



## **Recognition of Prior Learning Policy and Procedure**

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### Modification history

Date	Modification	Person responsible
03/01/12	New policy	Dr Ian Whyte
29/11/2012	Addition of the Changes to the Policy section approved by Academic Board	Academic Board – edit IW
29/11/2012	Changes recommended by the RPL Review Panel approved by Academic Board 29/11/12	Academic Board – edit IW
7/01/2014	Change title of Grievance Policy as recommended by TEQSA 19/12/2013	Dr Ian Whyte and Gerald Lipman
25/1/2016	Minor change of titles	Dr George Brown
15/3/2016	Addition of words (8 subjects) in respect of number of subject required to complete a degree. This was approved at May31, 2013 AB meeting	Dr Ian Whyte
17/11/16	Change to number of weeks for submission of RPL after commencement of semester	Approved by AB 17/11/16 Dr Ian Whyte
9/1/2017	Changes re specified and unspecified credit	Approved by Academic Board 29/8/2013 – edit Ian Whyte
10/6/2017	Addition of sections relating to postgraduate awards	Approved by Academic Board 22/6/17 Dr Ian Whyte – Added to public policy document following TEQSA accreditation of Masters in May 2018
Jan 2020	Changes to position titles	Dr George Brown
March 2021	Unspecified credit inclusion in Masters program	Academic Board March 2021

### Definitions

“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.

## Preamble

It is the policy of the International College of Hotel Management to recognise prior learning by granting credit towards the requirements of ICHM award programs. The prior learning may be from:

- a recognised higher education provider
- a TAFE or other Vocational Education Training (VET) provider
- a professional body, enterprise, 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 credit for prior learning and institutions may apply to ICHM to establish formal credit transfer arrangements for their programs. Institutional level credit transfer is specifically addressed in a later section of this policy.

## Policy – for individuals seeking RPL

Credit for prior learning is granted only where the prior study or experience is assessed as equivalent in content and level to the subject for which credit is being sought.

Credit 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.

Credit decisions should preserve the broad integrity and the intended Graduate Qualities profile of the ICHM degree programs.

Credit 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.

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 credit may be provided to future students on request. However, a final decision on credit must be formally documented by the Principal.

Eligibility for credit 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 Principal 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 Principal 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 credit, the applicant may be allowed to undertake an assessment process, which may be written. Authority to make this decision resides with the Principal.

Where the granting of credit causes timetable clashes or unacceptable study combinations, ICHM is under no obligation to make individual arrangements for the student.

In exceptional cases, the Principal may approve credit 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 the 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 credit allowed is determined by the requirement that a student must complete at least the equivalent of one year of full time study (8 academic subjects) in the ICHM undergraduate award program from which they are intending to graduate.
- Unspecified credit can be given for a maximum of 6 electives in the 3-year Bachelor of Business (Hospitality Management) and a maximum of 9 electives in the 4-year Bachelor of International Hotel Management (Swiss Hotel Association). Within this maximum, Unspecified credit can be given for a maximum of 2 electives in the 3-year Bachelor of Business (Hospitality Management) for study at an equivalent academic level from other ASCED fields of education not listed at the end of this policy, or their international equivalent

### Postgraduate programs

The maximum amount of credit 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:

- Two academic subjects in the Graduate Certificate in International Hotel Management
- Four academic subjects in the Graduate Diploma in International Hotel Management
- Six academic subjects in the Master of International Hotel Management (Swiss Hotel Association)
- 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 and Research is not included in the above calculations however credit can be sought by students who have successfully completed equivalent subject learning outcomes and associated assessment. The Principal may grant exemption for the Completion of Hours and Industry Report assessment components for those students who have relevant industry experience.

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 advanced standing in four academic subjects.

Students who have reached the maximum amount of credit allowed can seek approval from the Principal to substitute core academic subjects with electives from the same or higher award.

## Procedures for individuals seeking RPL

Students who intend to claim credit for prior learning must indicate such on the Application Form, complete an Application for Course Credit form and provide original or certified copies of documentary evidence supporting the application.

Applications for credit may be lodged at any time prior to enrolment. Applications will not normally be accepted after the end of the third week from the commencement of the Degree program.

Applications must be lodged with the Principal through the Admissions Office.

Assessment of an application may require the applicant to supply further evidence and this may take a number of forms:

- Documentation
- Interview
- Oral or written assessment.

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

Following the assessment, the student will receive a letter informing them of the outcome of their application.

If credit for 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.

### **Authority to approve credit**

Applications for credit are considered and approved by the ICHM Principal or Program Director, Academic. The Principal or Program Director, Academic 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 credit. However, the Principal or Program Director Academic must be consulted whenever academic judgment 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 recognized through a formal credit transfer agreement.

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

##### Application and assessment

The institution must submit the application and supporting documentation to the Principal of ICHM.

When an application to grant credit for prior learning is being considered, the primary consideration is whether the prior learning is equivalent in content and level to the program/subject/s for which credit is being sought. The following factors will be 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 will contain 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 given 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 this policy should do so in writing to the Principal under the Academic Grievance Policy.

## **Changes to the Policy**

The Academic Board must approve any change to this Recognition of Prior Learning Policy and Procedure.

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

Broad and Narrow fields where Unspecified Credit be give 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 Behavioral 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