

POLICY NUMBER:	2.5.2	VERSION NUMBER:	2.0
DATE LAST REVIEWED:	November 2024	NEXT REVIEW DATE:	November 2025
RELATED POLICIES:	2.5.1 Recognition of Prior Learning Policy 2.14 Academic Complaints and Appeals 2.15 Non-academic Complaints and Appeals 2.22 International Student Complaints and Appeals	RESPONSIBILITY: Teaching and Learning Committee	

RECOGNITION OF PRIOR LEARNING AND CREDIT TRANSFER PROCEDURE

1.0 Purpose

This procedure complements the Recognition of Prior Learning and Credit Transfer Policy. The procedure ensures that the Australian Institute of Professional Counsellors (AIPC) responds to requests to award credit in accordance with the overarching policy. In doing so, this procedure intends to ensure that students are not disadvantaged and will achieve the learning outcomes of their proposed course of study upon completion.

2.0 Scope

This procedure applies to students and prospective students, staff and members of the Institute's decision-making bodies.

3.0 Eligibility

- 3.1 An individual may apply for credit as part of the admission process or following enrolment.
- 3.2 On request, prospective and current students may be provided with information regarding recognition of prior learning and/or credit transfer available towards the course they are applying for or enrolled in.
- 3.3 International students should submit their application before admission as any credit granted may affect the duration of study and the length of the student's visa.
- 3.4 Eligibility for credit is no guarantee of domestic or international student admission into a course.

4.0 Applying for Recognition of Prior Learning or Credit Transfer

- 4.1 Students can apply for Recognition of Prior Learning (RPL) or Credit Transfer to receive credit for one or more units/subjects of their course.

- 4.2 The Institute's approach to granting of credit in recognition of prior learning complies with the best practice principles outlined in the *AQF Qualifications Pathways Policy* (Australian Qualifications Framework Handbook, January 2013) and ensures pathways are available into and between qualifications.
- 4.3 Applications for Recognition of Prior Learning (RPL) or Credit Transfer are:
- Assessed according to evidence-base and in a clear, equitable, accessible and transparent manner.
 - Applied consistently and fairly with decisions subject to appeal and review.
 - Recognise prior learning where it is relevant and current.
 - Decided in a timely manner with decisions being academically defensible, considering the learning outcomes, and the student's chance of success in the course.
 - Formally documented for students with reasons provided for not granting credit.
- 4.4 Students can apply for credit transfer at any time after acceptance into their course and prior to enrolling into the unit/s or subject/s for which credit is sought.
- 4.5 Students who apply for credit via RPL/Credit Transfer must submit a RPL/Credit Transfer Application Form. The form can be obtained by calling AIPC on 1800 657 667 or emailing:
- dcpsupport@aipc.net.au (AIPC diploma students)
 - he.rpl@aipc.net.au (AIPC domestic students)
 - int.support@aipc.net.au (AIPC international students)
 - aipcprofessional@aipc.net.au (AIPC Professional students).
- 4.6 Students must submit the following documents with their completed RPL/Credit Transfer Application Form:
- Formal learning
- a. official academic transcript/s indicating the subjects/s or unit/s completed, year completed, grade/s obtained (including details of the related grading system), and weighting of the unit/s (students will not need to provide this information for previous study undertaken at the Institute)
 - b. unit/subject profiles/outlines including learning outcomes and graduate attributes, in the year of completion. Unit/subject profiles must display the institution's logo and details. Unit/subject overviews alone will not suffice, and
 - c. any other information the Institute requests or the student considers relevant for assessing their application.
- Informal learning and/or work/life experience
- a. documented evidence to support the claim for informal learning (e.g. work and/or life experience) that demonstrates equivalence to current Institute units/subjects, showing that the learning outcomes have been met.
 - b. supporting materials and evidence, may include: a portfolio, written confirmation from a workplace supervisor, examinations, projects, interviews, demonstrations (on video), or any combination of these.
 - c. any other information the Institute requests or the student considers relevant for assessing their application.
- 4.7 The RPL/Credit Transfer Application Form and all necessary supporting documentation can be returned via email to:
- dcpsupport@aipc.net.au (AIPC diploma students)

- he.rpl@aipc.net.au (AIPC domestic students)
- int.support@aipc.net.au (AIPC international students)
- aipcprofessional@aipc.net.au (AIPC Professional students).

4.8 Maximum amount of credit allowable from recognition of prior learning or credit transfer for each Institute course is outlined below:

COURSE LEVEL	MAXIMUM	CREDIT POINT EQUIV.
Diploma	4 units	24
Bachelor	8 subjects*	48
Graduate Certificate	2 units	16
Master	4 subjects	24

* Please note that practicum subjects are equivalent in workload and credit value to two standard subjects. Accordingly, a single practicum subject will be counted as two subjects when awarding credit.

