

AC006 Recognition of Learning and Credit Policy

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Responsible Officer	

1. Purpose

This policy provides for the granting of credit towards Ikon Institute of Australia qualifications, based on formal, informal and non-formal learning, through the processes of credit transfer, or recognition of prior learning.

2. Scope

This policy applies to current and future students, in all Ikon Institute of Australia programs that lead to AQF qualifications.

3. Related Forms

Application for RPL

4. Related Policies

To be read in conjunction with the Glossary of Terms
S002 Student Grievance Policy

5. Principles

- 5.1 The recognition of and granting of credit/recognition of prior learning (RPL) is based on the following broad principles:
- facilitating opportunities for students to proceed from one level of education/training to the next;
 - facilitating student progress, completion and mobility;
 - recognising knowledge and skills that students already have which meet the learning outcomes or competencies of accredited courses or the subjects or modules within them;
 - granting maximum recognition for prior learning;
 - ensuring a consistent and equitable approach to the recognition of prior learning; and
 - ensuring recognition of prior learning and credit transfer provisions and procedures are clear and transparent to students.

6. Credit Outcomes

6.1 Block Credit

Credit granted as recognition of successfully completed periods of equivalent study. Block credit is expressed in subjects or internal qualification pathways. (Unit of study within a course.)

Block credit arrangements may be entered into with other education providers for awards at a particular level, to ensure mobility and lifelong learning in line with the AQF.

6.2 Specified Credit

Credit granted for a specific component of a program where the student has completed curriculum which:

- is substantially the same; and
- constitutes at least the same proportion of full-time study; and
- the standard attained is substantially the standard required for a pass in the specified program component. Specified credit is granted towards particular or specific components of a qualification or program of learning.

6.3 Unspecified Credit

Credit granted where there is no equivalent component in the Ikon Institute of Australia's program for the work completed elsewhere. Unspecified credit is granted towards elective components of a qualification or program of learning.

6.4 Exemption

Release from specified parts of a subject such as lectures, practicals, tutorials, projects, or any other components of a course, including elements of assessment. Where exemption is granted in a course, there will be no reduction in fees/student contributions or the course.

Exemption may not be granted for work completed as part of a course, which the student has failed, unless the exemption was requested before enrolment in the course and approved by the Academic Board.

7. Applications for Credit/RPL

- 7.1 Applications must be made on the appropriate form and be accompanied by an original or certified copy of documentary evidence supporting the application. Applications must be lodged with the Education Support Officer for assessment by the Head of Faculty.
- 7.2 Evidence submitted to support the application must be relevant, valid, sufficient, authentic, and current.
- 7.3 Evidence of prior learning may be from:
 - a recognised higher education provider;
 - a TAFE or other registered training organisation providing vocational education and training (VET);
 - a professional body, enterprise, private educational institution or other similar body;
 - a work experience or other forms of practical experience, including voluntary work.
- 7.4 Applications for credit/RPL may be lodged at any time prior to enrolment. Once a student has enrolled and commenced study, applications for credit will only be accepted at the discretion of the Head of Faculty.
- 7.5 Completed applications must be retained on the student's file.

8. Assessment of Applications for Credit/RPL

- 8.1 All applications for credit/RPL will be assessed by the Head of Faculty, in conjunction with the subject academic, within 4 weeks of submission by the applicant.
- 8.2 Assessment of an application for credit or RPL must meet requirements of the AQF, and the relevant training package or accredited course.
- 8.3 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 Ikon Institute of Australia's course applied for in terms of:
 - learning outcomes;
 - content;
 - learning and assessment processes;
 - volume of learning;
 - level of the qualification.
- 8.4 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.

9. Credit Decisions

9.1 Credit or the recognition of prior learning may be granted when:

- the prior study or experience is assessed as equivalent in content and level to the course, subject or unit of study for which credit is being sought;
- the credit or recognition of prior learning granted is academically defensible and takes into account the student's ability to make satisfactory academic progress and to successfully complete the requirements of the remainder of the course;
- it is consistent with the broad integrity and the intended learning outcomes of the course;
- specific requirements of an award are fulfilled, including any conditions associated with the professional accreditation of the award;
- the course approval process permits the granting of credit or the recognition of prior learning;
- studies on which credit or recognition of prior learning is based have been completed within the last 10 years, or there is substantial relevant experience during the intervening period.

9.2 If a student transfers from one course to another, credit or recognition of prior learning approved for the original program will not automatically be transferred. Students must reapply for credit under the new course.

10. Maximum Credit/RPL Allowed

10.1 The maximum credit/RPL allowed in Ikon Institute of Australia course is as follows:

Certificate IV – typically a maximum of two-thirds of the total units of competency in the program, in special circumstances professionals may apply for higher levels of RPL.

Diploma – typically a maximum of two-thirds of the total units of competency in the program, in special circumstances professionals may apply for higher levels of RPL.

Advanced Diploma – typically a maximum of two-thirds of the total units of competency in the program, in special circumstances professionals may apply for higher levels of RPL.

Associate Degree – typically a maximum of two-thirds of the total units of competency in the program, in special circumstances professionals may apply for higher levels of RPL.

Bachelor programs – the maximum credit allowed will be determined by the requirement that a student must complete at least one third of their full time study in the program at the Ikon Institute of Australia.

11. Credit Transfer

11.1 Credit transfer applies to granting credit towards an AQF qualification on the grounds of completed parts of another AQF qualification or other verifiable, formal learning at an education institution. Credit can be granted to allow a student to enter a qualification and/or to gain an offset (credit) against components of a qualification. The latter option will result in reduced time (volume of learning) required for a student to complete the qualification.

12. Credit Agreements with Other Issuing Organisations

- 12.1 Where the Ikon Institute of Australia enters into a credit agreement with another issuing organisation for credit for students towards higher level AQF qualifications in the same, or related discipline, having taken into account comparability and equivalence, the following provision in the AQF Qualifications Pathway Policy will be used as the basis of negotiations:
- 50% credit for an Advanced Diploma or Associate Degree linked to a 3 year Bachelor Degree;
 - 37.5% credit for an Advanced Diploma or Associate Degree linked to a 4 year Bachelor Degree;
 - 33% credit for a Diploma linked to a 3 year Bachelor Degree;
 - 25 % credit for a Diploma linked to a 4 year Bachelor Degree.
- 12.2 Such agreements do not preclude any further institutional or individual student negotiations for additional credit.

13. Appeals

- 13.1 A student who is dissatisfied with a decision regarding an application for recognition of prior learning or credit may lodge a written appeal with the Head of Faculty.
- 13.2 A student who is dissatisfied with the decision of the Head of Faculty has the right of appeal only on the grounds that this policy has not been followed.
- 13.3 An appeal will be conducted as set out in the Ikon Institute's Grievance Policy.
- 13.4 A decision of the Grievance Committee is final. If a student is not satisfied with the outcome an external appeal may be conducted as described in the Grievance Policy.

14. Publication

- 14.1 This policy is to be published and provided to students, prospective students and staff on the Ikon Institute of Australia website www.lkoninstitute.edu.au to ensure that all have access to up to date and accurate information.