



ARTICULATION, CREDIT TRANSFER AND RECOGNITION OF PRIOR LEARNING PROCEDURE

Governing Policy

[Articulation, Credit Transfer and Recognition of Prior Learning Policy](#)

Purpose

This Procedure outlines the requirements for the application, assessment and awarding of Credit towards Courses offered by the Australian Institute of Business (AIB) through Credit Transfer, Articulation or Recognition of Prior Learning.

Definitions

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

Procedure

1. Credit

- 1.1. Credit is the value assigned for the recognition of equivalence in content and learning outcomes between different types of learning and/or qualifications and may be granted through Credit Transfer, Recognition of Prior Learning or Articulation Arrangements.
- 1.2. Credit Outcomes can take the form of any one of the following or a number in combination:
 - (a) Specified Credit involves granting Credit for identified Subjects within the AIB qualification being pursued, either core or elective Subjects;
 - (b) 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. However, there has to be a match, in terms of content and level appropriate to the AIB Course overall.
 - (c) Block Credit will be reflected in internal qualification pathways. It can also be granted as a result of Articulation Arrangements with other education providers.
- 1.3. **The Maximum Amount of Credit**
 - (a) The Maximum Amount of Credit that will be granted towards an AIB qualification is as follows:
 - (i) Graduate Certificate (AQF Level 8) – 50%
 - (ii) Graduate Diploma (AQF Level 8) – 50%

- (iii) Masters Coursework Degree (AQF Level 9) – two thirds
- (iv) Doctoral Degrees (AQF Level 10) – 50%
- (b) For Higher Degrees by Research Courses, Credit for coursework Subjects will be as per *Section 2 Credit Transfer* below. However, applications for Credit for a thesis Subject will be assessed as per the [Higher Degrees by Research Procedure](#).

1.4. Credit will not be granted towards the Project Subject(s) in an AIB qualification.

Course	Total Credit points (CP)	Maximum Credit available (CP)	Minimum AIB component (CP)
Masters by coursework or partially coursework (AQF Level 9)	120 CP	80 CP	40 CP (including the Project Subject of 10 CP).

1.5. Credit will not normally be granted for Formal Learning completed more than ten years before application for Credit is made unless continuing related professional experience can be demonstrated.

1.6. All students will receive the same Credit where a Credit Transfer or articulation agreement exists and where they can verify that they have met the qualification requirements specified in the relevant agreement. This does not preclude individual students from applying for additional Credit based on additional Formal Learning.

2. Credit Transfer

2.1. Credit Transfer is the process by which students apply for and are assessed for Credit in an AIB qualification on the basis of completed components of another AQF qualification. Recognition of Formal Learning, the learning that takes place through a structured program of study that leads to the full or partial achievement of an officially accredited qualification, will result in reduced time (volume of learning) required for a student to complete a qualification at AIB.

2.2. Credit is granted on the basis of equivalence which is determined by evaluating the extent to which there is equivalence between the completed components of a qualification and the AIB qualification applied for in terms of:

- (a) Learning outcomes
- (b) Content
- (c) Learning and assessment processes
- (d) Volume of learning
- (e) Level of the qualification.

2.3. The determination of Credit to be granted to the student requires academic judgement and the person assessing the level of Credit should determine that there is at least 80% equivalence where Credit is to be granted.

2.4. Individual Credit Transfer decisions will be made by a senior academic in consultation with the relevant subject coordinator(s).

3. **Recognition of Prior Learning (RPL)**
- 3.1. **Non-formal and Informal Learning.**
- (a) Recognition of Prior Learning relates explicitly to recognition of Non-Formal and Informal Learning. The outcome from the Recognition of Prior Learning (RPL) assessment process can enable a student to enter an AIB Course and/or gain Credit towards components of the Course.
 - (b) Credit is granted for 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.
- 3.2. **Recognition of Prior Learning (RPL) Assessment Process**
- (a) The assessment process will include assessing learning outcomes from prior Non-formal and Informal Learning against the learning outcomes and assessment processes of the relevant components (Subjects/blocks) of a qualification; and, in addition, can include any of, or a combination of, the following:
 - (i) questioning through oral or written means;
 - (ii) observation of performance in a workplace environment/at a workplace event or in a simulated environment including a work test
 - (iii) challenge examinations or assignments;
 - (iv) assignments that require reflection on past experience (work or otherwise) and that link this experience to the relevant qualification learning outcomes;
 - (v) assessment of a portfolio which could incorporate business/project reports, visual presentations, videos or articles from conference/seminar talks or publications in journals or professional association communications;
 - (vi) review of evidence provided by third parties such as referee reports/references, personality assessments, performance reviews, documentary evidence from employers, testimonials, awards for service/quality/achievement;
 - (vii) participation in assessments structured on the same or similar basis to those required within the relevant component of the qualification.
 - (b) Documentary evidence of the decision to award Credit on a Recognition of Prior Learning basis or to deny an Recognition of Prior Learning (RPL) application or grant less Credit than applied for, together with the basis for that decision, will be recorded in the AIB Recognition of Prior Learning Register and the student will be advised of the decision.
- 3.3. Individual applications for Recognition of Prior Learning will be assessed by the relevant Discipline Leader who will consult with relevant subject specialists where appropriate and make a recommendation to the Academic Dean.
- 3.4. Individual Recognition of Prior Learning (RPL) decisions will be made by the Academic Dean in consultation with the relevant Discipline Leader.

