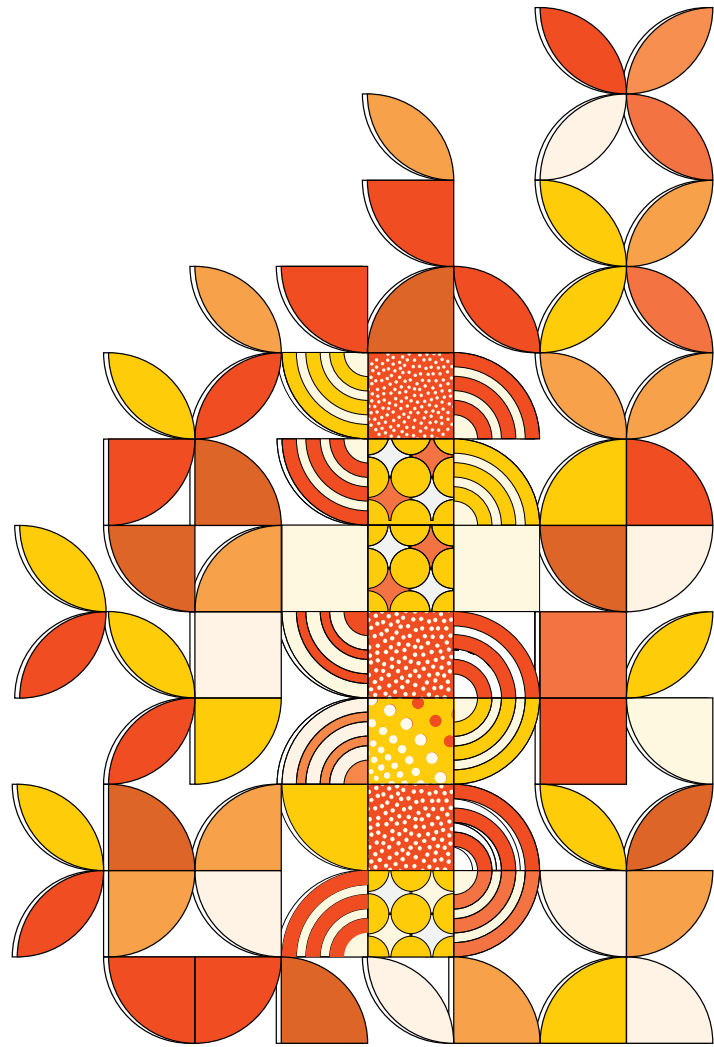


Credit and Prior Learning Procedure



SECTION 1

Purpose

1. The purpose of this document is to set out the procedures the Institute of Health & Management (IHM) will follow and use to ensure that principles and processes of granting credit for prior learning whilst ensuring academic standards of IHM's courses, enabling students to move between courses, qualifications, and higher education institutions, and ensuring processes for granting credit are transparent, consistent, and fair is followed.
2. This procedure ensures alignment 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

3. The document applies to all the 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.
4. Credits may be granted to individual students on a case-by-case basis.

Definitions

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

Suite documents

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

SECTION 2

7. Principles

- 7.1 Credit for prior learning may be granted horizontally across qualifications at the same level as well as vertically and bi-directionally between qualifications at different levels.
- 7.2 The validity of the results of the core unit will be 10 years and the specialty units will be 5 years.
- 7.3 Students completing comparable qualifications from other providers such as Graduate Certificate in Nursing will be provided Recognition of Prior Learning in line with Standard 1.2 of the Higher Education Standards

Framework (Threshold Standards) 2021, the AQF Qualifications Pathways Policy (in the Australian Qualifications Framework).¹ and Standard 2.3 of the National Code of Practice for Providers of Education and Training to Overseas Students 2018.

