

POLICY S5.2

CREDIT AND RECOGNITION OF PRIOR LEARNING

1.0 INTRODUCTION

1.1 Context

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

1.2 Purpose

This policy provides the principles and responsibilities for managing credit and recognition of prior learning at ACHW, in order to maximise the credit that students can gain from their completed prior learning and enhance progression into and between qualifications.

1.3 Scope

This policy and its procedure apply to applicants seeking admission with advanced standing due to prior formal, informal and non-formal learning, and to current students seeking credit or recognition of prior learning during their course enrolment. This policy and its procedure also apply to ACHW and third-party staff with responsibilities to assess, approve and record applications for credit and recognition of prior learning.

1.4 Scope Exceptions

None.

2.0 RESPONSIBILITIES

1. Students are responsible to read and ensure they understand this policy and its procedure.
2. The Head of School, ACHW or delegate will determine applications for specified credit for individual applicants or students.
3. The Head of School, ACHWs or delegate is responsible to determine applications for RPL.

4. The nominated position in a third-party agreement, where applicable, is responsible to consider applications for credit and RPL and make recommendations to the Head of School, ACHW.
5. The Head of School, ACHW is responsible to make the final determination on the third-party's recommendations.
6. The Head of School, ACHW is responsible to approve formal articulation pathways.
7. Block credit arrangements must be approved by Academic Board.
8. The Head of School, ACHW or delegate is responsible to maintain a central Credit Register which includes precedent credit decisions, formal articulation pathways and block credit.
9. Once a credit decision has been determined, the Head of School, ACHW is responsible to apply the same decision to identical credit/RPL application scenarios (precedent credit decisions).

3.0 POLICY

3.1 Principles

1. ACHW acknowledges the value of providing students with opportunities to build upon prior learning, whether this learning was acquired through prior formal, non-formal and informal learning or gained through appropriate professional work experience.
2. 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.
3. 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 student's 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).
4. 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.
 5. ACHW maintains a Credit Register to ensure the same credit/RPL decision is made for identical credit applications.
 6. All credit and RPL decisions are recorded on the student record.

3.2 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 Advanced Standing on the academic transcript, with the code AS. (. It recognises that the student has achieved equivalent unit(s) learning outcomes and can be used to meet pre-requisite requirements.

2. 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 units - usually specified stages or components of a course - and is recorded as Advanced Standing, with the AS on the academic transcript. It does not recognise that the student has achieved equivalent unit(s) learning outcomes.
- Block credit for ACHW courses is shown in Schedule 1.

3. 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 unit or course learning outcomes. Additional formal learning may also be taken into account when establishing RPL.
- When approved, RPL will be transferred against specified units within the course, and recorded as Advanced Standing on the academic transcript with the code AS. It recognises that the student has achieved equivalent unit(s) learning outcomes and can be used to meet pre-requisite requirements.

4. Summary of Credit Types

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

3.3 Transferring Credit between Courses

1. 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 re-apply to have the credit recognised.

3.4 Credit Limits

1. Students enrolled in ACHW higher education courses must undertake a minimum volume of learning within the course in order to qualify from that course with an ACHW award - i.e., they must complete no less than 50% of the qualification.
2. Maximum credit for ACHW's courses is shown in Schedule 1.
3. Credit and RPL cannot be given for part of a unit, or for an assessment item.

3.5 Exceeding Credit Limits

1. The Head of School, ACHW may approve credit beyond the limits shown in this policy, providing there is academic rationale consistent with the policy's principles. This includes instances where an institution discontinues a course and ACHW agrees to teach those students to completion.
2. Where the Head of School approves credit beyond the limits stated in this policy, this must be reported to Academic Board with a rationale for the decision.

3.6 Rescission of credit and RPL

1. Credit/RPL may be rescinded at the request of the student, after admission to the course.
2. Credit/RPL may be rescinded by ACHW in the following circumstances:
 - As part of a strategy to improve the progression outcomes for a student.
 - The qualification documentation provided by the student for assessment of credit/RPL is found to be fraudulent.

3.7 Appealing Credit/RPL Decisions

1. Students have the right to appeal against any decision made under this policy and its procedure.
2. The Grievance Policy and Procedure must be followed for any appeal against a credit/RPL decision.

