

Recognition of Prior Learning Policy (GC)



Queensland Institute of Business Technology Pty Ltd
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Document

Document Name	Recognition of Prior Learning Policy (GC)
Brief Description	This Policy details the granting of credit for courses of study at Griffith College. This can also be termed Recognition of Prior Learning (RPL) contributing towards satisfaction of requirements of an award at Griffith College. This Policy does not apply to non-award studies.
Responsibility	Academic Director
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Authorising Body	Management Committee

Version Control

Date	Version No.	Summary of Changes	Reviewer Name and Department/Office
09/02/2018	10	Policy changes prior to December 2019 are found on H drive.	Academic Director
22/08/2022	11	Updated wording and links to online forms; RASCI table added; legislation updated	Academic Director

Related Documents

Name	Location
Student Complaints and Appeals Policy	Policy HUB
Credit Transfer Application	Online Forms
Griffith University's Credit and Recognition of Prior Learning Policy	PDF
Griffith University's Credit and Recognition of Prior Learning Procedure	PDF
Griffith University's Credit and Recognition of Prior Learning (RPL) Assessment Matrix	PDF
Griffith University's Student Complaints Policy	PDF

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1 Purpose and Scope

1.1 Introduction

This Recognition of Prior Learning Policy sets out the approach of Griffith College relating to the granting of credit for courses of study at Griffith College.

1.2 Purpose

The purpose of this Policy is to set out the details of granting credit for courses of study at Griffith College. This can also be termed Recognition of Prior Learning (RPL) contributing towards satisfaction of requirements of an award at Griffith College. This policy does not apply to non-award studies.

1.3 Scope

This Policy has been prepared in accordance with Griffith College's [Student Complaints and Appeals Policy](#) and [Griffith University's Credit Policy](#) and [Griffith University's Student Complaints Policy](#).

2 Policy Statement

2.1 Definitions

Within this policy, prior learning refers to:

- formal study undertaken in recognised institutions in Australia, including universities, colleges, TAFE colleges and other post-secondary education institutions.
- formal study undertaken in overseas institutions recognised to the extent to which they are considered to be equivalent to particular types of Australian institutions;
- formal study undertaken within Griffith College, in cases where a student chooses to articulate into another program at Griffith College

And may extend under certain conditions to:

- programs provided by recognised professional bodies, employers and other authorities, where appropriate certification is available; and
- demonstrable expertise and relevant experience.

Credit transfer is the term applied to all cases involving the granting of credit for prior learning.

2.2 Principles and Aims

Griffith College will maintain the integrity of its programs and protect the academic standards and reputation of its awards. Credit for prior learning will be granted only within the constraints of this principle.

The aim of the recognition of prior learning policy is to:

- Assist students to progress through award programs with maximum efficiency by recognising that students may attain the objectives of components of a program by means other than formal study and assessment in the program;
- Facilitate the movement of students between institutions and between programs of various types and levels; and
- Assist in the efficient use of educational resources.

2.3 Admission

Admission to the College is based on Academic and English entry requirements as published in the College's Student Guides and on the [website](#).

Applicants will only be granted credit towards the award program at the College once they have gained admission to the relevant program of study. Applicants may also seek specific advice from the College prior to admission in relation to possible credit transfer.

2.4 Type of Credit

2.4.1 Internal - credit awarded on articulation between Griffith College programs

Students may be awarded credit for certain courses which are common to more than one Griffith College program when they move from one program to another or where transition arrangements have been approved by Griffith University for courses being replaced as part of program reviews.

2.4.2 External - credit awarded on articulation into a Griffith College program

2.4.2.1 Foundation level programs

Applicants, or students of the College, may be awarded credit, on the basis of competency, towards Foundation level programs where the credit granted relates to the specific courses or components in a program, exempting students from those courses or components, and awarding the appropriate credit points in their place. Credit may be given where applicants have met the objectives, attained the knowledge or developed the skills required by particular courses or program components.

2.4.2.2 Diploma level programs

Applicants, or students of the College, may be awarded 'specified credit' towards Diploma level programs where the credit granted relates to the specific courses or components in a program, exempting students from those courses or components, and awarding the appropriate credit points in their place. Specified credit may be given where applicants have met the objectives, attained the knowledge or developed the skills required by particular course or program components.

