



Awarding Credit Transfer (CT) and Recognised Prior Learning (RPL) in Higher Education Programs Policy and Procedure

1.0 Rationale

This policy and associated procedures ensure that Acknowledge Education (AE) and ICHM responsibly consider requests to award credit and RPL. In doing so, this policy has the intent to ensure students are not disadvantaged and will achieve the learning outcomes of their proposed course of study upon completion.

2.0 Scope

This document applies to all students and academic staff engaged with Higher Education courses at AE and ICHM (hereinafter “the Colleges”). It covers the granting of credit and RPL towards an Acknowledge Education or ICHM qualification.

3.0 Regulatory Context

This policy aligns with Standard 1.2 of the Higher Education Standards Framework (Threshold Standards) 2021, and Standard 2 of the National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code 2018).

3.1 Australian Qualifications Framework (AQF)

AQF Qualifications Pathways Policy, outlined in Section 2.1.3 of the AQF, provides a framework for CT and articulation arrangements between AQF qualifications. Key principles from the AQF Qualifications Pathways Policy that relate to CT and RPL include:

- 3.1.1 *Principle 1: Institutions should develop and implement transparent and consistent CT and RPL policies and procedures.*
- 3.1.2 *Principle 2: Credit outcomes should maintain the integrity of qualification outcomes and ensure the qualification's learning outcomes are met.*
- 3.1.3 *Principle 3: Credit arrangements should be evidence-based, and equitable, considering the comparability of learning outcomes, the volume of learning, and the level of the AQF qualification.*
- 3.1.4 *Principle 4: Institutions should develop and maintain CT and RPL arrangements in partnership with other institutions, industries, and professional associations.*

3.2 Higher Education Standards Framework (2021)

- 3.2.1 Standard 1.2: Credit and Recognition of Prior Learning: *higher education providers must have policies and procedures to assess and recognise prior learning, grant credit towards completing a course, and ensure that credit arrangements do not compromise the integrity of the qualification or its learning outcomes.*

- 3.2.2 Standard 1.5.7 (b) *Records of results state correctly, in addition to the requirements for all certification documentation including credit granted through recognition of prior learning.*

3.3 National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code 2018)

- 3.3.1 Standard 2.3: *The registered provider must have and implement a documented policy and process for assessing and recording recognition of prior learning (RPL), and granting and recording course credit, if it intends to assess RPL or grant course credit. The decision to assess prior learning or grant course credit must preserve the integrity of the award to which it applies and comply with requirements of the underpinning educational framework of the course.*
- 3.3.2 Standard 2.4: *If the registered provider grants RPL or course credit to an overseas student, the registered provider must give a written record of the decision to the overseas student. The student is required to formally accept the credit/RPL granted, and the colleges will retain the written record of acceptance for two years after the overseas student ceases to be an accepted student.*
- 3.3.3 Standard 2.5: *If the registered provider grants the overseas student RPL or course credit that reduces the overseas student's course length, the provider must: (2.5.1) Inform the student of the reduced course duration following granting of RPL and ensure the confirmation of enrolment (CoE) is issued only for the reduced duration of the course, and (2.5.2) Report any change in course duration in PRISMS if RPL or course credit is granted after the overseas student's visa is granted.*

3.4 Professional Associations and Licensing Boards

The Colleges will ensure that programs with accreditation from professional associations and licencing boards will adhere to all specific requirements for CT or recognised prior learning requirements.

4.0 Policy

The Colleges ensure that the credit decision-making process is transparent, consistent, and guided by explicit outcomes communicated to students in writing. The Colleges are committed to maintaining the integrity of qualifications awarded and ensuring that the granting of credit does not disadvantage students or compromise the educational standards expected.

4.1 Principles of Awarding Credit

The following principles underpin all decisions for awarding credit.

- 4.1.1 Credit may be awarded towards an AE or ICHM qualification for an individual's completed formal learning, typically, but not limited to tertiary-equivalent qualifications, referred to in this document as 'Credit Transfer'.
- 4.1.2 Credit may be awarded towards an AE or ICHM qualification for, but not limited to, an individual's completed informal learning, prior experience, work-based learning, self-tuition, or non-accredited qualification, referred to in this document as 'Recognised Prior Learning'.
- 4.1.3 All applications for credit will be carefully evaluated and mapped against the

learning outcomes of the unit for which credit is sought by a suitably qualified member of the academic staff. Prior learning should align with the level and learning outcomes of the course, and the assessments associated with prior learning should demonstrate the required achievement of learning outcomes.