- 7.4 Prior to granting students credit for prior learning, IHM will ensure the applicant:
- meets IHM’s admission criteria for the specific course
 - has learning that is relevant and current (no more than 10 years) and the learning is similar to the course or unit(s)/(subject)(s) learning outcomes, the volume of learning, content, and assessment approaches.
- 7.5 The assessment of credit will only be granted if:
- all academic and work experience evidence submitted by an applicant is demonstrated, evidenced, and authenticated at the appropriate AQF level.
 - prior learning is assessed as relevant, equivalent to current knowledge as well as practices and relates to the specified course learning outcomes.
 - the unit learning outcomes from a previous study corresponds with 80% of IHM’s unit learning outcomes.
 - the students granted credit/RPL will not be disadvantaged in achieving the expected learning outcomes for the course.
- 7.6 Credit provisions in the assessment of a student's prior learning are based on the following guide:
- A maximum credit of 50 % of total credit points may be awarded towards RPL for studies that have been completed at IHM or an external institution for any course/program.

Procedure

8. Application process- Applicants for admission

- 8.1 The student who meets IHM’s entry requirements completes the Credit Transfer Form/ Recognition of Prior Learning Form and submits it either electronically or in a hard copy along with copies of official transcripts and relevant supporting documentation to IHM’s Admissions department. Documentation must include:
- Photo Identification document such as Passport or driver’s licence,
 - Copy of certified professional registration,
 - Official transcript of results,
 - Copy of original testamur,
 - Learning outcomes for the course/s or each of the units for which the student is seeking credit or RPL, (not applicable to IHM students)
 - Course brochure/ syllabus / Course outline (not applicable to IHM students)
- 8.2 IHM reserves the right to request certified copies or original versions of documents.
- 8.3 If the documents are in a language other than English, English translations of all documents certified by a National Association of Accredited Translators and Interpreters (NAATI) accredited translator or through the legal translation officer or a Notary public need to be submitted.
- 8.4 The completed form will be assigned to the Course Coordinator via Monday.com
- 8.5 The Course Coordinator reviews the documentation to determine whether equivalency can be established for any or all the units of study for which credit transfer is sought.
- 8.6 Additional information may be sought from the student’s previous institution.
- 8.7 The Course Coordinator completes a report (outcome) on the credit(s) to be applied and the justification for the decision and seek recommendation from Head of School if required.

- 8.8 Students who receive partial credit transfer or Recognition of Prior Learning (RPL) are required to attend classes necessary to complete the remaining credits as outlined in their outcome letter. Attendance obligations for these students will be communicated clearly to ensure compliance with academic requirements.
- 8.9 The student will be notified of the outcome in writing by the Course Coordinator via Monday.com within ten working days of submitting the application and their student record will be updated.
- 8.10 The Course coordinator's submits report on credit and RPL to Learning and Teaching Committee.

9. Application process – Students re-admitted after the termination of enrolment

- 9.1 Where a student is re-admitted to a course after the termination of enrolment, the credit will be reassessed.
- 9.2 The Course Coordinator may decline to reinstate credit which was previously awarded in instances where they consider the student needs to improve their knowledge or skills.
- 9.3 The student will be notified of the outcome in writing by the Course Coordinator within ten working days of submitting the application and their student record will be updated.
- 9.4 The Course coordinator's submits report on credit and RPL to Learning and Teaching Committee.

10. Application process – Transferring students:

- 10.1 Where a student applies to transfer from an IHM course to another, they will have an opportunity to request a credit as part of their transfer application.

11. Information for International Students

- 11.1 Onshore international student visa holders are required to complete their study within the expected course duration mentioned on their CoE (Education Services for Overseas Students (ESOS) Act 2000) and enrol in a full-time study load each semester (unless a reduced study load has been approved by the IHM under compassionate and compelling grounds).
- 11.2 Students who are granted credit transfer for several units/subjects will be informed that their expected course duration may change.
- 11.3 Students will need to complete their course in the revised time frame.
- 11.4 Students will be informed to check their enrolment once the credit is granted and ensure that the Confirmation of Enrolment (CoE) is up to date.
- 11.5 The CoE will be updated automatically by IHM within 10 working days of the credit being processed and the revised duration will be reported in Provider Registration and International Student Management System (PRISMS).

