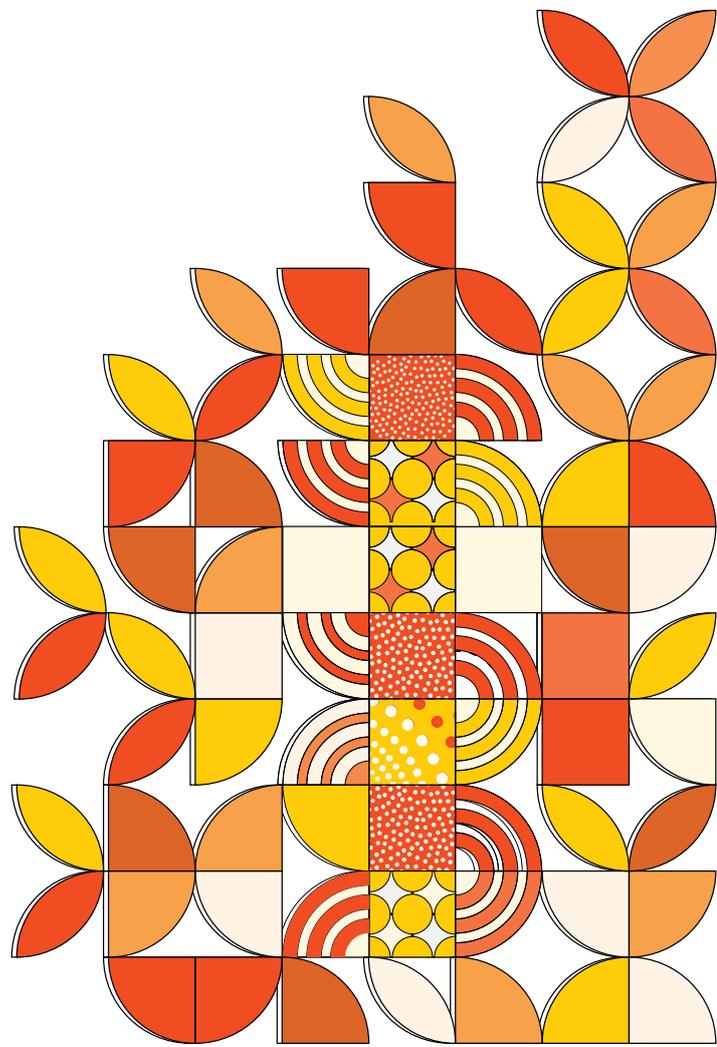


# Credit and Prior Learning Policy



### SECTION 1

#### Purpose

1. The purpose of this policy is to establish a framework for the assessment and granting of credit and recognition of prior learning (RPL) at the Institute of Health & Management (IHM). This policy ensures that such processes are conducted transparently, consistently, and in compliance with the National Code of Practice for Providers of Education and Training to Overseas Students 2018, the Education Services for Overseas Students (ESOS) Act 2000, the Higher Education Standards Framework (Threshold Standards) 2021 (HESF 2021), and Australian Qualifications Pathway Policy.

#### Scope

2. This policy applies to students enrolled in a course of study at IHM including:
  - a) All on shore international students, to whom the Education Services for International Students Act 2000 applies.
  - b) All domestic students.
  - c) All individuals who apply to study at IHM i.e. prospective students, in a higher education course of study.
  - d) Student applications for credit towards coursework component
3. Credit may be granted to individual students on case-by-case basis.

#### Definitions

4. Definitions for key terms are presented in the [Glossary of Terms](#).

#### Suite documents

5. This Policy is linked to the following policy:
  - a) Credit and Prior Learning Procedure
  - b) See also the Associated Information listed in the 'Related Internal Documents' Section 3 below.

### SECTION 2

#### Policy

6. **Principles for Granting Credit and Recognition of Prior Learning (RPL)**
  - 6.1 This policy is consistent with the Higher Education Standards Framework (Threshold Standards) 2021 and the AQF Qualifications Pathways Policy, and will be applied fairly and consistently to ensure:
    - a) Credit and RPL decisions will uphold the integrity of the course and the qualification awarded.
    - b) Any granted credit must not disadvantage students in achieving the learning outcomes of the course.