- 4.1.4 Credit will not be granted under the following circumstances when:
- granting credit would hinder a student's ability to achieve the intended learning outcomes.
 - there is a potential risk of undermining the integrity of the course of study or the qualifications.
 - Awarding credit may have negative consequences for entering regulated professions.
- 4.1.5 Where credit is granted prior to enrolment, ICHM will provide written advice on the impact of that credit on course duration, structure, and tuition fees before the student accepts the offer.
- 4.1.6 Where credit transfer or RPL is granted before a student visa is issued, ICHM will reduce the duration of the CoE accordingly in PRISMS. If credit is granted after the visa is issued, ICHM will report any change of course duration in PRISMS in line with Standard 9 of the National Code.
- 4.1.7 Records of all credit applications, evidence, and decisions will be retained for a minimum of two years after the student ceases to be an accepted student, in line with Standard 2.4 of the National Code.

4.2 Eligibility for Credit

To be eligible for credit at AE or ICHM, a student must meet the following criteria:

- 4.2.1 The learning or evidenced experience must be directly relevant to the course or program for which credit is sought.
- 4.2.2 The learning or evidenced experience must be deemed equivalent to current knowledge and/or practices in the relevant field of study.
- 4.2.3 The learning must have been completed within ten years prior to the application for credit.
- 4.2.4 The learning must align with the requirements of professional accreditation bodies, if applicable.
- 4.2.5 The learning or evidenced experience should satisfy at least 80% of the learning outcomes of the specific unit or course.
- 4.2.6 Credit may be available for formal, informal, or non-formal learning undertaken in any language and any mode of delivery.
- 4.2.7 In the case of formal learning undertaken outside Australia, the award must be assessed as equivalent in level to an Australian Qualifications Framework (AQF) qualification, with reference to the Country Education Profiles (CEPs).
- 4.2.8 The student must have completed the relevant course or unit. Credit will not be awarded for a course or unit that was failed by the student.
- 4.2.9 The Colleges reserve the right to review and verify any credit transfers made by other providers and used by students to apply for further credit.

4.3 Credit by Pathway Agreement at Acknowledge Education and ICHM

- 4.3.1 The Colleges offer Credit by Pathway Agreements that enable students to receive specific credits for units undertaken within nested courses.
- 4.3.2 Pathway agreements may include a commitment to provide students with guaranteed entry into a particular course and/or credit towards that course based on their prior learning and achievements at either of the applicable Colleges.

4.4 Assessing Applications for Credit Transfer (CT)

- 4.4.1 The assessment process will be conducted based on each application's merits, considering established criteria and principles established in 4.1 and 4.2 of this document.
- 4.4.2 Applications for CT will only be considered when applications comply with the requirements set out in the Awarding Credit in Higher Education Program Procedures in section 5..
- 4.4.3 All applications for CT will be assessed fairly and equitably, ensuring that every applicant is treated with impartiality and without bias in accordance with the Respecting Diversity and Facilitating Access and Equity Policy.
- 4.4.4 The Colleges recognise the unique cultural and historical experiences of Aboriginal and Torres Strait Islander (ATSI) peoples, including the impacts of dispossession and colonialism. In acknowledgment of these factors and through its commitment to reconciliation, a more lenient and culturally sensitive process will be applied when assessing CT applications from ATSI students. This process will consider the cultural knowledge, skills, and experiences gained by ATSI students that may not be explicitly reflected in formal educational qualifications.
- 4.4.5 Discrimination or unfair treatment based on factors such as race, gender, nationality, or any other protected characteristic will not be tolerated.
- 4.4.6 The admissions team may apply previously approved clusters of units, verified by a senior academic in accordance with the Australian Qualifications Framework, for CT purposes.
- 4.4.7 Applications that lack appropriate information or fail to provide the required evidence may be declined.
- 4.4.8 **Appeals Process:** Reviews and appeals of decisions made by senior academics is delegated to the Dean. The Admissions team manages the credit and RPL reviews and appeals processes. The Dean approves or rejects appeal applications and communicates decisions to students. Should a student wish to further appeal a credit transfer (CT) decision, the Admissions team will assist the student to access the [Academic Grievance policy](#).