5.0 Additional Requirements for International Students

- 5.1 International applicants may apply for RPL or credit transfer as part of their admission application. The respective Program Leader should indicate a level of RPL in terms of credit points and duration of exemption of study, which the student should receive as part of the formal offer from the Institute, with final RPL confirmed at enrolment with the international student.
- 5.2 If the granting of RPL or course credits reduces a student's course length, the Institute will inform the international student of the reduced course duration and issue an updated Confirmation of Enrolment for this new timeframe. If the RPL or course credits are granted after the international student's visa is granted, the Institute will also report any change in course duration in PRISMS.

6.0 Accessing Recognition of Prior Learning or Credit Transfer Applications

- 6.1 The student support team will undertake a preliminary assessment of the application to ensure the form is completed and documentation attached.
- 6.2 Applications are assessed by the Head of Teaching and Learning within two weeks of receipt and the student is notified in writing of the outcome of the application. Reasoning is provided where credit is not granted.
- 6.3 Assessment of RPL/credit transfer must fulfil the same criteria associated with the assessment of learning outcomes in the particular unit/subject. That is, the evidence provided is valid, current, sufficient, reliable and authentic.
- 6.4 Applications based on previous study will be assessed on a 'specified credit' basis. That is, evidence is to be provided by the student that the study/unit/subject completed sufficiently covered every learning outcome contained within the AIPC subject/unit for which credit is sort. Evidence should include written confirmation from the educational

institution/provider regarding the content and learning outcomes covered in the subject and details of assessments undertaken.

- 6.5 There is no fee for applying for RPL or credit. Students are not required to pay the subject fee for each subject in which credit is granted.
- 6.6 The applicant will receive the application outcome via email from the Head of Teaching and Learning.

7.0 Articulation Arrangements

- 7.1 Articulation is a predetermined arrangement whereby a set level of credit will be awarded for completion of other similar qualifications and courses.
- 7.2 Specific articulation arrangements for each higher education are listed in the relevant Student Handbook for the specific higher education course.

8.0 Processing recognition of Prior Learning or Credit Transfer Applications

- 8.1 Upon receipt, the application is logged into the RPL/Credit Transfer database held on the central server.
- 8.2 The application is checked for inclusion of all relevant information and supporting evidence.
- 8.3 If insufficient evidence is provided, the application is returned to the student with a letter outlining the additional information required. The student is invited to resubmit the application with all required evidence.
- 8.4 Applications with sufficient evidence and supporting documentation, are forwarded to the Head of Teaching and Learning for assessment.
- 8.5 Applications should be assessed within two weeks of receipt. The Head of Teaching and Learning writes to the student with the outcome of the application.
- 8.6 A copy of the results and letter are provided by the Head of Teaching and Learning to the Student Support Team. The student's RPL/Credit Transfer application should also be held on file for future reference. Upon the student's acceptance of the outcome, the written record of acceptance will be kept for two years after the student ceases to be an accepted student.
- 8.7 For international students who are granted RPL/credit transfers after their student visa is granted, any changes to their course duration will be recorded on PRISMS and a new Confirmation of Enrolment (CoE) for the reduced course duration will be issued.
- 8.8 The student's file in the Student Management System and the RPL/Credit Transfer database held on the central server is then updated with the amount of credit awarded.
- 8.9 Where applications for RPL or Credit Transfer are received from several students from the same course from another educational institution, the Head of Teaching and

Learning will establish formal articulation arrangements with the educational institution. All articulation arrangements will be listed in the Recognition of Prior Learning and Credit Transfer Policy.

9.0 Appeals of Decisions

- 9.1 Students can appeal decisions made on the granting of credit. The grounds for appeal are that the decision is inconsistent with this policy. Please refer to the 'Appeals against an assessment result' section of the *Academic Complaints and Appeals Policy*.
- 9.2 After appeal, students who remain dissatisfied with the outcome of their appeal against a decision regarding the award of credit may refer to the *Academic Complaints and Appeals Policy*.

10.0 Relevant Legislative and Regulatory Documents

- Australian Qualifications Framework
- Education Services for Overseas Students Act 2000
- Higher Education Standards Framework (Threshold Standards) 2021
- National Code of Practice for Providers of Education and Training to Overseas Students 2018

11.0 Version Control History

Version	Date Approved	Approved By	Summary of Changes
1.0	Nov 2023	Teaching and Learning Committee	2.5 Recognition of Prior Learning Policy has been separated into two standalone documents – 2.5.1 Recognition of Prior Learning Policy and 2.5.2 Recognition of Prior Learning Procedure. This procedure was previous incorporated in 2.5 Recognition of Prior Learning version 11
2.0	Nov 2024	Teaching and Learning Committee	Format changes. Added equivalent credit points to the Maximum Allowable Credit table. Included reference to practicum subjects as having equivalent workload and credit value to two standalone subjects. Updates clarify credit recognition and ensure consistent treatment of practicum-based learning.