

## 1. POLICY STATEMENT AND PURPOSE

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ICHM Pty Ltd (ICHM) recognises prior learning by granting credit towards the requirements of ICHM award programs on the basis of certified evidence or institutional agreement.

Recognised prior learning may be from an accredited award qualification from:

- a recognised higher education provider
- a TAFE or other Vocational Education Training (VET) provider

Recognised prior learning may be from:

- a professional body, enterprise, non-accredited private educational institution, or other similar body
- relevant work experience or other forms of practical experience, including voluntary work
- life experience.

Individual students may apply for recognition of prior learning and institutions may apply to ICHM to establish formal credit transfer arrangements for their programs.

## 2. SCOPE

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This policy applies to all potential students and current students of ICHM seeking credit for RPL.

## 3. DEFINITIONS

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“Specified credit” is credit granted towards specific components of the ICHM program for study completed elsewhere which is substantially the same.

“Unspecified credit” is credit granted towards elective components of the ICHM program for relevant study completed elsewhere at an equivalent academic level for which there is no equivalent component in the ICHM program.

“Recognition of Prior Learning” is also referred to as RPL. As defined within the AQF, it is an assessment process that involves assessment of an individual’s relevant prior learning (including formal, informal, and non-formal learning) to determine the credit outcomes of an individual application for credit.

“Academic transcript” is a record of all learning leading to an Australian Qualifications Framework (AQF) qualification or an accredited subject in which a student is enrolled.

“Status” appears in the transcript when credit for RPL is granted.

## 4. POLICY DETAILS

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### *Policy – for individuals seeking RPL*

- Recognition of prior learning is granted only where the prior study or experience is assessed as equivalent in content and AQF level to the subject for which credit is being sought.
- Recognition of prior learning granted must be academically defensible and take into account the student's ability to make satisfactory academic progress and to successfully complete the requirements of the remainder of the program.
- Recognition of prior learning decisions should preserve the broad integrity and the intended Graduate Qualities profile of the ICHM degree programs.
- Currency and relevance of knowledge will impact recognition of prior learning decisions and RPL will not normally be granted for subjects completed more than ten years before application unless there is evidence of substantial relevant experience during the intervening period which will be evaluated on a case-by-case basis.
- There are two types of credit:
  - **Specified credit** is credit granted towards specific components of the ICHM program for study completed elsewhere which is substantially the same.
  - **Unspecified credit** is credit granted towards elective components of the ICHM award program for relevant study completed elsewhere at an equivalent academic level for which there is no equivalent component in the ICHM program. Unspecified credit will normally be given for relevant study completed within the ASCED broad and narrow fields of education listed at the end of this policy, or their international equivalent.
- Advice on possible RPL may be provided to future students on request. However, a final decision on RPL must be formally documented by the Academic Director.
- Eligibility for RPL does not guarantee an applicant a place in an ICHM degree program.
- Where adequate information about an institution or the subject(s) proposed for RPL is not available from the usual sources, the Academic Director may implement alternative processes (for example, external evaluation by a qualified person) to ensure that the subjects put forward for RPL cover the appropriate subject material at an equivalent standard to those offered by ICHM. The Academic Director will report on the process used and the outcome to the next meeting of the Academic Board.
- In special circumstances, for example, where the applicant is unable to present sufficient documentary evidence to allow for the normal determination of RPL, the applicant may be allowed to undertake an assessment process, which may be written. Authority to make this decision resides with the Academic Director.
- Where the granting of RPL causes timetable clashes or unacceptable study combinations, ICHM is under no obligation to make individual arrangements for the student.
- In exceptional cases, the Academic Director may approve RPL beyond those limits specified in the following rules providing there is an academic rationale consistent with the principles of this policy. In such cases, the grounds for approval must be reported to the Academic Board as a variation to standard procedure.

### **Rules**

The following rules apply:

#### Undergraduate programs

- The maximum amount of RPL allowed is specified below as per ICHM undergraduate award program from which the student intends to graduate:
  - Diploma – A maximum of half of the total subjects for full time study
  - Associate Degree – A maximum of two thirds of the total subjects for full time study
  - Bachelor – The maximum provision of subjects must enable students to complete the equivalent of at least one year full time study.