Example 1

Scenario: A student who was a registered nurse overseas, did a bridging program in Australia. The student studied three units during the bridging program and applied for credit exemption in Graduate Certificate in Advanced Nursing at IHM.

Outcome: Credit transfer approved for three units

Reason: The competency standards, delivery plan, and assessment for that course are being assessed to determine equivalency to subjects in Graduate Certificate in Advanced Nursing. The three unit's student passed during bridging program covers the learning outcomes equivalent to three units in Graduate Certificate in Advanced Nursing at IHM.

Example 2

Scenario: A student commencing a Graduate Diploma in Nursing in IHM seeks credit based on Graduate Certificate in Advanced Nursing (Critical Care Nursing) at a university in Australia. IHM does not have an articulation or credit transfer agreement with this university. The student is asked to collect information about the competency standards, delivery plan, and assessment for that course before a decision can be made about whether or not he will be granted the advanced standing provided evidence of two units he passed in university.

Outcome: Credit transfer approved for four units

Reason: The competency standards, delivery plan, and assessment for that course are being assessed to determine equivalency to subjects in Graduate Diploma in Nursing. The two unit's student passed in university covers the learning outcomes equivalent to four units in Graduate Diploma in Nursing at IHM.

Example 3

Scenario: A student was pursuing Master of Advanced Health Service Management in an Australian university and discontinued studies after completing eight units of coursework and partially completing a dissertation and practical placement. The student applied for credit exemption in Graduate Diploma in Nursing at IHM.

Outcome: Credit transfer approved for two units

Reason: The competency standards, delivery plan, and assessment of the previous study are being assessed in combination with the learning outcome of Dissertation and practical placement to determine equivalency to subjects in the Graduate Diploma in Nursing. Out of eight units, two units, practical placement, and dissertation covers the learning outcomes equivalent to two units in Graduate Certificate in Nursing at IHM.

12. Notifying students of credit decisions

- 12.1 The CT/RPL decision will be formally communicated to students in writing within ten working days of application.
- 12.2 The student is required to accept the offer of CT/RPL in writing within five working days of receiving the outcome letter.
- 12.3 Students will be advised that they can access IHM's' Complaints and Appeals Policy and Procedure should they not be satisfied with the outcome of their application.
- 12.4 All credit transfers will be formally documented for the student including reasons for not granting credits.
- 12.5 IHM will retain the written record of acceptance for two years after the overseas student ceases to be an accepted student.
- 12.6 Articulation pathways, both internal and external, are communicated to staff, prospective and existing students.
- 12.7 If RPL/CT is granted after course commencement, a revised COE reflecting reduced duration will be generated for the student.
- 12.8 If the RPL/CT units are interspersed with the entire course duration, then the COE duration may remain the same.

13. Appeals

- 13.1 The Complaints and Appeals Policy states the grounds on which a student may appeal a credit decision and have their appeal re-considered.
- 13.2 A student can appeal a credit decision:
 - a) if they are dissatisfied with a review outcome; or
 - b) where an administrative error has been identified and the credit was granted as a result.

- 13.3 To have the appeal against a credit decision re-considered, a student must:
- submit the appeal in writing to the Registrar or delegate within 30 days after the date the notification of the decision was sent to them.
 - stating the ground(s) on which they are appealing the decision; and
 - including any additional documents that will support their appeal.
- 13.4 The Registrar or delegate will:
- check the application provides the required documentation and if necessary, ask the student to provide additional supporting documents; and
 - within five working days of receiving the student's completed appeal application, forward it to the Appeals Committee.
 - If the decision is that the original credit decision stands then Appeals Committee will inform the student of the decision and reason(s).
- 13.5 If the decision is that the original credit decision will be changed, the Head of School and the Course convenor/ Course Coordinator will act to reverse a credit decision.