4.5 Assessing Applications for Recognition of Prior Learning

- 4.5.1 Both continuing professional development and prior evidenced experience activities undertaken in the workplace have the potential to fulfil the learning outcomes of specific units and can be considered as part of an application for RPL.

- 4.5.2 To be considered for RPL, continuing professional development activities and/or prior evidenced experience undertaken in the workplace must be supported by documentation that accurately demonstrates the acquired knowledge and skills and have occurred within the last 10 years.
- 4.5.3 The assessment of RPL will be conducted by senior academics with relevant expertise in the respective fields.
- 4.5.4 The decision-making process for awarding RPL will adhere to objectivity and fairness, considering the relevance, depth, and quality of the work-based learning activities or prior experience.
- 4.5.5 Applicants will be promptly notified of the assessment outcome, and if RPL is granted, it will be appropriately recorded in their academic records.
- 4.5.6 **Appeals Process:** Reviews and appeals of decisions made by senior academics is delegated to the Dean. The Admissions team manages the credit and RPL reviews and appeals processes. The Dean approves or rejects appeal applications and communicates decisions to students. Should a student wish to further appeal an RPL decision, the Admissions team will assist the student to access the [Academic Grievance policy](#).

4.6 Types of Credit to be Awarded

- 4.6.1 Applicants may be offered credit in the form of Specific Credit - the recognition of one unique subject being equivalent to one of the applicable College's subject - up to the maximum available.
- 4.6.2 Applicants may be offered credit in the form of Block Credit - the recognition that a range of unique subjects or learning experiences are equivalent to one or more of the applicable College's subjects - up to the maximum available.
- 4.6.3 Applicants may be offered credit in the form of Unspecified Credit - the recognition that non- unique subjects or learning experiences are equivalent to one or more of the applicable College's subjects, typically electives - up to the maximum available.

4.7 Limits on Credit to be Awarded

- 4.7.1 No more than 50% of any course will be permitted to be granted as credit.
- 4.7.2 Where courses have further limits imposed by regulatory bodies, those limits will supersede this policy.
- 4.7.3 Except in cases governed by a specific written agreement between the applicable College and another institution the maximum amount of credit provided towards a qualification must not exceed 50% of the total standard credit points for completion.
- 4.7.4 When calculating the broad credit award for whole completed Levels of another Course at another Australian tertiary institution, towards a Course at the applicable College, the following maximum calculations will apply:
 - up to 8 units, 33% credit for a Diploma, in a similar discipline, when credits are awarded towards a bachelor's Degree from the applicable College. The

minimum duration of the Diploma to be awarded 8-unit exemptions is a 1-year Diploma.

- up to 12 units, 50% credit for an Advanced Diploma when credits are awarded towards a bachelor's degree from the applicable College. The minimum duration of the Advanced Diploma to be awarded 12-unit exemptions is a 1.5-year Advanced Diploma.
- 33.3% credit for each completed Level of a three-year bachelor's degree when credits are awarded towards a bachelor's degree from the applicable College with a maximum total of 50% credit awarded.
- 25% credit for each completed Level of a four-year bachelor's degree when credits are awarded towards a bachelor's degree from the applicable College with a maximum total of 50% credit awarded.
- Where credit exemptions are assessed between the applicable College higher education courses (internal credit transfer) the maximum number of credits provided towards a Bachelor course must not exceed 16 units.
- Where a student transfers from one AE or ICHM course to another, any credit approved in the original course will not automatically be transferred but may be reassessed at the College's discretion.

5.0 Procedures

The procedures outlined below align with the parent policy and guide the practice of staff to ensure fair and equitable application of the policy.

5.1 Applying for Credit Transfer

5.1.1 Student reviews the units on offer to determine if their previous units align with the learning outcomes of the prospective units. The student is encouraged to undertake a unit-to-unit mapping exercise to understand how the completed units/modules align with the unit's learning outcomes for which credit is being sought.

5.1.2 Student obtains the necessary documentation, which includes:

- a. Certified copy of the official academic transcript, which should include a comprehensive record of all completed units/modules, results, and a grading or marking key. Web-based printouts are not accepted.
- b. Students applying for credit transfer based on the completion of a qualification, such as a Diploma, must submit a copy of their official completion certificate.
- c. For units completed outside of the applicable College, it is necessary for students to include official unit outlines. These outlines should contain learning outcomes, weekly tutorial and lecture topics, reading lists, assessment advice, and other relevant details.
- d. Extract from previous institution handbook showing details of course structure and credit point weightings.