- c) Credit towards courses based on RPL may be granted as specified, unspecified or block credit.
- d) Credit based on RPL may be granted towards a component of a course where a student can demonstrate that they have achieved learning outcomes equivalent to the learning outcomes of that component. Learning outcomes may include skills or knowledge, or the application of the skills or knowledge.
- e) Credit based on RPL may be granted for micro-credentials awarded by IHM or select accredited institutions where the micro-credentials evidence achievement of clearly articulated learning outcomes and standards and the identity of the person receiving the micro-credential is verified.
- f) Unspecified credit based on RPL cannot be granted towards compulsory components of a course

### 7. General Principles- Pathways

- 7.1 IHM will grant credit or RPL where prior learning is assessed as equivalent in content, learning outcomes, and AQF level.
- 7.2 All decisions regarding credit and RPL will:
  - a) Maintain the integrity of the course
  - b) Ensure students are not disadvantaged in achieving course learning outcomes
  - c) Be fair, transparent, and consistent.
- 7.3 IHM will establish articulation arrangements for defined qualification pathways. Articulation arrangements will be accessible to students and maximise opportunities for students to progress into and between qualifications.
- 7.4 Articulation arrangements will enable students to progress from one completed qualification to another qualification with admission and/or credit granted in a defined qualification pathway.
- 7.5 Defined qualification pathways may be:
  - a) horizontal (across qualifications at the same level)
  - b) vertical (between qualifications at different levels)
  - c) bi-directional between VET qualifications and higher education qualifications.
- 7.6 Articulation arrangements will be based on a learning outcome relationship in which parts of one qualification are recognised as having equivalence with or are integrated into another qualification.
- 7.7 Articulation arrangements may include eligibility for admission and/or credit (including specified, unspecified, or a combination of credit types).
- 7.8 Articulation arrangements will be established as a documented agreement:
  - a) within IHM to enable students to progress between IHM qualifications (i.e. internal articulation agreement), or
  - b) with an external institution (i.e., external articulation agreement).
- 7.9 IHM will retain the written record of acceptance for two years after the student ceases to be an accepted student.

### 8. Articulation agreement Principles

- 8.1 Articulation agreements will be used to benefit students and IHM and will align with IHM's strategic objectives.
- 8.2 Articulation agreements may be established to:
  - a) build defined qualification pathways for students
  - b) maximise opportunities for recognising completed prior qualifications, and/or
  - c) establish strategic alliances with other institutions.

- 8.3 Articulation agreements with external institutions in Australia and overseas will be established in accordance with this policy.
- 8.4 Articulation agreements that offer IHM qualifications through another institution, in Australia or overseas, will specify quality assurance requirements agreed between IHM and the other institution to ensure the student learning outcomes are equivalent to those when the qualification is offered directly through IHM.
- 8.5 Information about IHM's articulation arrangements and qualification pathways, including this document will:
  - a) be publicly available and accessible to current and prospective students, and
  - b) be written in plain English, where practicable, to enable students to make informed choices between alternative qualification pathways.

### 9. Academic Credit Principles

- 9.1 When determining academic credit IHM should be guided by the principles of:
  - a) Regulatory compliance
  - b) Maintenance of academic integrity
  - c) Evidence-based decisions, including the use of precedence
  - d) Eliminating unfair or unnecessary barriers for student to access IHM courses
  - e) Enabling flexible qualification pathways
  - f) Reasonable prospect of success for the student
  - g) Regular review, monitoring, and continuous improvement processes

### Eligibility of Credit

#### 10. Students' admission or enrolment status

- 10.1 To be granted credit, a prospective student must meet the minimum entry requirements of the relevant course of study
- 10.2 Being eligible for credit towards a course of study does not guarantee admission to it
- 10.3 A student may only make a credit application for a course of study which they:
  - a) are currently enrolled in; or
  - b) are seeking admission to.
- 10.4 If the student is enrolled and has commenced their studies, an application must be completed prior to census date if the units they are seeking credit for are for the current teaching period they are enrolled into. Applications will not be assessed if submitted post-census.

