



RECOGNITION OF PRIOR LEARNING POLICY

Purpose

This policy outlines the principles for granting admission to, and/or awarding Credit towards, an Australian Institute of Business (AIB) qualification based on Non-Formal or Informal Learning. Recognition for prior, Formal Learning is covered under the Credit Transfer Policy. The Recognition of Prior Learning Policy is based on the principles determined by the Australian Qualifications Framework (AQF) Council.

Scope

This policy applies to all enrolled and prospective students in AIB Courses.

Recognition of Prior Learning (RPL) covered by this policy relates explicitly to recognition of Non-Formal and Informal Learning. Recognition of Formal Learning, undertaken as a structured program leading to an officially accredited program, is covered by the Credit Transfer Policy.

The course learning outcomes provide the framework for the RPL assessment process and the learning outcomes from the individual subjects form the basic benchmark for assessment.

Definitions

Unless otherwise defined in this document, all capitalised terms are defined in the [glossary](#).

Policy

1. Recognition of Prior Learning (RPL)

- 1.1 Recognition of Prior Learning in the context of this policy seeks to acknowledge, with Credit, learning outcomes achieved through a range of experiences including work (paid or unpaid) in organisations and/or voluntary work in community and other learning achieved through family, social or hobby activities. Where the learning activity is structured, the learning is considered to be Non-Formal Learning and may be in the form of workplace education and training programs and/or training through a professional association or organisation.
- 1.2 RPL entails a process of assessment by AIB on the basis of evidence provided by individual students. The onus is always on the student to provide the requisite evidence to support the desired Credit Outcomes.

- 1.3 The outcome from the RPL assessment process can enable a student to enter an AIB Course and/or gain Credit towards components of the Course. Credit Outcomes can take the form of Specified Credit, Unspecified Credit or Advanced Standing.
- 1.4 Specified Credit involves granting Credit for identified subjects within the AIB qualification being pursued, either core or elective subjects.
- 1.5 Unspecified Credit relates to granting Credit against one or more electives where there is no direct match between existing qualifications and subjects in the AIB qualification. There must be a match in terms of content and level appropriate to the AIB Course overall.
- 1.6 Advanced Standing entails the granting of Credit in block form in terms of a whole stage or component of a qualification. Advanced Standing is based on deeming the student to have met the learning requirements of the block (semester/s) for which the Credit is granted. Awarding of Credit reduces the time required for a student to complete an AIB qualification. This most commonly applies to articulation arrangements.
- 1.7 The determination of Credit to be granted to the student requires academic judgement.
- 1.8 The process is fair, flexible, reliable and valid and is tied to the qualification learning outcomes.
- 1.9 The RPL process should be designed to enable recognition of prior learning outcomes – that are relevant to the qualification learning outcomes – regardless of how, when or where the learning activities took place.
- 1.10 Throughout the Recognition of Prior Learning process, AIB will ensure that there is consistency, fairness and transparency in the decision-making process.

Responsibility:

Academic Dean

Related Policies and Procedures:

Recognition of Prior Learning Procedure

Credit Transfer Policy

Admissions Policy

Student Grievance Handling Policy and Procedure

Current Status:	Version 4.1
Approved By:	Academic Board
Date of Approval:	21 February 2019
Effective From:	21 February 2019
Previous Versions:	26 April 2018
	9 September 2016
	2 September 2014 (<i>Credit Transfer and Recognition of Prior Learning Policy</i>)
Date of Next Review:	21 February 2022