Note: Students applying for credit based on an Australian Qualifications Framework (AQF) Diploma or Advanced Diploma will not be required to submit unit outlines unless otherwise requested.

5.1.3 Student completes a Credit Exemption Request Form and submits it along with the relevant certified supporting evidence as outlined above.

- Where the student is applying for Credit Exemption in the admissions or pre-enrolment stage, they must submit their application directly to admissions via the RTOManager portal (Meshed platform).
- For students currently enrolled and wishing to apply for credit exemption, applications are submitted directly to the student services team by emailing:
 - **For AE:** admissions@ae.edu.au
 - **For ICHM:** admissions@ichm.edu.au

5.2 Assessment of Applications for Credit Transfer

5.2.1 When assessing applications for credit based on prior formal learning, the Colleges will consider whether the following aspects of the programs involved in the application are comparable and equivalent:

- The learning outcomes of the qualification.
- The volume of learning.
- The AQF level.
- The program of study and the content of the program.
- The currency of the previous study.
- Learning and assessment approaches.

5.2.2 The Colleges will only review requests for credit transfer:

1. Before starting the course (admissions stage), when the applicant includes all required certified supporting documents with their application **at least 10 working days before the term starts**.
2. After enrolling (as a current student), when the student submits a Credit Exemption Request Form with all required certified evidence **at least 10 working days before the unit begins**.
3. The student **must not have previously taken and failed** the unit they want credit for.

5.2.3 The colleges will assess credit transfer applications and issue a decision before the unit begins, provided the application is complete and all required certified supporting documents have been submitted at least 10 working days prior to the start of the term. In exceptional circumstances where the assessment is not finalised before the unit commences, the student will be advised to begin the unit. A final decision will then be issued no later than the end of week 2.

5.2.4 The Colleges reserves the right to review and verify the credit determinations where an applicant relies upon these.

5.2.5 In the admissions phase, previously approved clusters of units, authenticated by a senior academic in accordance with the Australian Qualifications Framework, may be used for credit transfer consideration by the admissions team or the application is forwarded to the senior academic to process.

- 5.2.6 Applications that do not meet the equivalency, do not provide suitable information, or fail to provide evidence may be declined.
- 5.2.7 Where applications are declined, the student services/admissions team contacts the student in writing, informs them of the outcome, and provides them with information on how to appeal the decision if they wish to contest the assessor's determination.
- 5.2.8 Students successfully assessed as eligible to be awarded credit will receive a Credit Grant Notice.
- 5.2.9 The Credit Grant Notice will summarise the qualifications used to make the credit determination and provide information for the units granted and those the student is not eligible to be awarded. The form also summarises the total number of exemptions granted and provides updated information on the course duration, including the assessor's name.
- 5.2.10 The student is informed of their right to appeal this decision if they believe the credits applied are insufficient or erroneous using the appeals and complaints procedure.
- 5.2.11 Applicants who cannot present sufficient documentary evidence may be allowed to undertake the recognised prior learning assessment process.

5.3 Assessment of Applications for Recognised Prior Learning (RPL)

- 5.3.1 Student's applying for RPL are expected to review the units on offer to determine if their previous units or prior learning align with the learning outcomes of the prospective units.
- 5.3.2 Students are expected to lodge their application for RPL applications directly to the student services team by emailing:
 - For AE: admissions@ae.edu.au
 - For ICHM: admissions@ichm.edu.au
- 5.3.3 The application process will require students to complete the following documentation:
 - a) An application detailing the experience claims against the unit for which credit is requested. As part of this application, students may include evidence such as:
 - copies or original documents, demonstrating informal study completed (workshops, seminars, etc.) within the last 10 years.
 - a resume or curriculum vitae with clear position responsibilities and tasks, including duration and an indication of volume of work.
 - portfolios or similar submissions, demonstrating a body of work equivalent to (or exceeding) the expected student outcomes for specified units.
 - Pay Slips
 - Employment Contract and Job Description
 - Employee Performance Appraisal (on official letterhead)
 - Letter of recognition from employer (on official letterhead).
 - Letters from employers verifying skills, duties, and work performance (on official letterhead).
 - Statutory declarations or witness statements (from supervisors, managers, or industry clients describing observed competencies

