

# Recognition of Prior Learning Policy

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## 1. Purpose

SIBT will maintain the integrity of its programs and protect the academic standards and reputation of its awards. Credit for prior learning will be granted only within the constraints of this policy.

The aim of the recognition of prior learning policy is to:

- assist students to progress through award programs with maximum efficiency by recognising that students may attain the objectives of components of a program by means other than formal study and assessment in the program;
- facilitate the movement of students between institutions and programs of various types and levels; and
- assist in the efficient use of education resources.

## 2. Application

This policy applies to prospective students and those currently enrolled in SIBT's award courses. This policy does not apply to non-award studies.

## 3. Policy Statement

SIBT provides the opportunity to demonstrate prior knowledge gained by formal learning. Formal learning is assessed by:

- formal studies completed in recognised institutions in Australia, including universities, colleges, TAFE colleges and other post-secondary institutions;
- formal study undertaken in overseas institutions recognised to the extent to which they are considered to be equivalent to particular types of Australian institutions; and
- formal study undertaken within SIBT, in cases where a student chooses to articulate into another program at SIBT.

and may extend under certain conditions to:

- programs provided by recognised professional bodies, employers and other authorities, where appropriate certification is available; and
- demonstrable expertise and relevant experience.

Credit transfer is the term applied to all cases involving the granting of credit for prior learning.

## 4. Admission

Admission to SIBT is based on Academic and English entry requirements as published in SIBT's Admissions Policy and on the website.

Applicants will only be granted credit towards the award program at SIBT once they have gained admission to the relevant program of study. Applicants may also seek advice from SIBT prior to admission in relation to possible credit transfer.

## 5. Types of credit

*Internal:* credit awarded on articulation between SIBT programs. Students may be awarded credit for certain units which are common to more than one SIBT program when they move from one program to another.

*External:* credit awarded on articulation into a SIBT program

### 5.1 Certificate (AQF Level 4) and Foundation level programs

Applicants or students of SIBT may be awarded credit on the basis of competency, towards Certificate and Foundation level programs where the credit granted relates to specific units in a program, exempting students from undertaking those units and awarding the appropriate credit points in their place.

Credit may be given where applicants have met the objectives, attained the knowledge or developed skills required by particular units.

### 5.2 Diploma level programs (AQF Level 5) and Advanced Diploma programs (AQF Level 6)

Applicants or students of SIBT may be awarded specified credit towards Diploma level units where the credit granted relates to the specific units in a program, exempting students from undertaking those units, and awarding the appropriate credit points in their place.

Specified credit may be given where applicants have met the objectives, attained the knowledge or developed skills required by particular units.

### 5.3 Associate Degree level programs (AQF Level 6)

Applicants or students of SIBT may be awarded specified credit towards Associate Degree level units where the credit granted relates to the specific units in a program, exempting students from undertaking those units, and awarding the appropriate credit points in their place.

Specified credit may be given where applicants have met the objectives, attained the knowledge or developed skills required by particular units.

### 5.4 External – credit awarded on articulation out of SIBT programs

SIBT works in partnership with other higher education articulation partners. When students successfully complete their SIBT Diploma or Associate Degree program, subject to specific entrance requirements, they are generally offered advanced standing in to their second or third year of the relevant degree program at an articulating partner.

## 6. Amount of credit

To ensure the integrity of the SIBT awards, applicants, or students of SIBT, may be awarded credit for a maximum of half (50%) of the units to be undertaken within a program of study offered at SIBT.

## 7. Time limit on credit

Credit will not be granted for studies (or other demonstrated learning achievement) that have been completed more than ten years prior to the time of application for credit for the Diploma, Advanced Diploma and Associate Degree awards and more than five year for the Certificate IV Tertiary Preparation Program and Foundation Program.

## **8. Transfer of grades for credit awarded**

Grades achieved in prior study at institutions other than SIBT are not normally included in the SIBT transcript and are not included in the calculation of grade point average. Units for which credit is granted are recorded at SIBT with a grade of "EX" (Exemption).

## **9. Application for credit**

SIBT strongly encourages students to apply for credit at least two (2) months prior to the commencement of their studies using the RPL Application form.

Students must meet with a Student Advisor to ensure they do not enrol in units for which they are seeking credit or have applied for and only apply for credit for units which are part of the course in which they are enrolling.

Except in the case of previous study at SIBT, the Credit Application must be accompanied by:

- a certified official academic record (eg Academic Transcript, Statement of Attainment or Statement of Results plus official translation if applicable);
- detailed unit outlines or other documentation giving sufficient syllabus detail (including a detailed summary of the content/topics covered by the unit each week with relevant textbook chapters listed, assessment schedule, duration, textbooks and reference books of the studies completed) to enable assessment of the application; and
- for Diploma, Advanced Diploma and Associate Degree level units, applicants must have studied at an equivalent AQF level at an accredited higher education provider.

Where credit is being sought for prior learning on the basis of programs completed with recognised professional bodies, employers and other authorities, or for demonstrable expertise and relevant experience, appropriate certified samples of work must be submitted that pertain to the learning outcomes of the requested unit. Supporting documentation must include references, samples of work, project briefs, reports, publication, employment history and employment position descriptions.

## **10. Assessment and approval of credit**

In order to obtain recognition of prior learning applicants must have gained knowledge and skills which help them to meet the learning outcomes and assessment criteria of the qualification for which they are seeking credit.

Applications for credit will not be considered where a unit of previous study for which the credit is sought was awarded a *low pass grade* (ie less than 50%).

Applications for credit will not be considered for units previously attempted and failed at SIBT.

## **11. Applying for Credit**

The relevant Program Convenor will be responsible for determining the credit to be granted, within the provisions of this policy for all SIBT Programs. The Program Convenor may seek the advice of the other Program Convenors.

