

## **Credit Transfer and Recognition of Prior Learning**

### **Purpose:**

This policy outlines the principles for awarding credit and/or recognition of prior learning, towards Australian Institute of Business (AIB) qualifications.

### **Scope:**

This policy applies to all AIB students.

### **Definitions**

'international student' means any student studying at the AIB Adelaide campus on a student visa.

### **A. Types of credit**

1. AIB will grant credit for previous learning where this is assessed as equivalent to AIB study, subject to the conditions and limits stated below.
2. Credit for previous learning may include credit transfer and recognition of prior learning.
  - a) Credit transfer may be granted for previous learning in a university or TAFE course or accredited course offered by a Registered Training Organisation, or overseas equivalents of these.
  - b) Recognition of prior learning (RPL) may be granted for admission to a course where an applicant's previous non-accredited formal study such as professional development or on-the job-training, or for informal learning such as work experience is assessed as equivalent to the prerequisite qualification.
3. Eligibility for credit towards a course does not guarantee admission to that course.

### **B. Credit Transfer**

1. Students may apply for credit transfer in respect of a AIB subject if they have obtained a pass mark of 50% or above at a similar level and standard in previous studies. They must complete the Application for Credit form.
2. Credit transfer is assessed on the basis of equivalence of learning content in terms of the curriculum, depth of study and credit point value of the previous unit of learning. For credit for a specific AIB subject to be granted, the unit of previous study must be equivalent to at least 75% of the curriculum of a AIB subject. (See the 'Limits on credit' section below for subjects that do not have this one-for-one equivalence with AIB subjects.)

### **C. Time limits**

1. Credit will be granted for relevant tertiary studies successfully completed in the last five years and may sometimes be granted for studies successfully completed in the last ten years.
2. An application for credit/exemption must normally be submitted prior to commencement of the course. Late applications will be considered in exceptional circumstances as determined by the Director of Studies and the course fees will not be reduced for exempted subjects.
3. It is the responsibility of students applying for credit/exemptions to obtain and submit:
  - a verified transcript of their past academic records indicating the course/subject(s) completed, year completed and grade obtained (including details of the grading system), and weighting of the course/subject as a portion of the total program
  - a copy of the course/subject description, including the syllabus or Handbook outline
  - any other information required by AIB and any other information considered relevant by the student.

### **D. Limits on credit**

1. For the partial fulfilment of program requirements, AIB may grant credit for students' relevant prior tertiary studies and vocational and/or professional experience and training. Such studies would need to have been offered by an institution recognised by the Australian Qualifications Framework (AQF) or by an institution adjudged as equivalent by the Academic Board. The Academic Board has set the percentage of the subjects in a course that can be given as credit as follows:
  - i. For the Master of Business Administration:
    - a. A maximum of 60 credit points for a combination of equivalent and non-equivalent subjects that are relevant to a mainstream business degree. However, non-equivalent subjects should not exceed 40 credit points. Credit granted for non-equivalent subjects will be noted on the academic transcript as "Special Topics in Management" 1, 2 etc.
    - b. Credit for MBA subjects completed at other recognised institutions can be from any mainstream business field of study.
  - ii. For the Bachelor of Business Administration:

A maximum of 160 credit points for a combination of equivalent and non-equivalent subjects that are relevant to a mainstream business degree. However, non-equivalent subjects should not exceed 80 credit points. Credit granted for non-equivalent subjects will be noted on the academic transcript as "Special Topics in Management" 1, 2 etc.

### **E. Recognition of prior learning**

Recognition of prior learning (RPL) is the recognition of verifiable skills, knowledge and competencies acquired other than from an Australian university or TAFE college, Registered Training Organisation or equivalent.

### **F. Applications**

1. Applicants should apply for RPL at least four weeks prior to the commencement of teaching in the course. Late applications will be considered in exceptional

circumstances as determined by the Director of Studies and the course fees will not be reduced for exempted subjects.

2. Applications for RPL will normally be assessed within 14 working days.

### **G. Assessment of prior learning**

1. Assessment of prior learning is an academic responsibility and is undertaken by academic staff.
2. The applicant must use the Application for Credit form.
3. Where an application for credit is made on the basis of RPL, the assessment is based on evidence that the applicant has gained work experience or other experience, and/or completed non-accredited training such as professional development, with the result that they have achieved the learning outcomes of the subject(s) for which credit is sought.
4. Where an application for entry into a course is made on the basis of RPL in the form of work experience, the evidence required for assessment will comprise a current Curriculum Vitae, certified copies of letters of appointment to previous and current jobs and an organisational chart signed by the applicant's manager, details of referees, together with certified copies of certificates for any professional development courses relevant to the application.
5. The applicant may also be required to undergo an interview and/or assessments, and/or to submit a folio of creative work, to confirm that they have achieved the requisite learning outcomes.
6. AIB shall keep all records of application for course credit on the student's file and also shall make an appropriate note in the student management system if any credit has been approved.
7. For international students, AIB shall provide a record of course credit provided which the international student must sign (or otherwise accept), a copy of which AIB shall keep on the student's file.

### **H. Appeals**

Appeals against credit assessments and admission decisions may be made in accordance with the Appeals and Complaints Policy.

#### **Related Forms:**

Application For Credit

#### **Responsibility:**

Director of Studies

#### **Related Policies:**

Academic Complaints and Appeals Policy

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