- any other evidence that the applicant believes supports their application.
 - b) A study audit outlining a formal study or professional development attests to the student's knowledge and skills that make up the unit learning outcomes for the unit in which credit is requested.
 - c) One or more third-party reports providing information attesting to the student's skills and knowledge performance per the unit's expected learning outcomes.
- 5.3.4 The documentation submitted is assessed by a senior academic with expertise in the unit/course from which RPL is requested.
- 5.3.5 Students must submit the RPL Form accompanied by the necessary certified supporting evidence at least 10 working days prior to the commencement of the applied term/trimester.
- 5.3.6 The Colleges will only review requests for RPL:
1. Before starting the course (admissions stage), when the applicant includes all required certified supporting documents with their application **at least 10 working days before the term starts**.
 2. After enrolling (as a current student), when the student submits a Credit Exemption Request Form with all required certified evidence **at least 10 working days before the unit begins**.
 3. The student **must not have previously taken and failed** the unit they want RPL for.
- 5.3.7 The colleges will assess RPL applications and issue a decision before the unit begins, provided the application is complete and all required certified supporting documents have been submitted at least 10 working days prior to the start of the term. In exceptional circumstances where the assessment is not finalised before the unit commences, the student will be advised to begin the unit. A final decision will then be issued no later than the end of week 2.
- 5.3.8 The Colleges reserves the right to verify all documentation submitted as part of an RPL application.
- 5.3.9 The student's application is assessed in accordance with the principles outlined in the Awarding CT and RPL in the HE Programs Policy above.
- 5.3.10 Applications that do not provide suitable information or fail to provide evidence may be declined.
- 5.3.11 Where applications are declined, student services contact the student in writing, inform them of the outcome, and provide them with information on how to appeal the decision if they wish to contest the assessor's determination.
- 5.3.12 Students who successfully provide sufficient evidence for an RPL assessment will be invited to undertake a suitable assessment that tests the student against the knowledge and skills of the unit.

- 5.3.13 The assessment will be graded by academic staff who have delivered the unit/s by allocating a grade as either pass/fail.
- 5.3.14 Students who receive a passing grade will be required to pay the fee for RPL, and then their grade will be recorded as RPL on the student management system RTOManager.

6.0 Roles and Responsibilities

6.1 Senior academics

- Responsible for evaluating applications for CT and recognition of prior learning.
- Assessing the eligibility of prior learning
- ensure the assessment process is fair, equitable, and in compliance with regulatory requirements.
- Complete Credit Grant Notices for students who have been assessed as eligible for credit and send to admissions.

6.2 Students

- Review the units on offer and determine if their previous learning aligns with the learning outcomes of the prospective units.
- Gather the necessary documentation and submit the Credit Exemption Request Form or RPL Application Form along with supporting evidence.
- Be familiar with the appeals process

6.3 Admissions Team

- Responsible for processing credit exemption applications submitted by students during the admissions or pre-enrolment stage.
- Review the applications and documentation, and if necessary, forward them to the senior academics for assessment.
- Inform students of the outcome and provide information on how to appeal the decision.

6.4 Student Services Team

- Reviewing applications and documentation and ensure they are complete.
- Responsible for collating credit exemption applications submitted by currently enrolled students and referring to senior academic.
- Communicate with students regarding the outcome of their applications and provide information on the appeals and complaints process.
- Ensure grades are updated on RTOManager according to the outcome of applications.
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6.5 Dean

- Approving or rejecting appeal applications and communicating decisions on appeals to students.

