

Credit and Recognition of Prior Learning Procedure

1. Contents

1. Contents.....	2
2. Preamble.....	3
3. Purpose.....	3
4. Scope.....	3
5. Definitions.....	3
6. Procedure.....	3
7. Referred Legislation and References.....	7
8. Relevant HEA Policies and Procedures.....	9
9. Document and Version Details.....	9
10. Procedure Inquiries.....	9

2. Preamble

This Procedure follows on from the *Credit and Recognition of Prior Learning Policy* and must be read in conjunction with that document.

These Procedures are consistent with the *Higher Education Standards Framework (Threshold Standards) 2021* and the *Australian Qualifications Framework*.

3. Purpose

This document outlines the procedures and processes HEA will have in place for the provision of fair and equitable recognition and granting of prior learning (RPL) and credit transfer for all courses that lead to an AQF qualification.

4. Scope

The Procedure applies to current and prospective students (both domestic and international) who are applying for admission to HEA, to enrolled students and to the staff involved in the recruitment, administration, admission and transfer of courses of these students. Academic decisions relating to RPL and credit are subject to HEA's academic governance and quality assurance processes.

5. Definitions

Please refer to the Glossary of Terms

6. Procedure

6.1 Applying for RPL and/or Credit

Eligibility: Both domestic and international students are informed prior to admission that if they have relevant prior learning, they may be eligible for recognition and credit for that learning towards the course in which they are seeking admission.

6.2 Application Process

In making their submission, students must use the *Application for Credit and Recognition of Prior Learning form*, which is available on the HEA's website. Students need to read the documentation carefully and submit their application before admission if at all possible, but the latest such applications will be accepted by the end of the second week of studies in the student first semester of enrolment in their chosen course with HEA. Assessment for international students will be undertaken in accordance with ESOS and visa-related requirements.

6.2.1 In applying for RPL and Credit, certified and reliable evidence must be included, such as:

- 1.1.1.1 Official academic transcripts indicating all courses completed, grades and year of completions.
- 1.1.1.2 Unit profiles and outlines and learning outcomes and assessment of the units.
- 1.1.1.3 All transcripts must show the logo of the institution where the study occurred.
- 1.1.1.4 The AQF Qualification issued by the accrediting institution or equivalent

6.2.2 International students must provide a qualification that has been issued in accordance with the Australian Government Country Education Profiles (CEP). HEA will use CEP information as a reference point when assessing the comparability of overseas qualifications.

6.3 Limitations on RPL

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.

6.3.1 Documentation and Evidence

All documentation submitted as evidence must be relevant, authentic, valid, sufficient and current and meet the following conditions:

All copies of original documentation must be certified – that is verified as being a true copy and this is done by a person who is authorised to certify original copies. (See <https://www.justice.vic.gov.au/certifiedcopies>).

Original or certified copies include:

- All academic transcripts, qualification or testamur from a higher education provider that was completed within the last ten years.
- Certificates from professional bodies or other similar bodies that have been completed within the last ten years.
- Current resume or CV, including two referees with contact details to verify any professional experience.
- Other evidence as outlined in the application form.

6.3.2 HEA may at any time request additional documentation or information, including original documents. HEA may also audit an application and perform any 'back-to-source' check considered necessary. HEA may use external providers to verify documentation.

6.3.3 Any documentation required that is in a language other than English must include an English translation completed by the National Accreditation Authority for Translators and Interpreters (NAATI) (<https://www.naati.com.au/>)

6.4 Types of Credit

HEA allows applications for Specified Credit, Unspecified Credit and Block Credit.

- 6.4.1 Block Credit – will be 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 courses which are designed in accordance with the AQF.
- 6.4.2 Specified Credit -will be granted towards particular or specific components of a qualification or program of learning. This credit is granted where the prior learning is judged to be relevant to the learning outcomes of the course as whole.
- 6.4.3 Unspecified Credit – may be granted towards elective components of a qualification or program of learning.

6.5 Assessing from Formal Learning

- 6.5.1 HEA will only consider for credit or exemption, successfully completed learning with a credit pass grade or non-graded pass. Credit decisions must be academically defensible and documented. A student may have their formal learning recognised if they have:
 - Successfully completed a program at HEA or another accredited higher education provider.
 - Already qualified for an award as part of an articulated program.
 - Completed, or partially completed, a program at another higher education provider where HEA has a Credit transfer agreement as part of an articulation process.
- 6.5.2 HEA will only grant credit for completed entire courses, not parts of courses. However, RPL may be granted for courses completed while the student is on approved study leave or deferral where prior approval to undertake this study has been granted.
- 6.5.3 Applications for RPL must be lodged and approved prior to commencement of the course for which credit is being sought. RPL will not be granted retrospectively.