14. **Withdrawal of Credit**

- 14.1 The Course Coordinator may approve the withdrawal of credit where there was an error in the assessment and granting of the credit.
- 14.2 The Learning and Teaching Committee may also approve the withdrawal of credit granted if there was an administrative error.
- 14.3 Where the Course Coordinator considers the student provided false or misleading information in a credit application, they will initiate a student general misconduct investigation in accordance with the Student Misconduct Procedure.
- 14.4 Where a misconduct investigation finds that the student or applicant provided false or misleading information in a credit application, and the credit was granted, it is recommended that the penalties for the misconduct include withdrawal of the credit.
- 14.5 The decision will be formally communicated to students in writing within ten working days of application.

15. **Record Keeping**

- 15.1 All the applications received for credit and prior learning are saved on Monday.com register.
- 15.2 The approved applications are also saved in student dashboard under 'document' section.
- 15.3 All data is saved for 7 years according to IHM's Record Management Policy.

SECTION 3

Associated Information

<p>Related Internal Documents</p>	<ul style="list-style-type: none"> • Admission and Enrolment Policy • Admission and Enrolment Procedure • Complaints / Appeals Form • Credit and Recognition of Prior Learning Procedure • Credit Transfer/ Recognition of Prior Learning Outcome letter • IHM Credit Transfer/Prior Learning Form • Records Management Policy • Records Management Procedure • Student Assessment and Examination Policy • Student Assessment and Examination Procedure • Student Complaints and Appeals Policy • Student Complaints and Appeals Procedure
<p>Related Legislation, Standards, and Codes</p>	<ul style="list-style-type: none"> • ESOS (2020). ESOS legislative framework • National Code of Practice (2018). National Code of Practice for Providers of Education and Training to International Students 2018 (Standards 2.3, 8, 10) • HESF (2021) - Higher Education Standard Framework Domain 1: Student participation and attainment • TEQSA Guidance Notes: Credit and Recognition of Prior Learning • Australian Qualification Framework (AQF) (2014) Qualification Pathways Policy
<p>Date Approved</p>	<p>24/11/2023</p>
<p>Date of Effect</p>	<p>27/11/2023</p>
<p>Date of Next Review</p>	<p>01/11/2026</p>
<p>Approval Authority</p>	<p>Academic Board</p>
<p>Responsibility for implementation</p>	<p>Academic Dean</p>
<p>Document Custodian</p>	<p>Chair, Learning and Teaching Committee</p>
<p>Additional changes</p>	<p>27/11/2024</p>
<p>Additional changes approved by</p>	<p>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”.</p>
<p>IHM Doc ID</p>	<p>IHM-CPLP2-4.3</p>

Change History

Version Control		
Change Summary	Date	Short description of the change, including version number, changes, who considered, approved, etc.
Version 3.2	02/12/2020	<ul style="list-style-type: none"> Added principles, recency requirements for credit, graded and ungraded credit to the policy, version 3.2, approved by Academic Board on 02/12/2020
Version 4	27/07/2022	<ul style="list-style-type: none"> Wells Advisory provided a review of all Course Design and related policies and procedures (May 2022) Version 3.2 amended as follows: <ul style="list-style-type: none"> Minor edits to definitions Aligned to HESF 2021 standards IHM Articulation Policy principles included Approved by Academic Board on 03/08/2022
Version 4.1	24/11/2023	<ul style="list-style-type: none"> Transfer to new template Feedback from Wells Advisory was updated Scope extended to include ELICOS courses Definition linked to Glossary of Terms Minor editorial changes have been made.
Version 4.2	25/03/2024	<ul style="list-style-type: none"> Minor changes have been made Updated a section for record keeping.
Version 4.3	20/11/2024	<ul style="list-style-type: none"> Changes to Procedure to align with National Code 2018 and HESF 2021 Standards based on the feedback from TEQSA CRICOS review in October 2024