

Credit Transfer and RPL Policy and Procedure

Version 1.2

Overview

This Policy sets out AIM Institute's approach to granting Credit Transfer and Recognition of Prior Learning (RPL) for students enrolled in higher education courses, in accordance with the Higher Education Standards Framework (HESF) and the Australian Qualifications Framework (AQF).

The Policy ensures that decisions relating to credit are fair, transparent, consistent, academically rigorous, and protect the integrity of AIM Institute's higher education awards.

Scope

This policy applies to all Higher Education courses being offered or delivered at AIM Institute. Vocational students should refer to the Student Transfer Policy for more information.

Policy and Procedure

Principles

AIM Institute applies the following principles to credit transfer and RPL:

- Credit is granted only where prior learning is equivalent in content, level, and learning outcomes
- Credit decisions maintain academic standards and AQF alignment
- Credit processes are transparent, evidence-based, and consistently applied
- Credit does not disadvantage students or compromise graduate learning outcomes
- RPL and credit transfer are not automatic and require formal assessment

Definitions

- Credit Transfer: Formal recognition of learning achieved through completed units or qualifications from an accredited higher education provider.
- Recognition of Prior Learning (RPL): Assessment of prior formal, non-formal, or informal learning (including vocational qualifications and professional experience) against learning outcomes of higher education units.
- Specified Credit: Credit granted for a specific unit or units.
- Unspecified Credit: Credit granted toward elective or general credit requirements where equivalence is partial.

Credit Transfer (Prior Higher Education Study)

Eligibility

Credit transfer may be granted where a student has successfully completed units at:

- An Australian higher education provider registered with TEQSA, or
- An overseas institution recognised as equivalent

Assessment Criteria

Credit transfer is assessed against:

- Equivalence of AQF level
- Alignment of learning outcomes
- Volume of learning
- Currency and relevance of learning

Normally, learning completed within the previous 10 years will be considered, unless discipline currency requires a shorter timeframe.

Recognition of Prior Learning (RPL)

Eligibility

RPL may be granted for prior learning gained through:

- VET qualifications
- Professional practice and work experience
- Industry training and certification
- Non-formal learning

Evidence Requirements

Applicants must provide verifiable evidence, which may include:

- Academic transcripts or certificates
- Statements of service or employment records
- Portfolios of work
- Referee reports
- Professional licences or memberships

Evidence must demonstrate achievement of learning outcomes equivalent to the relevant higher education unit(s).

Limits on Credit

To ensure the integrity of higher education awards:

- Credit granted must not exceed limits set out in the AQF

- In principle, the minimum volume of learning to be awarded a qualification from AIM Institute is 50% (by credit weighting). i.e., half of the course must be completed at AIM Institute
- Core units critical to achieving course learning outcomes may be excluded from credit
- Credit will not be granted where it would compromise course coherence or academic progression
- Credit will not be granted for final year units, including capstone unit(s).

Decision-Making and Academic Oversight

- Credit transfer and RPL decisions are made by the Academic Director, or their delegate.
- Decisions will be made within 5 days of receipt of a complete application, allowing students to understand options for progression and course enrolment.
- Decisions are subject to oversight through academic governance processes
- Where professional judgement is required, decisions are documented and justified
- Credit outcomes are recorded in student records and reported through academic governance channels as part of the standard reporting process.

Transparency and Communication

AIM Institute ensures that:

- Information about credit and RPL is publicly available
- Application processes and timelines are clear
- Outcomes are communicated formally to students
- Students understand how credit affects course structure and progression
- Students are provided timely responses to any RPL or credit application, allowing them complete information regarding progression and future enrolment.

Review and Appeals

Students may request a review of a credit decision where they believe:

- Relevant evidence was not considered
- Policy or procedure was not applied correctly

Requests for review must be made in writing and are managed in accordance with AIM Institute's Complaints and Appeals Policy.

Monitoring and Continuous Improvement

- Credit outcomes are monitored to ensure consistency, academic integrity, and student outcomes. It is essential that a student, having been awarded credit, is not in any way disadvantaged in achieving expected learning outcomes for the course of study.
- Trends in credit decisions inform curriculum review and pathway development
- The Policy is reviewed regularly to ensure continued compliance with HESF and AQF requirements

Governance and Accountability

- The Academic Board approves and oversees this Policy
- The Board of Directors maintains oversight of academic standards and regulatory compliance
- Records of credit decisions are maintained for audit and review purposes

Policy Review

This policy will be reviewed every three years, or earlier as required.

Document Approval

Endorsed by:	Academic Board		
Date endorsed:	9/06/2021		
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Related documents:			
Alignment to HESF	1.2Credit and RPL	1.1 Admission	1.3 Orientation and Progression
Responsibilities:			
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Document Change and Review log

Version	Updated by	Approval date and body	Details
1.0	TWEIR	Choose an item.	First version
1.1	TW	AB	Approved version, following AB feedback
1.2	TW		Credit for 3 rd year or capstone excluded