- 3.5. Arrangements with individual organisations for Recognition of Prior Learning will be negotiated by an academic or member of the teaching staff nominated by the Academic Dean, and approved by the Academic Dean and formally recorded in the AIB Recognition of Prior Learning Register.
- 3.6. Where a form of Recognition of Prior Learning (RPL) is established by precedent or through negotiation with another organisation, the relevant Discipline Leader will undertake the assessment process for an individual in the form agreed under the established precedent or negotiated arrangement. The established precedent or arrangement does not preclude individual students from applying for additional Credit based on additional Non-Formal or Informal Learning.
- 3.7. AIB will ensure that relevant teaching staff are up-to-date with their knowledge and expertise in the Recognition of Prior Learning (RPL) process and undertake the assessment to the same standard as other assessments for the qualification.
- 3.8. Evidence Required for Recognition of Prior Learning (RPL) Assessment
- (a) The form of evidence required for an individual's Recognition of Prior Learning (RPL) assessment process will vary depending on the variety of the relevant learning and experience, the complexity of the qualification involved, the level of Credit sought and the duration of learning entailed.
- (b) Evidence required to support a Recognition of Prior Learning (RPL) application will always include:
- resume/curriculum vitae
 - role descriptions
- and may include any of, or a combination of, the following:
- certification by a manager re role/ staff responsibilities
 - certificates from short Courses or internal/external professional development
 - certificates from Continuing Education Courses conducted by a training/education provider
 - references/referee reports
 - reports from psychometric assessment or 360-degree feedback
 - business plan, business cases, marketing plan or project reports
 - work journals
 - work diaries
 - employer statements of work undertaken and level of achievement
 - performance review and development planning documents
 - written speeches or visual presentations
 - procedural manuals
 - videos produced
 - work samples
 - reflective journal.
- 3.9. The relevant Discipline Leader (or appointed academic for institutional arrangements) will determine any additional evidence required to support an application under this Procedure. The forms of evidence listed above may be supplemented by an interview, challenge exam or an assignment such as a report entailing structured reflection on work experience/community service. Assessment precedents will be established where possible to enable consistent Credit Outcomes from similar Recognition of Prior Learning (RPL) applications.

- 3.10. Where a student meets the work experience requirements approved by the Academic Board for entry to a qualification and has provided the evidence portfolio determined by the Academic Dean, entry to a qualification can be granted and no formal Recognition of Prior Learning (RPL) process will be required.

4. Articulation Arrangements

- 4.1. Articulation Arrangements enable students to progress from a completed qualification to another with admission and/or Credit in a defined qualification pathway. Articulation Arrangements can be either internal in the form of Nested Qualifications or external as per documented articulation agreements with other education providers.

- 4.2. Approved Articulation Arrangements may not automatically guarantee entry into an AIB qualification; all Course entry and exit criteria must be met as per the Academic Board-approved Course briefs and as per any regulatory requirement. This includes where students wish to exit early from a higher qualification with a Nested Qualification award.

4.3. Internal Articulation Arrangements: Nested Qualifications

- (a) AIB Courses will be designed and approved as per the AIB Course Design and Subject Development and Approval Policy and Procedure and will consider Nested Qualifications within appropriate Course design for the purposes of internal articulation.
- (b) Courses offered by AIB will allow entry to and exit from any Level of a relevant Nested Qualification that leads to a higher award.
- (c) All qualifying Subjects completed in the lower qualification will be awarded Credit upon entry into the higher qualification unless otherwise stipulated in the related Course briefs.
- (d) Each Subject approved for Credit in an Internal Articulation Arrangement will be provided Credit for its respective full Credit point value upon successful completion of the Nested Qualification, and recorded on Academic Transcripts.

4.4. External Articulation Arrangements

- (a) Education providers seeking formal agreements for Articulation with AIB qualifications will be required to submit an application to the Academic Dean for assessment. The application should provide suitable documented evidence substantiating equivalence of all entry criteria being met, including English Language Proficiency requirements, and that relevant AIB Course and/or Subject Learning Outcomes are achieved in the completion of the providers' proposed Course(s). The assessor may seek further information/evidence as necessary to determine suitability for entry to AIB Courses.
- (b) Education providers will be notified of the final outcomes in writing and will be provided a rationale for the approval/rejection decision.
- (c) Written notification of approved articulation agreements will include obligations of all parties covered in the agreement, details of approved Credit, the process for renewing the agreement, AIB's process for

monitoring the agreement, and causes and consequences of any decisions to discontinue the agreement.

