

Applying for Recognition of Prior Learning

Students may apply for Recognition of Prior Learning (RPL) or Credit Transfer to receive credit for one or more subjects/units of their course based on relevant previous study, training, work or other experience. Credit is only granted where the prior learning is relevant, current and sufficiently equivalent to the learning outcomes of the subject/unit for which credit is sought.

Receiving credit does not guarantee admission to a course. Students must still meet the relevant course entry and completion requirements.

Recognition of Prior Learning (RPL)

RPL recognises learning gained through formal, non-formal or informal learning, including relevant work and life experience. Credit may be granted where the student can demonstrate that their prior learning is equivalent to the learning outcomes of the relevant AIPC subject/unit.

Evidence of informal learning or work/life experience may include a portfolio, written confirmation from a workplace supervisor, examinations, projects, interviews, video demonstrations or other relevant evidence demonstrating that the required learning outcomes have been achieved.

Credit Transfer

Credit Transfer recognises previous formal study completed through a recognised education provider where the student achieved a passing grade and the previous study is assessed as equivalent to the relevant AIPC subject/unit.

Credit is not normally granted for study completed more than 10 years before the application, unless there is evidence of substantial relevant experience during the intervening period.

Maximum Credit Available

The maximum amount of credit available through any combination of RPL and Credit Transfer is:

Course Level	Maximum Credit	Credit Point Equivalent
Diploma	4 units	24
Bachelor	8 subjects	48
Graduate Certificate	2 units	16
Graduate Diploma	2 units	16
Master	4 subjects	24

Students must complete at least 50% of the total credit points for their course through study with the Institute to be eligible for the award. Practicum subjects are equivalent in workload and credit value to two standard subjects and are therefore counted as two subjects when determining the amount of credit awarded. Credit is not normally granted for practicum

subjects unless the prior learning meets all equivalent learning outcomes and relevant professional accreditation requirements.

How to Apply

Students may apply for RPL or Credit Transfer as part of the admission process or following enrolment. Credit Transfer applications should be submitted before enrolling in the subject/unit for which credit is being sought. International students should apply before admission where possible, as credit may affect the duration of their course and student visa.

To apply, students must complete an RPL/Credit Transfer Application Form and provide the required supporting evidence. The application form can be obtained by contacting AIPC on 1800 657 667 or by email:

- › Domestic higher education students: he.rpl@aipc.net.au
- › International students: int.support@aipc.net.au

Completed applications and supporting documentation can be returned to the relevant email address above.

Supporting Evidence

For credit based on previous formal study, students should provide:

- › official academic transcript(s) showing the subjects/units completed, year completed, grades obtained and relevant grading information; and
- › subject/unit profiles or outlines from the year the study was completed, including learning outcomes and graduate attributes. The profiles must identify the education provider; subject/unit overviews alone are not sufficient.

Students do not need to provide an academic transcript for previous study completed at AIPC.

For RPL based on informal learning or work/life experience, students must provide evidence demonstrating that their existing knowledge and skills are equivalent to the current AIPC subject/unit and that the relevant learning outcomes have been met.

Assessment and Outcome

Applications are assessed against the learning outcomes of the relevant subject/unit. Evidence must be valid, current, sufficient, reliable and authentic.

Applications are normally assessed within two weeks of receipt, and students are advised of the outcome in writing. Where credit is not granted, reasons will be provided. If an application does not contain sufficient evidence, the student will be advised of the additional information required and may resubmit their application.

There is no fee to apply for RPL or Credit Transfer, and students are not required to pay the subject fee for subjects/units for which credit is granted.

Credit granted through RPL or Credit Transfer does not receive a grade and is not included in the calculation of a student's grade point average (GPA).

International Students

Where RPL or Credit Transfer reduces an international student's course duration, the Institute will advise the student of the revised duration and issue an updated Confirmation of Enrolment (CoE). Where credit is granted after the student's visa has been issued, the change in course duration will also be reported in PRISMS.

Appealing a Decision

Students may appeal a decision about the granting of RPL or Credit Transfer where they believe the decision is inconsistent with the Institute's policy. Appeals are managed through the Institute's Academic Complaints and Appeals process.