2.4.2.3 Associate Degree level programs

Applicants, or students of the College, may be awarded 'specified credit' towards Associate Degree level programs where the credit granted relates to the specific courses or components in a program, exempting students from those courses or components, and awarding the appropriate credit in their place. Specified and unspecified credit may be awarded where applicants have met the objectives, attained the knowledge or developed the skills required by particular course or program components.

2.4.3 External - credit awarded on articulation out of Griffith College programs

Griffith College works in partnership with Griffith University. When students successfully complete their Griffith College Diploma or Associate Degree program, subject to specific entrance requirements, they are generally offered advanced standing into the second or third year of the relevant Griffith degree program. Where exceptions exist, they should be discussed with an Academic Advisor.

Griffith College also has articulation agreements with other Queensland higher education institutions to enable students, unsuccessful in meeting Griffith University entry requirements, an opportunity to continue their higher education studies by receiving advanced standing into specified programs with relevant credit.

2.5 Amount of Credit

To ensure the integrity of the College awards, applicants, or students of the College, may be awarded credit for a maximum of half (50%) of the courses to be undertaken within a program of study offered at the College.

This limit for credit does not apply to applicants undertaking formalised reverse articulation arrangements from Griffith University.

2.6 Time Limit on Credit

Credit will not normally be granted for studies (or other demonstrated learning achievement) that have been completed more than ten years prior to the time of application for credit.

A shorter time limit may be applied where there is concern about the currency of the applicant's knowledge or skills, and/or where professional accreditation requirements limit the granting of credit. The shorter time limit may apply to all applications for credit in a particular program or to a specific student application.

Exceptions to the ten-year time limit may be approved for certain articulation agreements or for individual cases. In considering cases for credit for studies completed more than ten years earlier, experience gained since study may contribute to the currency of knowledge or skills taken into account.

2.7 Application for Credit

Griffith College strongly encourages students to apply for credit at least one (1) month prior to the commencement of their studies. After students arrive at the College and before they enrol, they will be required to attend an interview with an Advisor or Administration Officer to obtain advice on their progression.

Students applying for credit towards Associate Degree, Diploma and Foundation level programs, after they enrol, must meet with an Advisor or Student & Academic Services Officer when they submit their applications. All applications must be submitted in the students first Trimester of study using the [Credit Transfer Application](#) form by the:

- end of week 1 for first Trimester courses;
- end of week 8 for second Trimester courses.

Students should refer to their Program Guide available on the Griffith College digital campus for information on the courses within their program.

The [Credit Transfer Application](#) [Diploma and Associate Degree level studies] or the Recognition of Prior Learning Application [Foundation level studies] must be accompanied by a certified official academic record [e.g. Academic Transcript, Statement of Attainment, or Statement of Results] except in the case of previous study at the College, and must include detailed course outlines or other documentation giving sufficient details (except in the case of previous study at the College or Griffith University), including content, assessment schedule and duration, of the studies completed to enable assessment of the application.

Where credit is being sought for prior learning on the basis of programs completed with recognised professional bodies, employers and other authorities, or for demonstrable expertise and relevant experience, appropriate certified samples of work must be submitted. Supporting documentation may include references, samples of work, project briefs, reports, publications, employment history and employment position descriptions.

2.8 Assessment and Approval of Credit

In order to obtain recognition of prior learning applicants must have gained knowledge and skills which help them to meet the learning outcomes and assessment criteria of the qualification for which they are seeking credit.

It should be noted that credit may not be awarded for grades where the marks obtained are below 50%.

Griffith College will notify students in writing of the outcome of their credit application where possible prior to commencement of the Trimester.

2.9 Foundation level program

The relevant Program Convenor (Foundation) will be responsible for determining the credit to be granted, within the provisions of this policy, in response to applications for credit from students enrolled in the Foundation programs within Griffith College. The Program Convenor (Foundation) may seek the advice of the relevant College Course Coordinator for the purpose of advising on credit.

2.10 Diploma or Associate Degree level programs

With the exception of applications for credit for the Academic and Professional Skills Development courses (including 1201QBT, 1020QBT, and 1020GCH), and Diploma of Educational Studies Senior Secondary pre-requisite courses all Credit Transfer Applications for Diploma or Associate Degree level studies will be sent to Griffith University for assessment.

The Griffith University Credit Transfer Officer will be responsible for determining the credit to be granted, within the provisions of the University's Policy, in response to applications for credit from students enrolled in Diploma or Associate Degree programs at Griffith College. The Griffith University Credit Transfer Officer may seek the advice of the Griffith University Program Convenor or Head of School/Department for the purpose of advising on credit.

