

ARTICULATION, CREDIT TRANSFER AND RECOGNITION OF PRIOR LEARNING POLICY

Purpose

The Australian Institute of Business (AIB) acknowledges the need for clear and effective Credit arrangements to enhance student access to education, improve student mobility between sectors and institutions, and increase the pathways into and between qualifications through recognition of prior forms of learning.

This Policy sets out the principles for awarding Credit towards qualifications offered by AIB. It should be read in conjunction with the Articulation, Credit Transfer and Recognition of Prior Learning Procedure which sets out the requirements for the application, assessment and awarding of Credit through Credit Transfer, Articulation or Recognition of Prior Learning.

The Articulation, Credit Transfer and Recognition of Prior Learning Policy and related Procedure are aligned with the Australian Qualifications Framework (AQF) (including the AQF Qualifications Pathways Policy), and the *Higher Education Standards Framework (Threshold Standards) 2021*.

Scope

This Policy applies to all prospective and enrolled students in AIB Courses. Please note: where 'student' has been used in this policy and associated procedure, it refers to both students and Candidates. Further, formal Articulation Arrangements include documented articulation agreements between sectors and/or one or multiple issuing organisations.

Definitions

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

Policy

1. Principles

- 1.1. Articulation, Credit Transfer and Recognition of Prior Learning (RPL) supports lifelong learning by providing opportunities for students to achieve Credit for previous formal and/or informal learning.
- 1.2. Credit decisions ensure that the integrity of the intended course of study and AQF qualification is maintained and that students are not disadvantaged in achieving the expected learning outcomes.
- 1.3. Credit is granted up to a maximum amount prescribed in the Articulation, Credit Transfer and Recognition of Prior Learning Procedure, on the basis it is relevant, current and equivalent to the learning required for AIB's courses and subjects.

- 1.4. Institutional Articulation Arrangements are documented and publicly available.
- 1.5. Individual Credit decisions will be undertaken by a senior academic through an evidence-based and transparent process; outcomes clearly communicated in writing; applied consistently and fairly with decisions subject to appeal; and recorded as part of the applicant's individual record and on internal registers as appropriate. Academic assessments will normally (available resources allowing) be completed in the following time frames:
 - Credit Transfers – Assessments completed in 3 business days and a formal decision will be provided to the applicant within 5 business days.
 - Recognition of Prior Learning – Assessments will be completed and a formal decision provided to the applicant in 5 business days.
- 1.6. The outcome of RPL assessment will normally be one of the following:
 - Approved
 - Did Not Meet Criteria (DNMC)
 - More Information Requested (MIR)
- 1.7. AIB will ensure that RPL application assessors have the appropriate knowledge and experience to ensure RPL assessments are of an appropriate standard to ensure alignment with subject learning outcomes and that applicants have the prerequisite knowledge and skills to successfully complete subsequent subjects of the course.
- 1.8. Credit is not an automatic process but relies on informed academic judgement based on appropriate evidence as provided by the applicant and, as a result, Credit Outcomes will vary between individual applicants unless a precedent has been established or an institutional arrangement or formal Articulation is agreed.
- 1.9. Credit approved will not be granted more than once. Where credit has been awarded, further credit will not be granted on the basis of the same evidence provided.

Responsibility:

Academic Dean

Related Policies and Procedures:

Admissions Policy

Admissions Procedure

Articulation, Credit Transfer and Recognition of Prior Learning Procedure

Assessment of Academic Qualifications Policy

Course and Subject Changes and Cessation Policy

Course and Subject Changes and Cessation Procedure

Course and Subject Development and Approval Policy

Course and Subject Development Approval Procedure

Higher Degrees by Research Policy

Higher Degrees by Research Procedure

Privacy Policy and Procedure

Records Management Policy

Records Management Procedure
Student Complaints, Grievances and Appeals Policy
Student Complaints, Grievances and Appeals Procedure
Student Refund Policy
Student Refund Procedure
Withdrawal and Deferral Policy
Withdrawal and Deferral Procedure

Related Legislation:

Australian Qualifications Framework
Higher Education Standards Framework (Threshold Standards) 2021
Higher Education Support Act 2003
Student Identifiers Act 2014

Current Status:	Version 2
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Previous Versions:	13 July 2023 14 July 2022 This Policy replaces the <i>Articulation Policy</i> V5.2 (6 July 2021), <i>Credit Transfer Policy</i> V7.1 (21 February 2019) and <i>Recognition of Prior Learning Policy</i> V4.1 (21 February 2019).
Date of Next Review:	11 December 2027