- Unspecified credit can be given for a maximum of 25% of an ICHM undergraduate award program from which a student intends to graduate:
  - Diploma – 2 subjects (full-time study)
  - Associate Degree – 4 subjects (full-time study)
  - Bachelor – 6 subjects (full-time study)

### Postgraduate programs

- The maximum amount of RPL allowed is determined by the requirement that a student must complete at least 50% of the academic subjects in the ICHM postgraduate award program for which they are intending to graduate.
- Unspecified credit may be granted in the following situations:
  - A student's formal learning is from a recognised higher education institution
  - No direct equivalent subject could be found within the ICHM degree however the requested RPL correlates with the intended outcome of the ICHM degree program
  - The unspecified credit is used only for electives within the student's program.
  - Unspecified credit aligns with the requirement that the student must complete at least 50% of the academic subjects in the ICHM postgraduate award program for which they are intending to graduate.

Professional Practice/Work Integrated Learning (WIL) subjects are not included in the above percentages, however RPL can be sought by students who have successfully completed equivalent subject learning outcomes and associated assessment in the area of WIL. The Academic Director may grant exemption for the Completion of Hours and Industry Report assessment components for those students who have relevant industry experience based on Academic Committee recommendation.

A lesser postgraduate award program studied at ICHM will be counted in full towards a higher award program, where the lesser award is part of a suite of formal nested awards.

Students who have completed a Bachelor degree in a cognate field can be granted RPL in four academic subjects.

### **RPL Process**

#### **1. How to apply for RPL as part of your application process:**

- 1) Request credit for Recognition of Prior Learning on application to ICHM.
- 2) Complete the application form
- 3) Ensure all certified documentary evidence is attached
- 4) Lodge application with the admissions office via email (Further evidence may be required)

#### **2. How to apply for RPL for a subject once commenced by exception (by the end of week 2):**

- 1) Request credit for Recognition of Prior Learning on form
- 2) Complete the form
- 3) Ensure all certified documentary evidence is attached
- 4) Lodge application with the admissions office via email (Further evidence may be required\*)

#### **Internal processing:**

- 1) Admissions assesses RPL application against precedent credit registers and institutional articulation agreements.
- 2) Admissions grants RPL or refers the application for further academic assessment as required.
- 3) Academic assessment is completed and RPL granted or denied. (For Professional Practice/WIL all RPL is approved by the Academic Director based on Academic Committee recommendation.)
- 4) Student is notified via the letter of offer or via email.

**Students can expect to hear the initial finding (which may include a request for further evidence or information\*) via their letter of offer or email, within one week of lodgment.**

\*Further evidence may include but is not limited to:

- Documentation
- Interview
- Oral or written assessment.

If the student is currently studying the subject in which they have applied for RPL they must continue to attend class and complete assessments tasks until officially informed of the RPL application outcome.

If recognition of prior learning in a subject is granted, a 'Status' grade will be recorded in the student management system and show on official academic transcripts or notices. The grade of 'Status' is not included in grade point average calculations.

**A student may withdraw their RPL request at any time during the process inclusive of once they have received notification of the outcome of their application.**

### ***Impact of RPL credit on Program duration***

If an overseas student is granted RPL status into a program, which leads to a shortening of the student's program, before the student's visa is granted ICHM will indicate the actual net program duration (as reduced by course credit) in the confirmation of enrolment issued to that student for that program. Alternatively, if an overseas student is granted RPL credit into a program, which leads to a shortening of the student's program, after the student's visa is granted ICHM will report the change of program duration via PRISMS in accordance with section 19 of the Education Services of Overseas Students (ESOS) Act 2000.

### ***Authority to approve RPL***

Applications for RPL are considered and approved by the ICHM Academic Director. The Academic Director may involve other academic staff including subject specialists in the evaluation of the application.

Where a credit transfer agreement exists, or there is a recorded clear precedent, authorised staff in Admissions may approve the application for RPL. However, the Academic Director must be consulted whenever academic judgement is required.

### ***Credit transfer arrangements with institutions***

#### **Policy – for institutions seeking to arrange RPL for programs**

Institutions can apply to ICHM to have their programs or components of programs officially recognised through a formal credit transfer agreement.

#### **Procedure - for institutions seeking to arrange RPL for programs**

##### Application and assessment

The institution must submit a request and supporting documentation to the Academic Director.

