

Higher Education Recognition of Prior Learning

Procedure

Code and version control:	HEQ033b/12-10-2023
Policy owner :	Director Education
Date approved by CEO:	12 October 2023
Scheduled review date:	12 October 2026
Related policies and documents:	Higher Education Recognition of Prior Learning Policy Higher Education Work Integrated Learning Policy Higher Education Curriculum Design Policy International Recognition of Course Credit Procedure Student Complaints, Grievances and Appeals Policy Student Complaints, Grievances and Appeals Procedure Student Complaints, Grievances and Appeals Form

Purpose

To ensure the assessment and recognition of formal, informal and non-formal learning for students seeking credit for Bachelor, sub-bachelor and post graduate courses at William Angliss Institute (WAI) is clear, consistent and transparent.

Procedure

- Students make an application for Recognition of Prior Learning.
 - FORM: Advanced Standing or Recognition within the Higher Education Program.
 - Access via myWAI or contacting the Higher Education Student Administrator.
 - SUBMIT: application to the Higher Education Student Administrator.
- Faculty staff assess the evidence deemed at an equivalent Australian Qualification Framework (AQF) level of study against the type of credit that can be awarded and then apply the appropriate volume of credit.
- The Student Management Officer (Higher Education) enters the credit on a student study plan within the Student Management System (SMS).
- Students are advised of the outcome of their application.

Application for Recognition of Prior Learning (RPL)

- Students wishing to apply for Recognition of Prior Learning (RPL) will complete the appropriate documentation and submit it to the Higher Education Student Management Office.
- Faculty staff are responsible for providing information and assistance to support the application process.
- Applications for Recognition of Prior Learning should be submitted prior to the start of a study period however applications will be considered up to census date providing the application was submitted 15 working days prior to census date.
- It is the responsibility of the student seeking credit to provide current, authentic, reliable and sufficient formal, informal and non-formal evidence about their previous studies, achievements and experiences in their application.

Assessment of RPL

- The Manager Higher Education or nominee will review the evidence provided in the application against the type of credit and **equivalence to the AQF level of study and assess:**
 - The equivalence of formal learning against the level and volume of learning of the WAI higher education subject or course.
 - Cognition from previous study.
 - The equivalence of informal and non-formal learning against the complexity and volume of learning of the WAI higher education subject or course.
 - The currency of formal qualifications and supporting informal and non-formal experiences.
- The type and maximum amount of recognition is provided in the following tables.
- The Higher Education Student Management Office will communicate the outcome of the assessment to the student and ensure that the student's record is updated to reflect any credits that may have been granted.

Type of credit	Assessment
1. Specific credit	Awarded where there is a direct equivalence between the prior learning and the WAI higher education subject.
2. Unspecified credit	Awarded where there is no direct correlation between prior learning and a WAI higher education subject.
3. Block credit	Awarded where there is a broad correlation between a completed course of study and WAI higher education subjects.
4. Cognate credit	Awarded where a student demonstrates cognition knowledge from previous study in a similar area at a lower AQF level to course content but that course content is typically revised at the next AQF level. e.g. Industry Skill – AQF 4 to AQF 5, Research Capability AQF Level 7 to AQF Level 8
5. Informal / non formal learning	Awarded where the applicant can demonstrate equivalence between their prior experiences and a WAI subject.

Equivalent AQF level of study	Type of Credit	Conditions	Volume of Credit
AQF 8+	1,4	Relevant field of study	Must complete 50% of required credit points through WAI higher education subjects including all the minimum required credit points at final level for that award.
Higher Education AQF 5-7	1,2,3,4,	Relevant field of study	Must complete 50% of required credit points through WAI higher education subjects (excluding Work Integrated Learning (WIL) as placement) including all the minimum required credit points at final level for that award.
Higher Education AQF 5-7	2	Non-relevant field of study	Limited to 12 credit points and must complete all the minimum required credit points through WAI higher education subjects (excluding WIL as placement) at final level for that award.
VET AQF 5-6	1,2,3,4	Completed award	AQF 5 Limited to 48 credit points and must complete all the minimum required

Equivalent AQF level of study	Type of Credit	Conditions	Volume of Credit
		Relevant field of study	<p>credit points through WAI higher education subjects (excluding WIL as placement) at final level for that award.</p> <p>AQF 6 Limited to 72 credit points and must complete all the minimum credit points through WAI higher education subjects (excluding WIL as placement) at final level for that award.</p>
VET AQF 5-6	2	Completed Award Non-relevant field of study	<p>AQF 5 Limited to 12 credit points and must complete all the minimum required credit points through WAI higher education subjects (excluding WIL as placement) at final level for that award.</p> <p>AQF 6 Limited to 24 credit points and must complete all the minimum required credit points through WAI higher education subjects (excluding WIL as placement) at final level for that award.</p>
VET AQF 4	4	Completed Award Relevant field of study	Limited to 48 credit points and must complete all the minimum required credit points through WAI higher education subjects (excluding WIL as placement) at final level for that award.
Informal / Non-formal Learning	5	Applied to course subjects	Limited to 12 credit points and must complete all the minimum required credit points through WAI higher education subjects (excluding WIL as placement) at final level for that award.
		Work Integrated Learning as Placement	Maximum of 48 credit points.

International Qualifications

Qualifications awarded from International providers are assessed for Recognition of Prior Learning (RPL) by the Faculty of Higher Education staff.

Qualifications attained outside of Australia are assessed for alignment to the Australian Qualification Framework. Where alignment is determined, Faculty staff undertake an assessment of RPL. To ascertain alignment to the AQF, the awarding country, issuing organisation, qualification and volume of study are assessed.

1. **Awarding Country**

Assessed by accessing the Department of Education Country Education Profile:
<https://internationaleducation.gov.au/Pages/default.aspx>

2. **Issuing Organisation**

Assessed by accessing the Department of Education Country Education Profile 'List of Organisations' or embedded links to other registration lists.
 Supplementary information can be assessed by accessing Issuing Organisations web sites.

3. **Qualification and volume of study**

Assessed by accessing the Department of Education Country Education Profile Assessment Guidelines

- a. Review of Issuing Organisation qualification against the Comparable Educational Level of the AQF Qualification, and any provided Assessment notes.

Where an Issuing Organisation or qualification alignment to the AQF is not evident in the Department of Education Country Education Profile, Faculty staff may undertake a review of all evidence available for the Issuing Organisation and qualification against the country's Education System if detailed within the Department of Education Country Education Profile.

If it is determined that the Issuing Organisation or qualification is aligned to the AQF, Faculty staff can undertake an assessment of RPL

Currency

- Where an application for Recognition of Prior Learning includes formal learning, this learning is expected to have been completed within 8 years of the application to assure currency.
- Where formal learning is outside this time frame, applications may include current informal learning evidence to demonstrate the candidate is applying the formal learning in a current context e.g. work, community volunteering, another course etc.

Reporting Recognition of Prior Learning

The Manager Higher Education or nominee will present a summary of all applications for Recognition of Prior Learning resulting in awarded credit to the Education Advisory Committee.

Review and appeal

A student has the right to request a review and appeal decisions made under the Higher Education Recognition of Prior Learning Policy and Procedure in accordance with the Student Complaints, Grievances and Appeals Policy and Procedure.