

Credit and Recognition of Prior Learning Policy

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2. Preamble

The Tertiary Education Quality Standards Agency (TEQSA) requires clear and effective credit arrangements to be in place to increase opportunities for students to access education and to improve mobility between sectors and institutions and increase the pathways into and between qualifications.

‘Recognition of Prior Learning’ (RPL) is defined in the Australian Qualifications Framework as a process through which eligibility for the award of credit is assessed, through assessment of formal, informal and non-formal learning.

Through this Policy and the accompanying Procedure HEA will comply with these requirements and provide students with credit for learning already achieved.

This Policy is consistent with the *Higher Education Standards Framework (Threshold Standards) 2021*, Domain 1, Section 1.2 and the *Australian Qualifications Framework (AQF)*

3. Purpose

The Policy provides a fair and equitable framework for recognition and granting of RPL and credit transfer for all HEA courses leading to an AQF qualification.

4. Scope

The policy applies to all current and prospective students (both domestic and international) who are applying for admission to HEA and to the staff involved in the recruitment, administration and admission of these students. Academic decision-making relating to credit and RPL is subject to HEA’s academic governance and quality assurance processes.

5. Definitions

Please refer to the Glossary of Terms.

6. Policy

HEA is committed to enabling students access to higher education and to maintaining the integrity of its academic courses, in alignment with the AQF and grants advanced standing and credit transfer accordingly. This is in accordance with its mission of providing excellence in education.

6.1 Principles

Credit and recognition of prior learning at HEA is underpinned by the following principles:

- 6.1.1 All HEA higher education courses will align with the AQF and meet the HES Framework standards.
- 6.1.2 The recognition of prior learning and/or credit is based on a process being fair, equitable and transparent.
- 6.1.3 Knowledge and skills which students already have and for which there is appropriate evidence will be acknowledged and recognised to enable student progress, completion and mobility.
- 6.1.4 HEA will ensure that knowledge and/or skills students possess meet the learning outcomes and competencies of their chosen course and the units within that course.
- 6.1.5 Credit will be granted based on the evidence provided by the prospective student; such evidence will include testamurs, transcripts or certified certificates, unit outlines, assessment briefs and similar style academic evidence.
- 6.1.6 In granting credit HEA will ensure that students will not be disadvantaged in terms of achieving the course learning outcomes or in undertaking more advanced studies when the RPL/credit is a prerequisite for such advanced studies.
- 6.1.7 Applications for RPL will only be awarded for qualifications attained within ten years of the application for admission and if the evidence provided supports an equivalency of at least 80% of the individual units' content being applied for.
- 6.1.8 The maximum credit granted towards a course on the basis of RPL is 50% of the course. Students awarded credit towards components of the course may be restricted in their choice of the units in a semester.
- 6.1.9 Any decisions made must be formally documented, communicated to the student in writing via email within 7 business days from the date outcome of the application is finalised and recorded in the students' file. In cases where HEA grants RPL or course credit to an overseas student, a record of the decision and student's acceptance will be retained for two years after the overseas student ceases to be an accepted student.
- 6.1.10 HEA will ensure there is no academic disadvantage to a student applying for credit and that it poses no risk to the integrity and quality of its courses and its reputation.
- 6.1.11 In cases where RPL granted reduces the overseas student's course length, HEA will inform the overseas student of the reduced course duration and issue a Confirmation of Enrolment (CoE) for the reduced duration of the course.
- 6.1.12 HEA will also report any change in course duration in the Provider Registration and International Student Management System (PRISMS) if RPL or course credits are granted after the overseas student's visa is granted.

6.2 Types of Credit

Credit issued may be:

- 6.2.1 Block Credit – which is granted for the successful completion of an accredited award course or components of an accredited course, only where the course contains material that is considered equivalent to the specifications of HEA's course which are designed according to the AQF.
- 6.2.2 Specified Credit -which is granted towards particular or specific components of a course. This credit is granted where the prior learning is judged to be relevant to the learning outcomes of the course as whole.
- 6.2.3 Unspecified Credit – credit granted towards elective components of a course.

6.3 Credit and RPL application

- 6.3.1 Applications for credit recognition of prior learning must be made using the Application for Credit and Recognition of Prior Learning form at the time of application for admission to a course. All documents must be fully completed and certified.
- 6.3.2 All applications are assessed and the granting of credit must demonstrate that the prior study or experience is equivalent in content and level to the subject for which credit is being sought.
- 6.3.3 The credit or recognition of prior learning must be academically defensible and the student's ability to make satisfactory progress must be considered. Decisions will be documented to support transparency and auditability.
- 6.3.4 If a student transfers from one HEA course to another, credit, or recognition of prior learning for the original course is not automatically transferred and the student must reapply for credit.

7. Withdrawal of Credit

- 7.1 **HEA reserves the right to withdraw credit where an error has been made in assessing the application or where documentation provided by the applicant is incomplete, misleading, false, or invalid. All decisions must be formally documented, communicated to the student and recorded in the students' file.**

8. Appeals and Reviews

If an applicant is not satisfied with a decision made by HEA regarding the granting of credit, the appeal can be made according to the *Student Complaints and Appeals Policy and Student Complaints and Appeals Procedure*.

9. Referred Legislation and References

Acts Interpretation Act 1902 (2019) <https://www.legislation.gov.au/Series/C1901A00002>

Australian Qualifications Framework <https://www.aqf.edu.au/>

Education Services for Overseas Students Act (ESOS) 2000 (2022)

<https://www.legislation.gov.au/Series/C2004A00757>

Higher Education Standards Framework (Threshold Standards) 2021

<https://www.legislation.gov.au/Series/F2015L01639>

Legislation (Exemptions and other Matters) Regulations 2015

<https://www.legislation.gov.au/Series/F2015L01475>

Legislation Act 2003 (2019) <https://www.legislation.gov.au/Series/C2004A01224>

Public Governance, Performance and Accountability Act 2013 (2017)

<https://www.legislation.gov.au/Series/C2013A00123>

Public Governance, Performance and Accountability Rule 2014 (2022)

<https://www.legislation.gov.au/Series/F2014L00911>

TEQSA Guidance Note: Credit and Recognition of Prior Learning 2019

<https://www.teqsa.gov.au/for-providers/resources/guidance-note-credit-and-recognition-prior-learning>

TEQSA Good Practice Note: Making higher education admissions transparent for prospective students [https://www.teqsa.gov.au/guides-resources/resources/good-practice-notes/good-practice-note-making-higher-education-admissions-transparent-prospective-students#:](https://www.teqsa.gov.au/guides-resources/resources/good-practice-notes/good-practice-note-making-higher-education-admissions-transparent-prospective-students#:~:text=The%20publication%20of%20this%20Good,degree%20of%20transparency%20in%20admissions)

[%7E:text=The%20publication%20of%20this%20Good,degree%20of%20transparency%20in%20admissions](https://www.teqsa.gov.au/guides-resources/resources/good-practice-notes/good-practice-note-making-higher-education-admissions-transparent-prospective-students#:~:text=The%20publication%20of%20this%20Good,degree%20of%20transparency%20in%20admissions)

10. Relevant HEA Policies and Procedures

Admissions Policy

Admissions Procedure

Credit and Recognition of Prior Learning Procedure

Enrolment Variation Policy

Equity and Diversity Policy

Risk Management Policy

Student Complaints and Appeals Policy

Student Complaints and Appeals Procedure

Student Orientation Policy

Student Orientation Procedure

11.Document and Version Details

Approval Authority	Academic Board
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12.Policy Inquiries

For any inquiries about this policy, please email us. (admissions@heau.edu.au)