

Credit Transfer and Recognition of Prior Learning Policy

Introduction

Australian Lutheran College [ALC] recognises the experiences, knowledge, abilities and former studies which students bring with them when they enrol in courses at ALC. Students may apply to have previous study, formal training, knowledge, work experience and/or life experiences recognised for recognition or credit towards their awards at ALC. The process of recognition will operate in such a way that decisions are valid, fair, reliable, authentic and flexible.

Definitions

Credit Transfer applies to units which the student has completed with another accredited provider or in another ALC course and which correspond substantially in content, objectives, duration and standard to equivalent ALC units. Such credit may be considered in relation to access to a course or to credit for equivalent unit/s within a course [credentialed learning only].

Recognition of Prior Learning [RPL] applies to competencies/assessments which the student has acquired through formal learning/training, work experience and/or life experiences which can be assessed to determine the extent to which status can be granted towards entry into, or completion of, units within an ALC award [credentialed and uncredentialed learning].

Specified credit applies when units completed are substantially the same in standard and content to specific designated ALC units.

Unspecified credit applies when study is equivalent in amount and academic value to a specified number of units [eg electives] without designating the particular units.

Advanced standing applies an exemption of assessment tasks within a unit on the basis of RPL.

Notes:

- students may apply for both credit transfer and RPL towards an ALC award.
 - students undertaking an award with ALC may also apply for **cross institutional study** [cross crediting] with another accredited tertiary provider in order to access units not available through ALC. However, core units and at least 50% of all units must be undertaken at ALC.
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Regulations

Credit Transfer

1. Only whole units will be granted credit transfer on a one to one corresponding basis.
2. Units to be considered for credit transfer will correspond substantially in content, objectives and standard to equivalent units in the ALC award.
3. Credit transfer will not normally be granted for studies completed more than ten years prior to application, unless there is evidence of substantial relevant experience in the intervening years.
4. Credit transfer is evidence based so that students applying for credit transfer will need to provide a certified copy of their complete academic transcript and may also be required to provide detailed unit outlines, and if possible, samples of material submitted for assessment.

5. Normally credit will not be granted for core units in any award and the total credit granted will not exceed 50% of the units for the award.
6. No credit transfer will be allowed in respect to research projects or theses.

Internal credit transfer

- 1 Where students are given permission to change enrolment from one ALC award to another, students will be given full credit for units which are appropriate to the new award. Some additional work may be required if the new award is at a higher level than the original award.
- 2 Where an ALC award is phased out, clear articulation pathways will be provided for students moving to a new award.
- 3 Where internal credit transfer is on the basis of a previously awarded ALC qualification [eg Graduate Certificate in Education (GradCertEd) into Master of Education (MEd)], the student will not be required to surrender that award before being admitted into the higher award.

Recognition of Prior Learning

1. Evidence of an applicant's level of knowledge, understanding and skills will vary depending on the basis on which the application for RPL is made. ALC provides guidelines for students wishing to apply for RPL.
2. Where an application for RPL is made on the basis of non-formal education, self-directed learning or previous work or life experiences, appropriate evidence will need to be provided for this.
3. Assessment for RPL may also require an interview with the Head of School and/or Academic Dean in order to fully ascertain eligibility for granting of credit or advanced standing.
4. Normally credit for RPL will not be granted for core units in any award and the total credit granted will not exceed 50% of the units for the award.

Advanced standing

1. An exemption for up to 50% of assessments applies within a unit on the basis of RPL
2. Advanced standing is evidence based so that students applying for advanced standing will be required to provide detailed unit outlines, and copies of material submitted for assessment.
3. Any advanced standing that is granted is to be considered in conjunction with the assessment of the unit.

Articulation from Vocational Education and Training [VET] courses

1. Students may apply for articulation from VET courses. However, such articulation to ALC courses will be considered only from Certificate IV or higher level [eg Advanced Diploma] courses.
2. In considering articulation and credit transfer between VET units and particular ALC units, equivalence of learning outcomes needs to be established.

Implementation

1. Students are informed via the enrolment process that ALC operates with a process of credit transfer and RPL and are invited to apply for credit transfer or RPL relevant to the course for which they are applying.
2. During the enrolment process, students may be advised and assisted by the appropriate Head of School or the Academic Dean regarding factors relating to their request for credit/RPL or request for advanced standing.
3. Students complete the relevant application form for credit transfer and RPL [Request for credit form or advanced standing within units form] and provide all of the necessary supporting documentation [eg academic transcripts] and evidence

of relevant knowledge, skills, training and competencies in support of their application.

4. Overseas students should apply for credit transfer/RPL in relation to their initial application so that any reduction in the length of course due to the granting of credit transfer/RPL can be taken into consideration in issuing the Confirmation of enrolment [CoE] for visa purposes. If credit is granted after the student visa has been granted, the change of course duration will be reported to Department of Education, Employment and Workplace Relations [DEEWR] via Provider Registration and International Students Management System [PRISMS] within 14 days after the determination. Normally advanced standing within units is not available to overseas students.
5. The application is assessed by the appropriate Head of School and the Academic Dean. Documentation is provided detailing the result of the assessment process and the reasons for granting/not granting credit transfer/RPL.
6. The results of the assessment are communicated with the applicant by the Head of School or the Academic Dean. This enables discussion of the assessment result and explanation of the assessment rationale. This process also enables the applicant to discuss any grounds for an appeal which the applicant may wish to present.
7. If students change courses, the assessment will need to be reconsidered in relation to the new course.
8. Written records of the application and assessment and any relevant supporting documentation are retained in the student file. A copy of the assessment is also retained in the official file of ALC.
9. A register of the granting of credit transfer/RPL or advanced standing is maintained by ALC in order to ensure consistency of decision making.