

# Credit and Recognition of Prior Learning Policy and Procedure

<b>Supporting plans, policies and procedures</b>	<ul style="list-style-type: none"> <li>• Student Handbook</li> <li>• Student Complaints and Appeals Policy and Procedure</li> <li>• Conferral of Awards and Graduation and Academic Documentation Policy</li> <li>• Admissions and Enrolment Policy and Procedure</li> <li>• Records, Data and Information Management and Security Policy</li> <li>• Risk Management Policy</li> </ul>
<b>Related Legislation and documents</b>	<ul style="list-style-type: none"> <li>• Higher Education Standards Framework (Threshold Standards) 2021</li> <li>• Tertiary Education Quality and Standards Agency (TEQSA) Act 2011</li> <li>• TEQSA Guidance Note: Credit and Recognition of Prior Learning, Version 1.1, 15 March 2019 (<a href="https://www.teqsa.gov.au/for-providers/resources/guidance-note-credit-and-recognition-prior-learning">https://www.teqsa.gov.au/for-providers/resources/guidance-note-credit-and-recognition-prior-learning</a>)</li> </ul>
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0.1	Draft prepared and reviewed by Learning and Teaching Committee (LTC) in May and June 2020	
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1.1	Presented to Academic Board for approval on 20 October 2020	Minor updates based on further internal and external review
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2.1	Reviewed and approved by the Academic Board via email circulation on 11 March 2022	Minor grammatical and structural changes made
3.0	Reviewed and approved by the Academic Board on 14 June 2022	Updates made following the response to the TEQSA Request for Information (REQ06238)

## Background and Scope

The Credit and Recognition of Prior Learning (RPL) Policy and Procedure outlines the approach and guidelines used by MIHE to grant students credit and recognition for their previous learning experiences while maintaining MIHE’s expectations of student achievement and ensuring the integrity of the course and associated awards. This Policy and Procedure is in line with recommendations made in the Australian Qualifications Framework (AQF) to allow credit for prior learning achieved through other Higher Education Providers (HEPs), technical and further education (TAFE) or accredited Vocational Education and Training (VET) providers.

This document was developed with reference to the TEQSA Guidance Note: Credit and Recognition of Prior Learning, Version 1.1, 15 March 2019 (<https://www.teqsa.gov.au/for-providers/resources/guidance-note-credit-and-recognition-prior-learning>)

This policy and its related procedure apply to all prospective and current MIHE students seeking credit towards coursework academic programs and staff.

## Definitions

Australian Qualifications Framework (AQF)	This is the national framework that regulates Australian education and training qualifications. It is comprised of various qualification levels. The AQF also oversees higher education, vocational education and training and school education. It provides a basis for consistent national recognition for prior learning.
Credit	A benefit provided to a student by waiving one or more of the normal requirements for completion of a course of study such as not having to complete a particular unit of study. Credit is obtained on the basis of evidence that the student has already undertaken learning that is deemed to be equivalent to the parts of the course of study for which credit has been granted. Credit is interpreted broadly to include <sup>1</sup> : <ul style="list-style-type: none"> <li>• specified and unspecified credit</li> <li>• exemptions</li> <li>• advanced standing</li> <li>• credit transfers</li> <li>• opportunities for substitute learning</li> <li>• other similar outcomes.</li> </ul>
Formal learning	The learning that occurs within the construct of a structured program of study that results in accredited qualification.
Informal learning	The learning that is unstructured and can be gained through alternative means such as through work or leisure activities.
Non-formal learning:	The learning that occurs within the construct of a structured program of learning but does not result in an accredited qualification.
Recognition of prior learning	Also known as RPL, is a process through which eligibility for the award of credit is assessed, through assessment of formal, informal and non-formal learning.

<sup>1</sup> See TEQSA Guidance Note: Credit and Recognition of Prior Learning, Version 1.1, 15 March 2019 (<https://www.teqsa.gov.au/for-providers/resources/guidance-note-credit-and-recognition-prior-learning>)

Also refer to the Glossary of Terms.

### Policy Principles

MIHE will acknowledge prior learning and grant credit for that learning provided that it is relevant, current and equivalent to the learning required for the particular MIHE course for which application is or has been made. The following principles form the basis for this policy:

Assessment and decisions on granting credit and RPL must:

- Maintain the integrity of the MIHE's academic offerings and protect MIHE's academic integrity and quality standards.
- Grant the maximum possible credit which may include block credit, specified credit or unspecified credit for any students with previous relevant learning.
- Adhere to the AQF's Qualifications Pathway Policy.
  - Be fair, consistent and evidence-based when evaluating RPL for students; and

Ensure the students' capacity for success in MIHEs courses and facilitate progression of qualification.