7.0 Definitions

Term	Definition
AQF	Stands for Australian Qualifications Framework, which provides a unified and nationally recognized system for accrediting qualifications in Australia.
Assessor	An individual, in this document's case, is a senior academic responsible for evaluating and assessing applications for CT or recognition of prior learning.
Appeals and Complaints Process	A formal procedure that allows students to challenge the decision or outcome of their CT or recognition of prior learning assessment.
Cluster of Units	A group of related units approved as an entity for CT purposes.
Continuing Professional Development	Continuing Professional Development refers to the process of ongoing learning and development undertaken by individuals to enhance knowledge, skills, and competencies in a specific field of study. Activities can include attending academic conferences, workshops, seminars, enrolling in further educational courses, engaging in independent research, and participating in scholarly networks.
Credit by Pathway Agreement	An agreement that enables students to receive specific credits for units completed within nested courses, often including guaranteed entry into a particular course or credit towards that course based on prior learning and achievements at the applicable College.
Credit Grant Notice	A document issued to students who have been assessed as eligible for credit, providing details of the credits granted, exemptions, and other relevant information.
Credit Transfer	CT is a process that provides students with agreed and consistent credit outcomes for components of a qualification based on identified equivalence in content and learning outcomes between matched qualifications (AQF, 2012)
Formal Learning	Structured learning that typically takes place within an educational institution and leads to the attainment of qualifications such as degrees, diplomas, or certificates.
Informal Learning	Learning that occurs through daily life experiences, work, and social interactions, but is not necessarily structured or intentionally planned.
Learning Outcomes	The specific knowledge, skills, and competencies that students are expected to acquire or demonstrate upon the completion of a unit or course.
Non-accredited Qualification	A qualification that has not been formally recognized or endorsed by a recognized accrediting body or educational institution.
Overseas Student	Refers to a student who is not an Australian citizen, Australian permanent resident, or New Zealand citizen, and who is studying in Australia on a student visa.
Prior Evidenced Experience	Prior evidenced experience refers to the documented and verifiable professional experiences gained by individuals in the workforce, which can be used to support applications for recognition of prior learning

	(RPL). It includes the practical knowledge, skills, and competencies acquired through paid employment, voluntary work, industry projects, or entrepreneurial ventures.
Professional Accreditation Bodies	Organizations that oversee and regulate professional qualifications and standards in specific fields, ensuring that practitioners meet the required competencies. E.g. ACWA, AASW
Confirmation of Enrolment (CoE)	A document issued by the registered provider to an overseas student, confirming their acceptance and enrollment in a specific course of study. The CoE includes important information such as the course start and end dates, expected duration of study, and other relevant details.
RPL	'Recognition of Prior Learning' (RPL) is defined in the Australian Qualifications Framework as a process through which eligibility for the award of credit is assessed, through assessment of formal, informal and non-formal learning.
Unit	Refers to a discrete component or module of study within a course that focuses on specific subject matter or learning outcomes.

8.0 Related Documents

Document Name
1.3.1 Student Orientation for International Students Policy
2.4.1 Complaints and Appeals Policy
1.1.1 Admissions Policy for Overseas Students
1.1.2 Admissions Procedure for Overseas Students
1.1.4 Admissions Policy for Domestic Students
ICHM Admission and Enrolment Policy
ICHM Academic Grievance Policy

9.0 Policy Information

Policy Name	Awarding Credit Transfer (CT) and Recognised Prior Learning (RPL) in Higher Education Programs Policy and Procedure
Document Number	1.2.0
Purpose	To provide clear policy that ensures fair and equitable awarding of credit and RPL for students at AE or ICHM in higher education programs.
Audience	<input checked="" type="checkbox"/> Staff <input checked="" type="checkbox"/> Students <input checked="" type="checkbox"/> Public
Category	1.0 Student Participation and Attainment
Subcategory	1.2 Credit and Recognition of Prior Learning
Approval Date	03/12/2025
Effective Date	03/12/2025
Last Endorsed	03/12/2025
Next Review Date	03/12/2028 (3 years from approval date / date last reviewed)
Policy Advisor	Provost
Approving Authority	Academic Board

Contact	Quality Assurance/Regulator Compliance Manager regulatorcompliance@ae.edu.au
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10.0 Change Log

This document combines and replaces the following policy / procedure documents:

- *Awarding Credit Transfer (CT) and Recognised Prior Learning (RPL) in Higher Education Programs Policy*
- *Awarding Credit Transfer (CT) and Recognised Prior Learning (RPL) in Higher Education Programs Procedure*

This policy and procedure also replaces the following document:

- *ICHM Recognition of Prior Learning Policy*

Refer to the archived documents above for detailed change logs relating to each document.

Refer to archived AE and ICHM policies and procedures

Date	Version	Version by	Notes
20/11/2025	3.0	HQR	<ul style="list-style-type: none"> • Combined AE policy and procedure • Clarified requirements in 3.3.2 relating to obtaining written approval from students of credit / RPL granted. • Added 4.4.8 and 4.5.6 credit and RPL decision appeals process, via the Dean • Revised procedures in 5.2.2 and 5.3.6 to plain English • Added processing turnaround timeframes in 5.2.3 & 5.3.7. • Updated roles and responsibilities • Consulted with External Auditors regarding streamlining and co-branding policy, and this was supported.