The primary consideration is that the prior learning is equivalent in content and level to the program/subject/s for which credit is being sought. The following factors are taken into consideration when assessing the application from an institution to enter an agreement regarding credit transfer for its program/s

- the educational level and recognition of the institution within the official government framework of the country
- information on the institution and programs provided by AEI NOOSR and UK NARIC
- the objectives of the particular program and the methods adopted to achieve these objectives

- admission requirements for the program
- the duration of the program, having regard to entry requirements and program objectives
- the breadth, depth and balance in the program material and the intellectual effort required
- the methods of assessment of student progress
- the relative emphasis on the teaching of skills in relation to the study of the discipline
- any arrangements for practical training and experience as part of the program
- the teaching staff conducting the program, including numbers, professional qualifications and experience, and educational expertise
- the accommodation and facilities including equipment, library, laboratories, workshops, and other instructional resources associated with the particular program
- credit transfer arrangements between the program and other programs

### Credit Transfer Agreement

The Credit Transfer Agreement contains the following sections:

- Name of the institutions entering the agreement
- Name/s of the external program/s for which credit is being sought and name/s of the ICHM program/s where credit is being sought.
- Details of the credit transfer approval by ICHM
- Requirement that the external institution advise ICHM of major changes that could impact the credit transfer given, including:
  - addition or deletion of subjects
  - major changes in hours for subject delivery
  - major changes to assessment
- Details of the expiry date of the agreement (3 years) and the requirements to enter new credit transfer agreement

### ***Appeals against an RPL decision***

Students who wish to appeal a decision related to execution of this policy (not dissatisfaction with the outcome) should do so in writing to the Academic Director under the Academic Grievance Policy.

### ***Australian Standards Classification of Education (ASCED)***

Broad and Narrow fields where Unspecified Credit may be granted for electives in ICHM Bachelor degree programs:

#### **08 Management and Commerce**

0801 Accounting

0803 Business and Management

0805 Sales and Marketing

0807 Tourism

0811 Banking, Finance and Related Fields

#### **09 Society and Culture**

0903 Studies in Human Society

0907 Behavioural Science

0909 Law

0919 Economics and Econometrics

0921 Sport and Recreation

**10 Creative Arts**

1007 Communication and Media Studies

**11 Food, Hospitality and Personal Services**

1101 Food and Hospitality

**5. SUPPORTING DOCUMENTS (if applicable)**

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ICHM Application form

Application for Recognition of Prior Learning form

**6. RESPONSIBILITIES AND AUTHORITIES**

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The Academic Director is the policy owner, and the Academic Board must approve any changes to this policy.

**7. ACKNOWLEDGEMENT (if applicable)**

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Not applicable

**8. REVIEW**

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The Academic Director is responsible for the review of this policy for all minor or major changes on a 3 yearly basis.

## 9. APPROVAL

Accountability and review			
Delegate	Academic Director		Ref: ICHM Delegations Register
Approval body	Academic Board		
Approval date	20230502		
Review date	3 years from last review 20260502		
Supporting information			
Related legislation	Higher Education Standards Framework (Threshold Standards) 2021 (Cwth)		
Sector benchmarking			
Supporting documents			
Related documents	ICHM Application form Application for Recognition of Prior Learning form		
Superseded documents			
Type and location			
Policy type <select row and shade>	Corporate Governance Academic Governance Academic Management Operational Management		
Location/access <select row and shade>	Website Student access Staff access Overseas		
Amendments			
Version No.	Amendment type	Amendment Date	Key changes
1.0	New Document	03/01/2012	New policy
2.0	Major	29/11/2012	Additions of the Changes to the Policy section approved by Academic Board
3.0	Major	29/11/2012	Changes recommended by the RPL Review Panel approved by Academic Board 29/11/2012
3.1	Minor	07/01/2014	Change title of Grievance policy as recommended by TEQSA 19/12/2013
3.2	Minor	25/01/2016	Minor title changes
4.0	Major	15/03/2016	Addition of words (8 subjects) in respect of number of subject required to complete a degree. This was approved at May 31, 2013 Academic Board
5.0	Major	17/11/2016	Change to number of weeks for submission of RPL after commencement of semester
6.0	Major	09/01/2017	Changes re: specified and unspecified credit

7.0	Major	10/06/2017	Addition of sections relating to postgraduate awards
7.1	Minor	Jan 2020	Changes to position titles
8.0	Major	25/03/2021	Unspecified credit inclusion in Masters program
9.0	Major	03/06/2021	Review of terminology and approval process. Minor amendments to responsibilities due to ICHM restructure
9.1	Minor	21/11/2021	Minor amendment. Applicable to all courses and students. Minor amendment to RPL review process to include Program Coordinator role.
10.00	Major	15/03/2022	Procedure and form added to the RPL policy per external review recommendation. Terminology updates. Responsibility updates.
11.00	Major	20/12/2022	Update to rules added to include Diploma and Associate Degrees
12.00	Major	02/05/2023	Update to Rules for Undergraduate Program in relation to maximum amount of RPL and Unspecified Credit allowed. Minor change to role title for Program Director Academic and removal of Program Coordinator from the process.