6.6 Non-Formal and Informal Learning

- 6.6.1 Eligibility for RPL based on non-formal or informal learning will be more carefully assessed. No credit or advanced standing or exemptions which may affect a student's study load will be granted after an international student's first enrolment, unless in the case of special circumstances, for example work experience, social, family, or leisure experiences and activities. These will be more stringently assessed to determine its equivalence to the learning outcomes of the qualification specified for admission to the program. This requirement is applied to ensure compliance with ESOS and to manage academic progression risks.

For non-formal or informal work to be recognized, students must submit the following relevant evidence at that time of applications:

- Student's CV
- References and letters from Employers
- Roles they have held in professional or industry work
- Documents outlining their roles and performance reviews
- Any short courses undertaken and certified certificates
- Tangible outputs such as publications, portfolios of work aligned to the position description.

6.7 Assessment

- 6.7.1 Assessment must comply with the arrangements that have been specified for the recognition of equivalence to the learning outcomes of the course. The learning must fulfil the same criteria that is associated with the assessment of learning outcomes in a conventional course – that is, it must be valid, current, sufficient, authentic and reliable.
- 6.7.2 HEA will ensure that in granting RPL and credit that applicants will not be disadvantaged in terms of achieving the course learning outcomes and to achieve that the assessor for recognition of prior and credit assessment will consider the following factors:
- Course learning outcomes
 - Unit learning outcomes
 - Course duration
 - Assessment methods, grades and marks
 - Practical training and work experience as part of the degree course, where relevant
 - Articulation arrangements
 - Evidence of informal prior learning
 - Currency of the degree course or unit

6.8 Outcome of Application

- 6.8.1 HEA will assess such applications within 15 business days upon receiving them and given the application is complete and includes all the evidence required for assessment. Where the application is incomplete HEA will request further evidence within 5 business days.
- 6.8.2 The 15 business days period for assessment is only applicable once the completed application is submitted to HEA.
- 6.8.3 Applicants will be notified in writing via email of the outcome of their application within 7 business days from the date the outcome is finalised.
- 6.8.4 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.
- 6.8.5 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.

6.9 Review or Appeal

- 6.9.1 Any appeal of a credit or exemption decision must be made in accordance with the Student Complaints and Appeals Policy and Procedure.

6.10 Credit Withdrawal

HEA reserves the right to withdraw a credit or exemption when there is clear evidence that the documentation or information submitted as part of the application was misleading, inaccurate or fraudulent. Any withdrawal will be undertaken in accordance with procedural fairness and communicated in writing to the student.

6.11 Accountability and Responsibilities

The Academic Board must approve any major amendments to these procedures and its accompanying Policy. The Course Director is responsible for assessing RPL and Credit applications. The administration team is responsible for communicating with the applicant throughout the process. The Dean is responsible for assessing any academic appeals by the applicant against the decision made by the Course Director regarding the RPL and Credit application.

6.12 Monitoring, Review and Assurance

6.12.1 HEA will develop and implement quality assurance processes to ensure that prior learning is of an appropriate standard to permit consideration for admission, credit or exemption and will review the precedents set every three years. Outcomes of reviews will be reported through HEA's academic governance and quality assurance processes.

6.12.2 TEQSA advises that risks to quality when regarding credit and recognition of prior learning can lead to academic disadvantage or process failures.

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

6.12.3 Hence HEA will ensure these risks are mitigated by considering full information about prior learning, the form it took and how it was assessed.

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

6.13 Records and Data Management

HEA will ensure that all decisions concerning RPL will be kept in HEA's records management system according to the *Records and Information Management Policy*.

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.

In addition, all credit granted will be listed in the student's record of results.

7. 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#:>

[%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)

8. Relevant HEA Policies and Procedures

Admissions Policy

Admissions Procedure

Credit and Recognition of Prior Learning Policy

Enrolment Variation Policy

Equity and Diversity Policy

Records and Information Management Policy

Risk Management Policy

Student Complaints and Appeals Policy

Student Complaints and Appeals Procedure

Student Orientation Policy

Student Orientation Procedure

9. Document and Version Details

Approval Authority	Academic Board
Approval Date	17 March 2026
Review Date	17 March 2029
Version	6

10. Procedure Inquiries

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