#### 11. Recognition of Prior Learning

- 11.1 To be granted credit for a unit, the student's prior learning must be assessed as meeting the learning outcomes of the unit in level, knowledge, and skills.
- 11.2 To be granted unspecified credit, the student's prior formal learning must be assessed as being at the same Australian Qualifications Framework level, and of the same volume of learning, as the points for which the credit will be granted.

### 12. Credit Decision

12.1 Assessment and decisions to grant credit must be:

- a) evidence-based and validated at the relevant AQF level.
- b) made in a timely way to enable students' access to qualifications wherein students will be notified on the outcome of their application for credit.
- c) applied consistently and fairly.
- d) documented to ensure transparency and that students are given reason/s for not being granted credit.

### 13. Restrictions on granting credit

13.1 Credit will not be granted if it will:

- a) disadvantage a student from achieving the course learning outcomes.
- b) impair the integrity of an award to which the course of study leads; or
- c) breach requirements for professional accreditation of an award to which the course of study leads.

13.2 Credit will not be granted:

- a) based on a unit of study with a failure grade
- b) where a pass in a country or institution is known to be below 50%
- c) for a research component unit of study.
- d) for part of a unit of study, an individual assessment task, element or modules within a unit, but only for the unit as a whole.
- e) be based on completion while the student was excluded from IHM or another institution as a penalty for academic progress or misconduct; or
- f) on the basis of having already been granted towards another course: the student's original prior learning must be assessed and must meet the recency requirement stated in this policy.

### 14. Recency requirements for credit

14.1 Credit transfer will not be granted for studies completed more than 10 years before the date on which the student applies for the credit.

14.2 IHM may approve a shorter recency requirement for credit transfer in disciplines where knowledge and/or skills are changing frequently, or accreditation requirements specify a timeframe.

14.3 Where a student's previous study is outside the recency timeframe for credit transfer, they may be granted proficiency credit based on evidence of continuing professional development, professional practice, and/or other industry related professional development.

### 15. Credit where a student is readmitted after the Termination of Enrolment

15.1 Where a student is readmitted to a course of study after the termination of enrolment, their credit will be reassessed.

15.2 The Course Coordinator may decline to grant credit for a unit of study completed during the student's previous enrolment in the course where they consider the student needs to repeat the unit to improve their knowledge or skills.

### 16. Graded and ungraded credit

16.1 A student may be granted graded credit only for the same Unit, with the same Unit code, completed in a different IHM course of study.

16.2 Where graded credit is granted, the same achievement grade is recorded for the Unit in the target course, as the student achieved for the Unit in the source course. The grade contributes to the student's grade point average in the target course.

### 17. Credit for informal learning (proficiency credit)

17.1 A student may be granted proficiency credit for a Unit where they demonstrate, to IHMs satisfaction, their proficiency in the learning outcomes of the Unit, based on:

- a) their previous informal learning; and
- b) where the Course Coordinator considers it necessary, an assessment of their proficiency.

### 18. Impact on Course Duration

18.1 Granting credit or RPL may reduce the course duration.

18.2 In case of overseas student's course length, IHM will inform the overseas student of the reduced course duration and issue a Confirmation of Enrolment (CoE) for the reduced duration of the course.

18.3 IHM will report any changes in the course duration in Provider Registration and Internation Student Management System (PRISMS) if RPL or course credits are granted after the overseas student's visa is granted.

### 19. Withdrawal of Credit

19.1 The Credit and Prior Learning Procedure provides detailed process requirements for withdrawal of credit.

### 20. Notification and Appeals

20.1 Students will be informed in writing of credit or RPL within 10 business days from the day of application submission.

20.2 Students dissatisfied with decisions may appeal under the IHM's Complaint and Appeals Policy and Complaints and Appeals Procedure.

### 21. Responsibility

21.1 The Academic Dean is responsible for the implementation and oversight of this policy.

21.2 The Head of School and Course Coordinator is responsible for reviewing and approving the credit and RPL applications.

21.3 The Registrar ensures compliance with PRISMS reporting and student record updates

### 22. Information Management and Privacy

22.1 All information and associated documents relating to students and their application and outcome of credit/RPL will be stored securely the IHM Credit Transfer/Prior Learning Register and Student Management System.