4.0 DEFINITIONS

- **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., it reduces the amount of learning required to achieve a qualification).
- **Credit Register** - a central register of credit decisions.
- **Credit Transfer** -a process which provides students with a consistent value of equivalence for learning outcomes in specified units.
- **Exit award** - an approved, lesser award that a student can choose to graduate with, that forms a complete sub-set of an approved, higher award in which the student was originally enrolled.
- **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 into 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** - A formal way for students to move through qualification levels with full or partial recognition for the learning outcomes from the qualification they have already achieved.
- **Precedent Credit Decisions** - the application of the same credit decision to identical scenarios in subsequent credit decisions. Precedent credit decisions are recorded on the credit register.

- **Specified Credit** - Credit granted on the basis of formal learning to a specific component of a qualification.
- **Types of Credit** - see clause 3.2 of this policy.

5.0 REFERENCES AND ASSOCIATED INFORMATION

- Application for RPL and Credit form
- Application to Rescind Credit form
- [AQF Qualifications Pathways Policy](#)
- Credit and Recognition of Prior Learning Procedure
- Student Grievances and Complaints Policy
- Student Grievances and Complaints Procedure
- Schedule 1 to this policy - ACHW Maximum Credit and Block Credit

6.0 POLICY OWNERSHIP

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| Policy Owner | Executive Director/ Head of School ACHW |
| Status | Reviewed May 2021 |
| Approval Authority | ACHW Corporate Board |
| Date of Approval | 27 July 2021 |
| Effective Date | 18 August 2021 |
| Implementation Owner | Head of School, ACHW |
| Maintenance Owner | Senior Policy and Compliance Officer |
| Review Due | August 2024 |
| Content Enquiries | Candice Heskey - Head of School, ACHW Email: cheskey@achw.edu.au |

7.0 AMENDMENTS

| Version | Amendment Approval (Date) | Amendment Made By (Position) | Amendment Details |
|---------|---------------------------|------------------------------------|---|
| S5.0 | 10 July 2017 | Head of Compliance / Director ACHW | Initial document review after purchase of MHMHE |
| S5.1 | 10 March 2020 | Academic Board | General review |

| Version | Amendment Approval (Date) | Amendment Made By (Position) | Amendment Details |
|---------|---------------------------|------------------------------|---|
| S5.2 | 27 July 2021 | Academic Board | <p>Policy and Procedure separated.</p> <p>Rescission of credit/RPL added.</p> <p>Additional definitions.</p> <p>Appendix 1 changed to Schedule 1.</p> |
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SCHEDULE 1: MAXIMUM CREDIT AND BLOCK CREDIT FOR ACHW COURSES

Purpose

This Schedule supports the Credit and RPL Policy and provides the credit arrangements for the following ACHW courses.

| COURSE OF STUDY | ACHW SUBJECTS RECEIVING CREDIT | | | CREDIT ARRANGEMENTS |
|---|--------------------------------|--|----------------------|---|
| SHB50115 Diploma of Beauty Therapy | Subject Code | Subject Title | Credit Points | Graduates of the Diploma of Beauty Therapy receive recognition into the following ACHW courses: 1. Associate Degree in Applied Health Science (Dermal Therapy) 20 credit points (2 subjects) credited towards the 160 credit points of the Associate Degree. 2. Bachelor of Applied Health Science (Clinical aesthetics) 20 credit points (2 subjects) credited towards the 240 credit points of the bachelor's degree. |
| | AHS101 | Integumentary System | 10 | |
| | CAP101 | Introduction to Clinical Practice | 10 | |
| Bachelor of Nursing | Subject Code | Subject Title | Credit Points | Graduates of the Bachelor of Nursing receive recognition into the following ACHW courses: 1. Associate Degree in Applied Health Science (Dermal Therapy) 70 credit points (7 subjects) credited towards the 160 credit points of the Associate Degree. |
| | AHS102 | Introduction to Applied Health Science | 10 | |
| | HBS101 | Human Structure and Function 1 | 10 | |
| | HBS102 | Human Structure and Function 2 | 10 | |
| | HBS202 | Patho- Physiology | 10 | |
| | HCM101 | Introduction to Professional Practice | 10 | |
| | HCM102 | Professional Communication | 10 | |
| | HCM201 | Critical Thinking and Research Skills | 10 | |

| COURSE OF STUDY | ACHW SUBJECTS RECEIVING CREDIT | | | CREDIT ARRANGEMENTS |
|-----------------|--------------------------------|--|--|---|
| | | | | <p>2. Bachelor of Applied Health Science (Clinical aesthetics)</p> <p>70 credit points (7 subjects) credited towards the 240 credit points of the bachelor's degree.</p> |