- (d) Articulation agreements with AIB and its qualifications will be assessed by the Academic Dean, approved by the Executive and published on the AIB website. The Register of Articulation Agreements will be provided annually to the Academic Board and Board of Directors and for their noting.
- (e) Approval of initial external Articulation agreements will be provisional for two years. Pending application for renewal from the provider, AIB will review the number of students entering AIB Courses via the agreement, and the progression of those students. Approved agreements may then be renewed for a maximum of 4 years; additional periods may be granted thereafter upon further application for renewal, AIB assessment of the application, and subsequent re-approval.
- (f) Articulation Arrangements will be considered during the implementation of the Course and Subject Changes and Cessation Policy and Procedures to consider impact on current and prospective students.
- (g) Students who enter an AIB Course via an approved external articulation agreement will be bound to Course requirements, terms and conditions, AIB policies and procedures and any regulatory requirements as in place at the time of commencement in the AIB Subjects.
- (h) Monitoring and Review of Articulation Arrangements
 - (i) Student Success
 - A. AIB will monitor the progress of students entering Courses via articulation agreements to ensure the Credit approved in the arrangements are suitable.
 - B. Student progress reports will be presented annually to the Executive as per the AIB Review and Monitoring Schedule for ongoing monitoring of the agreements. However, interim reporting may occur as needed.
 - (ii) Course Reviews will consider:
 - A. the numbers and success of students entering and exiting through Nested Qualifications as a measure of appropriate Course design.
 - B. the impact of proposed changes to Courses and Subjects on Articulation Arrangements, including impact on and transition arrangements for current enrolments in affected Courses.
 - (iii) Reviews of Articulation Arrangements
 - A. The Academic Dean will oversee reviews of articulation agreements a minimum of 2 months prior to their respective expiry date to ensure any timely communications to students, staff and Articulation providers of the impact of associated updates and/or amendments.
 - B. Changes to Articulation Arrangements such as maximum or specified Credit and new expiry dates will be reflected on the AIB Register of Articulation Agreements.
- (i) Discontinuance of Articulation Arrangements
 - (i) Where AIB considers discontinuance of any Articulation Arrangement, the AIB Executive will be responsible for:
 - (ii) Communications with prospective and current students advising of the discontinuance, date of effect, the impact on students' future and current studies, and options available.

- (iii) Advice to AIB staff regarding the discontinuance, with a timeframe and process for the operationalisation of the discontinuance.
- (iv) Implementation of any tuition or Course assurance provisions required as a consequence of the discontinuance.
- (v) Written notifications to relevant external education providers including reasons for discontinuance, date of effect and notification of any transition period including timeframe, process and plans for affected prospective and current students impacted by the discontinuance; and,
- (vi) The update and/or removal of publicly available information regarding the discontinued articulation agreement including the Register of Articulation Agreements.

5. Student Application Requirements

5.1. An application for Credit Transfer or Recognition of Prior Learning (RPL) must normally be submitted prior to commencement of the Course. Late applications will be considered on a case by case basis.

5.2. Credit Transfer

- (a) It is the responsibility of students applying for Credit Transfer to obtain and submit:
 - Credit Transfer Application Form,
 - 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 and the specified Course/Subject learning objectives, and
 - any other information required by AIB and any other information considered relevant by the student.

5.3. Recognition of Prior Learning

- (a) It is the student's responsibility in applying for Recognition of Prior Learning (RPL) to:
 - (i) complete the Recognition of Prior Learning (RPL) Application Form found in the Recognition of Prior Learning (RPL) Guide for Applicants, state clearly what Credit is being applied for,
 - (ii) provide evidence in the required format with the requisite components, and
 - (iii) demonstrate how the learning outcomes of the relevant component of the qualification have been achieved.

5.4. Enabling Students to Apply for Recognition of Prior Learning (RPL)

- (a) Students will be advised of AIB's process and procedures for granting of Recognition of Prior Learning (RPL), including the timeframe for applications. This information will include what evidence is required to meet the standards established for the Recognition of Prior Learning (RPL) assessment process.
- (b) The Recognition of Prior Learning (RPL) Application Form will be included in the student information package along with the detailed procedures for

Recognition of Prior Learning (RPL) applications. The process, procedures and application form for Recognition of Prior Learning (RPL) will also be readily available on the AIB website.

6. Appeals

- 6.1. Appeals against Credit assessments and admission decisions may be made in accordance with the Student Grievance Handling Policy and Procedure and the associated form which is located on the AIB Policies webpage.

Related Forms/Registers:

AIB Qualifications Pathway Register
Credit Transfer Application Form
Credit Transfer Register
Formal Grievance Form
Internal Appeal Form
Recognition of Prior Learning (RPL) Application Form

Responsibility:

Academic Dean

Current Status:	Version 1
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Previous Versions:	This Procedure replaces the <i>Articulation Procedure V1.1</i> (10 November 2020), <i>Credit Transfer Procedure V1.1</i> (21 February 2019) and <i>Recognition of Prior Learning Procedure V1.1</i> (21 February 2019).
Date of Next Review:	14 July 2025