

RECOGNITION OF PRIOR LEARNING (RPL) PROCEDURE

Policy Category	Procedure		
Review	3 years from the date of approval		
Policy Code	AP016		
Contacts	policy@imc.edu.au		
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1. PURPOSE

Admission processes at the Australian National Institute of Management and Commerce (IMC) include explicit recognition of a student’s completed prior learning. This is known in higher education as Recognition of Prior Learning (RPL). There are significant advantages in acknowledging prior learning, including a more tailored and relevant course of study, elimination of duplication of learning, enabling diversity and facilitation of credit transfers between educational institutions.

IMC’s RPL Policy complies with the requirements of the Tertiary Education Quality and Standards Agency (TEQSA), the Higher Education Standards Framework (2021) and the Australian Qualifications Framework (AQF) (2013).

The purpose of the RPL Procedure is to outline the procedure for the equitable, transparent and evidence-driven determination of the appropriate amount of RPL credit for each student.

2. PROCEDURES FOR GRANTING CREDIT

- 2.1** The assessment of prior learning is based on an evaluation of the evidence presented, using the following criteria:

Validity --- the prior learning matches both the qualification type and AQF level of the discipline learning outcomes for the relevant course. The applicant’s standard of achievement in the prior learning is consistent with the qualification AQF level and type specified for the course.

Authenticity – the prior learning has been undertaken by the applicant and the standard of achievement in the prior learning is based on the applicant’s own work.

Currency – the prior learning has been achieved within the specified time limit for credit.

Volume --- the evidence of prior learning is sufficient to reliably verify the learning outcomes achieved are at the appropriate standard. In recognising prior learning consideration needs to be given to whether the volume of learning is sufficient in the context of the discipline for the AQF level and qualification type, as well as whether there is a sufficient portion of qualification components at the AQF level.

- 2.2** Prospective students who wish to apply for RPL must indicate this intent on the Student Application Form, and also complete the *Recognition of Prior Learning Form*. These forms must be completed in full and then be submitted to the Admissions Office with the following supporting documents:

- A certified copy of the academic transcript or completion letter or equivalent. While students may submit electronic copies of supporting documents to facilitate enrolment, credit for RPL cannot be granted without sighting original documents or certified copies.
- A detailed, official unit outline for each unit in which credit is sought. The outline must show the:
 - unit details (institution details, unit name and number);
 - semester/year of study;
 - contact hours per week;
 - expected learning outcomes
 - coverage of the unit, topics discussed each week;
 - assessment structure; and
 - reference and reading materials including textbooks.

Note: a unit outline is not required for an RPL application for a unit of the same name at the same AQF level if the unit is accredited by a professional body or a statutory body as meeting that professional body's required learning outcomes.

- 2.3** Where an applicant seeks credit for prior learning for a course or unit completed at the Institute to meet the requirements of another Institute course, the Admissions Office may process the application without the supporting documents specified in 2.2.
- 2.4** Where considered necessary, an interview with the student will be conducted by the relevant Dean of the School in which the student is enrolled or his/her delegate to clarify aspects of prior learning.
- 2.5** Supporting documents and evidence of studies taken overseas in a language other than English must be accompanied by a translation from a National Accreditation Authority for Translators and Interpreters (NAATI) qualified person or agency. Such person or agency must be accredited to at least 'translator' status. All translated documents must display the official NAATI stamp. This requirement applies to applicants at offshore campuses, including those where courses are delivered in a language other than English, as well as to those within Australia.
- 2.6** The Admissions Office shall make a preliminary assessment of all RPL applications to determine if applications meet the stated requirements before submitting them to the Academic Assessor who is delegated by the Dean of School to give final approval. The Academic Assessor will be a senior academic staff member with discipline-specific knowledge to enable them to make an informed decision.
- 2.7** Prospective students shall be informed of the results of their RPL applications in the Offer Letter and where necessary fees adjusted accordingly. Students will also be notified in writing of the outcome of their RPL application within three weeks of formally lodging the application. Any conditions of the RPL approval shall be stated in the Offer Letter. In the case of international students, a Confirmation of Enrolment shall be issued subject to the consideration and approval of any RPL application.
- 2.8** Any credit granted for RPL shall be recorded in the student data system as part of the applicant's study progression. Records of Results documentation will show credit granted through RPL.
- 2.9** Where an error has been made in assessing an application or where the documentation provided by the applicant is incomplete, misleading, false or invalid, the Institute reserves the right to withdraw credit.
- 2.10** Awarding of credit for prior learning greater than one-half of a course must comply with *AP052 Recognition of Prior Learning Exceeding 50% of a Course Policy*. Otherwise, the maximum credit allowed is one-half of the course.

3. RELATED DOCUMENTS

Recognition of Prior Learning Form

AP034 Student Selection and Admissions Policy

AP034P Student Selection and Admission Procedure

AP016 Recognition of Prior Learning (RPL) Policy

AP052 Recognition of Prior Learning Exceeding 50% of a Course Policy

4. VERSION CONTROL

Historical Version	Approved by	Approval Date
Nil		