### Policy

The following are valid reasons to consider RPL for students that apply for RPL with MIHE – when there is:

- A formal arrangement between MIHE and a higher education institution, technical and further education (TAFE) institution, or Vocational Education and Training (VET) institution;
- A formal arrangement between MIHE and other relevant Institutes governed by the AQF;
- A formal arrangement between MIHE and a relevant overseas educational institution;
- An application for credit transfer or RPL made by a student directly to MIHE;
- MIHE will grant credits towards a course only if the student can provide evidence that previously completed unit was
  - at a relevant or equivalent level based on the AQF framework;
  - currently corresponds directly in the content, learning outcomes and weighting to at least 80% of the content, learning outcomes and weighting of a relevant unit provided by MIHE; and
  - The unit was taught in English.

MIHE can only award fully completed units. No credits are available for partially completed previous units. The credit granted to a student for an individual program may not exceed 50% of the total credit points of the program. Credits can only be awarded upon provision of relevant documentation for previous learning, as deemed necessary by the Institute's administration. Credit will only be awarded to previous informal or non-formal learning if there is no risk to quality. Qualifications older than 10 years will not be considered as a

basis for credit unless the student can demonstrate they have kept up to date in the specific field. This will be reviewed on a case-by-case basis.

## Document Review

Cohort data is collected in the Student Management System (Wisenet) during admission and is updated ongoing, including when students become 'at risk'. All policies and procedures are reviewed at a minimum of every two years. Prior to review, cohort data will be extracted from the Student Management System to inform improvements.

## Procedure

There are four steps in the procedure.

### 1. Student applies for Credit or RPL

Prospective or enrolled MIHE students apply for Credit or RPL in writing and provide the following supporting documents to the Course Director or Dean for review:

- certified copies of their academic transcript, record of achievement, statement of results, testamur or other relevant evidence
- an explanation of what the results mean (usually found on the back of the transcript)
- an extract from the handbook, detailing the course structure and credit points (or equivalent weighting of the course)
- a unit syllabus including the assessment requirements for each unit seeking credit

### 2. Assessment of Application

Once the Course Director or Dean has received the request for Credit or RPL in writing, along with the supporting documents, they will use the assessment criteria set out in this Procedure to determine if Credit or RPL is granted. In most cases, the assessment of the application should take no longer than 10 business days. In exceptional cases applicants may need to undergo further assessments such as an examination or an interview with the Course Director or Dean to provide further evidence to support their application. In exceptional cases the assessment may take up to 20 business days.

### 3. Recording Decision and Informing Student

If the Course Director or Dean assesses that Credit and RPL will be granted, they will need to demonstrate and document the mapping for any credit granted. MIHE will communicate the decision to the student in writing and receive their acceptance if credit is granted. This will be recorded in the Student Management System (SMS) to student's academic record and noted on the student's academic transcript. MIHE will retain a written record of the student acceptance of the decision about RPL or credit granted for a period of two years after the student ceases to be an accepted student.

If the Course Director or Dean assesses that Credit and RPL will not be granted, the student will be informed in writing. This will be recorded in the SMS.

### **Student Records**

In order for MIHE to grant RPL or credits, the following must be done:

- MIHE must maintain written records, including the application and the decision to award credit
- MIHE must register the student's awarded credits accurately in the student's records and student's academic transcript (any students' record of credits awarded or RPL will be maintained for at least two years from the date that the student ceases to be a student with MIHE)
- The student must provide written confirmation of accepting MIHE's award of credits

### **Credit Limits**

In order to receive an award or achievement from MIHE, students must complete at least half of the full credit value of a course from MIHE itself, as an enrolled student.

All credit requirements must adhere to the AQF's Qualifications Pathways Policy when it comes to negotiating credit agreements between institutions towards higher level AQF qualifications in the same or related discipline.

MIHE is within its right to withdraw credits if the documentation provided by students is false, invalid or misleading. MIHE may also withdraw credit if there has been an error made in the assessment of the value of a credit. The student will be notified in writing of the decision and reason of the credit withdrawal.

Where MIHE grants the international student RPL or course credit that results in a reduction of the course length, MIHE will:

- inform the student of the reduced course duration following granting of RPL and ensure the confirmation of enrolment (CoE) is issued only for the reduced duration of the course
- report any change in course duration in PRISMS if RPL or course credit is granted after the international student's visa is granted.

## **4. Complaints and Appeals**

All students are entitled to appeal any decisions made under this policy and procedure and can use the *Student Complaints and Appeals Policy and Procedure* available on the MIHE website.

Any application for review must be lodged within 10 business days of the student being informed of the decision. Review applications and outcomes will be recorded on the SMS.