapy) for 7 subjects or 70 credit points of the 160 credit point Associate Degree. 2. Bachelor of Applied Health Science (Clinical aesthetics) for 7 subjects or 70 credit points of the 240 credit point Bachelor degree.