Credit assessments for the Academic & Professional Skills Development courses (including 1201QBT, 1020QBT, and 1020GCH), and Diploma of Educational Studies Senior Secondary pre-requisite courses will be undertaken by the Griffith College Academic Director, (or delegate).

For the purposes of internal credit transfer between Diploma awards and Associate Degree awards, 1201QBT Academic & Professional Skills Development, 1020QBT Academic & Professional Skills Development for Science & Technology and 1020GCH Academic & Professional Skills Development for Science & Technology, will be considered equivalent.

2.11 Appeals

2.11.1 Foundation level program

Students who apply for credit towards the Foundation program who are dissatisfied with the outcome of their credit application may appeal the decision. Such a review request must be lodged in accordance with the Griffith College [Student Complaints and Appeals Policy](#).

2.11.2 Diploma and Associate Degree level programs

Applicants who are dissatisfied with the outcome of a credit application may request a review of the decision. Such a review request must be accompanied by a full statement indicating the basis for the review.

A request for a review of a credit decision is lodged, via Griffith College Student and Academic Services, with the Griffith University Credit Transfer Office who will review the initial decision in terms of the [Griffith University's Credit Policy](#). Where the basis of the review request relates to the academic judgement of the equivalence of prior study or experience to a program or course, the Griffith University Credit Transfer Officer will refer the credit review request, together with supporting information and advice, to the Program Convenor who makes a recommendation to the relevant University Dean.

A student who is dissatisfied with the outcome of a review of a credit decision may appeal to the Griffith University Appeals Committee under the provisions of Griffith University's [Student Complaints Policy](#)

2.12 Reporting of Approved Credit

Griffith College is obliged, under section 32 of the [ESOS Act \(2000\)](#), to notify Department of Home Affairs (HA) if an overseas student has been or will be granted credit towards a Foundation, Diploma or Associate Degree level program offered by the College which leads to a shortening of the student's program of study.

2.13 Credit Approved before Visa Granted

Under section 32 of the [ESOS Act \(2000\)](#), Griffith College is obliged to notify HA of the reduced program duration in the eCoE issued to an overseas student who has been awarded credit towards their intended program of study.

2.14 Credit Approved after Visa Granted

Under sections 32 and 19 of the [ESOS Act \(2000\)](#), Griffith College is obliged to notify HA of the change of program duration via PRISMS, if an overseas student has been awarded credit towards their intended program of study.

3 Responsibilities

Responsibility	CDP	SASM	AD	DSAS	PC	AB	AM	DMA	All
Maintain currency of policy	A		R	C		I			I
Ensure access to RPL application process is provided to all future students on its website and through Student Guides			S					R	
Process the RPL application and notify students of outcome (at admission stage)	A		I		C		R	R	
Facilitate students to have the credit decision reviewed with GU Credit Office	A	R	C	I	S	I			
Update LOO/PRISMS with Credit approved and duration of study where required	A	R		I			R		
Ensure students transitioning from older programs to new are awarded Credit in line with Section 2.4.1			S		R				I
<p>CDP = College Director & Principal, SASM = Manager Student & Academic Services, AD = Academic Director, DSAS = Director, Student & Academic Services, DMA = Director, Marketing & Admissions, AB = Academic Board, All = Staff, PC = Program Convenor, AM = Admissions Manager</p> <p>R = Responsible, A = Accountable, S = Supporting, C = Consulting, I = Informed</p>									

4 Compliance

4.1 General

The Academic Director will ensure staff are informed about this Policy through staff meetings and communications.

Students will be made aware of this Policy through the College website, digital campus, and/or through communication with the Student and Academic Services team.

4.2 Relevant Legislation

ESOS Act (2000)

Higher Education Standards Framework (Threshold Standards) 2021 Standard 1.2 Credit and Recognition of Prior Learning

Higher Education Support Act 2003

National Code of Practice for Providers of Education and Training to Overseas Students 2018 - Standard 2.3

4.3 Review

This Policy is tested and reviewed at least every 24 months and when at the time of any changes to the regulatory compliance requirements, legislation, regulation and guidelines. This review process aims to ensure alignment to appropriate strategic direction of Griffith College and continued relevance to Navitas' current and planned operations.

4.4 Records Management

All records in relation to this document will be managed as follows:

Record type	Owner	Location	Retention	Disposal
Policy	Academic Director	Policy Hub	Permanently with control in place for revisions	Policy Hub archive