22.2 Security of information will follow the Records Management Policy.

**SECTION 3**

**Associated Information**

<b>Related Internal Documents</b>	<ul style="list-style-type: none"> <li>• Admission and Enrolment Policy</li> <li>• Admission and Enrolment Procedure</li> <li>• Complaints / Appeals Form</li> <li>• Credit and Recognition of Prior Learning Procedure</li> <li>• Credit Transfer/ Recognition of Prior Learning Outcome letter</li> <li>• <a href="#">IHM Credit Transfer/Prior Learning Form</a></li> <li>• Records Management Policy</li> <li>• Records Management Procedure</li> <li>• Student Assessment and Examination Policy</li> <li>• Student Assessment and Examination Procedure</li> <li>• Student Complaints and Appeals Policy</li> <li>• Student Complaints and Appeals Procedure</li> </ul>
<b>Related Legislation, Standards, and Codes</b>	<ul style="list-style-type: none"> <li>• ESOS (2020). <a href="#">ESOS legislative framework</a></li> <li>• National Code of Practice (2018). <a href="#">National Code of Practice for Providers of Education and Training to International Students 2018 (Standards 2.3, 8, 10)</a></li> <li>• HESF (2021) - <a href="#">Higher Education Standard Framework Domain 1: Student participation and attainment</a></li> <li>• <a href="#">TEQSA Guidance Notes: Credit and Recognition of Prior Learning</a></li> <li>• <a href="#">Australian Qualification Framework (AQF) (2014) Qualification Pathways Policy</a></li> </ul>
<b>Date Approved</b>	24/11/2023
<b>Date of Effect</b>	27/11/2023
<b>Date of Next Review</b>	01/11/2026
<b>Approval Authority</b>	Academic Board
<b>Responsibility for implementation</b>	Academic Dean
<b>Document Custodian</b>	Chair, Learning and Teaching Committee
<b>Additional changes</b>	27/11/2024
<b>Additional changes approved by</b>	Chief Executive Officer In exercise of power delegated to him under paragraph 3.4 of Schedule 1 to the <i>Delegation Framework</i> for “Board of Directors powers in urgent and unforeseen circumstances”.
<b>IHM Doc ID</b>	IHM-CPLP1-4.3

**Change History**

<b>Version Control</b>		
<b>Change Summary</b>	<b>Date</b>	Short description of change, incl version number, changes, who considered, approved etc
Version 3.2	02/12/2020	<ul style="list-style-type: none"> <li>Added principles, recency requirements for credit, graded and ungraded credit to the policy Version3.2, approved by Academic Board on 02/12/2020</li> </ul>
Version 4	27/07/2022	<ul style="list-style-type: none"> <li>Wells Advisory provided a review of all Course Design and related policies and procedures (May 2022)</li> <li>Version 3.2 amended as follows:               <ul style="list-style-type: none"> <li>Minor edits to definitions</li> <li>Aligned to HESF 2021 standards</li> <li>IHM Articulation Policy principles included</li> </ul> </li> <li>Approved by Academic Board on 03/08/2022</li> </ul>
Version 4.1	24/11/2023	<ul style="list-style-type: none"> <li>Transfer into new template</li> <li>Feedback from Wells Advisory was updated</li> <li>Scope extended to include ELICOS courses</li> <li>Definition linked to Glossary of Terms</li> <li>Minor editorial changes have been made</li> </ul>
Version 4.2	11/04/2024	<ul style="list-style-type: none"> <li>Minor editorial edits</li> <li>Removal of “forward credit” section for other providers as not relevant</li> <li>Inclusion of Information Management and Privacy section</li> <li>Updates to documents in Section 3</li> </ul>
Version 4.3	20/11/2024	<ul style="list-style-type: none"> <li>Changes to Policy to align with National Code 2018 and HESF 2021 Standards based on the feedback from TEQSA CRICOS review in October 2024</li> <li>Updated documentation requirements for credit and prior learning decisions in line with ESOS and AQF compliance.</li> <li>Enhanced the appeals process for international students to ensure compliance with Standard 8.</li> </ul>