## **12. Appeals**

Students who apply for credit towards any award programs who are dissatisfied with the outcome of their credit application may appeal the decision. Such a review request must be lodged in accordance with the SIBT Student Complaints and Appeals Policy.

## 13. Credit awarded to international students

### 13.1 Reporting of approved credit

SIBT is obliged, under section 32 of the ESOS Act (2000), to notify the Department of Immigration and Border Protection (DIBP) if an international student has been or will be granted credit towards a Certificate, Diploma or Associate Degree level program offered by SIBT which leads to a shortening of the student's program of study.

### 13.2 Credit approved before Visa Granted

Under section 32 of the ESOS Act (2000), SIBT is obliged to notify DIBP of the reduced program duration in the eCoE issued to an international student who has been awarded credit towards their intended program of study.

### 13.3 Credit approved after Visa Granted

Under sections 32 and 19 of the ESOS Act (2000), SIBT is obliged to notify DIBP of the change of program duration via PRISMS, if an international student has been awarded credit towards their intended program of study.

## 14. Fees

No fees applicable for credit assessment.

## 15. Possible outcomes of the credit application

The student will receive a portal alert and an e- from SIBT advising of the outcome of the credit application.

The possible outcomes are:

- application is successful and credit is awarded towards the course in which the student is enrolled;
- application is considered but no credit is awarded due to inadequate documentation provided;
- application is considered but no credit is awarded due to inappropriate alignment against course requirements.

Credits granted for units do not contribute towards a student's GPA. The transcript will identify an exempted or RPL unit with "EX".

## 15. Definitions

- **Formal Learning**  
Refers to nationally recognised qualifications developed to meet the requirements of the Australian Qualifications Framework (AQF). These qualifications can be awarded only by registered providers and are recognised throughout Australia irrespective of the State or Territory in which they were awarded.
- **Informal Learning**  
Informal learning is learning gained through work, social, family, hobby or leisure activities and experiences. Unlike formal or non-formal learning, informal learning is not organised or externally structured in terms of objectives, time or learning support. (AQF Glossary of Terminology)
- **Award Courses**  
A course that leads to a recognised qualification under the Australian Qualifications Framework.
- **Australian Qualification Framework**  
The policy framework that defines all qualifications recognised nationally in post compulsory education and training in Australia (including the schools, VET and higher education sectors). The qualifications range from the Secondary Certificate of Education to a Doctoral degree.

- **Statement Of Attainment**  
The formal certification in the VET sector by a Registered Training Organisation (RTO) under the Australian Qualifications Framework (AQF) that an individual has achieved part of a qualification; or one or more units of competency or modules from a nationally endorsed training package; or all the units of competency or modules comprising learning outcomes for an accredited course that does not meet the requirements for an AQF qualification. Statement of Attainment will only be accepted towards RPL for SIBT's Certificate IV Tertiary Preparation Program units and Foundation Program units.
- **Current Qualifications**  
Application for credit must be submitted within a specific timeframe such that the content of the qualification is current. SIBT Certificate IV Tertiary Preparation Program and Foundation Program RPL evidence must not be older than 5 years. Diploma Program RPL evidence must not be older than 10 years.
- **Recognition Of Prior Learning (RPL)**  
SIBT's RPL is an assessment process that assesses the individual's formal learning to determine the extent to which that individual has achieved the required learning outcomes, or standards for entry to, and/or partial or total completion of, a qualification.
- **Low Pass Grade**  
Where the marks obtained are below a standard pass grade (50%).
- **Accredited Translator**  
A translator who has received accreditation from a professional association such as National Accreditation Authority for Translators and Interpreters (NAATI), Institute of Translation and Interpreting (ITI) or American Translators Association (ATA).
- **Credit Transfer/Exemption**  
Where formal studies undertaken at another accredited institution are assessed as equivalent to one or more units offered at SIBT. Credit Transfer may result in a student being granted credit for equivalent units at SIBT
- **Confirmation Of Enrolment (COE)**  
The CoE provides evidence of a student's enrolment with a provider registered on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS). This evidence is required before Department Of Immigration and Border Protection (DIBP) will issue a student visa. The CoE contains information about the Provider, course and duration of study in which the student has enrolled.
- **Full-Time Load**  
A full-time load is equivalent to three or more units in an SIBT course.

#### **Related documents**

- RPL Application Form

## Amendment History

|                              |                |  |
|------------------------------|----------------|--|
| <b>Department:</b>           | Academic       |  |
| <b>Approval Authority:</b>   | Academic Board |  |
| <b>Approval Date:</b>        | 7 August 2015  |  |
| <b>Date for Next Review:</b> | 7 August 2018  |  |
|                              |                |  |
| <b>Revision Date</b>         | <b>Version</b> | <b>Summary of changes</b>  |
| 20/04/10                     | 1              | New policy developed combining requirements for Cert IV and Diploma courses.<br>Process included as part of policy.  |
| 09/02/12                     | 2              | Updated formatting in line with UPD  |
| 16/06/12                     | 3              | Added statement - <i>SIBT may commence applicable disciplinary procedures if a person to whom this policy applies breaches this policy (or any of its related procedures).</i> |
| 09/11/12                     | 4              | Replaced all references to Cert IV UFS with Cert IV TPP.   |
| 02/10/13                     | 5              | Reviewed entire document   |
| 31/07/15                     | 6              | Reviewed and taken out procedures  |
| 07/08/15                     | 7              | Reviewed and approved by SMT with minor changes  |
| 31/7/15                      | 8              | Endorsed and approved by Academic Board  |
| 11/09/15                     | 9              | Reviewed and endorsed by SMT   |
| 01/04/16                     | 10             | Reviewed and updated. Endorsed by SMT.   |