

Credit Transfer and Recognition of Prior Learning (RPL) Policy

Policy Number	Draft 7
Approving Authority	Academic Board
Date Implemented	17 July 2019
Current Version	17 July 2019
Date of Review	January 2022
Contact Officer	Executive Director Conservatoire, Executive Director Partnerships and Pathways
Related Policies, Procedures and Documents	NIDA Student Charter NIDA Code of Conduct Grievances, Complaints, Misconduct and Appeals Policy Grievances, Complaints, Misconduct and Appeals Procedure – Academic Student Handbook Admissions Policy Assessment Policy and Procedure Application for Course Credit Relevant Course Regulations Relevant Course and subject outlines

1. DEFINITIONS

Term	Definition
Accredited Course	A course that is recognised under the Australian Quality Framework (AQF) and is registered with one of the two main regulatory agencies, being TEQSA (Tertiary Education Quality Standards Authority) for Higher Education and ASQA (Australian Skills Quality Authority) for Vocational courses. An accredited course is one that leads to the conferral of a degree or the award of a certificate or diploma.

Assessment	A systematic process for evaluating student learning. It includes design, development and implementation of tasks and the evaluation and recording of student's performance against the set criteria.
Australian Qualifications Framework (AQF)	The AQF is the national policy for regulated qualifications in the Australian education and training system. http://www.aqf.edu.au/aqf/what-is-the-aqf/
Credit	The value assigned for the recognition of equivalence in learning outcomes between different types of learning and/or courses. Credit reduces the amount of learning required to achieve a higher education degree.
Credit Transfer	A process that provides students with agreed and consistent credit outcomes for components of a higher education degree based on identified equivalence in learning outcomes between comparable higher education degrees.
Documentary Evidence	Certified transcripts, portfolios, references, work statements, photographs, Curriculum Vitae, referees
Formal learning	The attainment of formal competencies or qualifications achieved through study at an accredited education provider within the Australian Qualification Framework
Recognition of Prior Learning	The assessment process that involves assessment of an individual's relevant prior learning (including formal, informal and non-formal learning) to determine the credit outcomes of an individual application for credit.
Student	An individual who has enrolled in an accredited course.

1. SCOPE OF POLICY

This policy applies to:

- all students seeking to gain credit for previous studies and/or non-formal learning experiences for an accredited course at NIDA.
- all NIDA staff responsible for assessing and processing applications for credit for previous studies and/or non-formal learning experiences for accredited course at NIDA.

2.1 Responsibilities

This policy and procedure has rights and responsibilities as follows:

The Head of Student Engagement Learning and Quality Assurance is responsible for ensuring accessibility of this policy by staff and students.

The Executive Director Conservatoire, and the Executive Director Partnerships and Pathways is responsible for the implementation of this policy.

2. PURPOSE

The purpose of this policy is to outline the conditions applied to credit transfer and the recognition of prior learning (RPL).

3. PRINCIPLES

The principles underlying the assessment of credit transfer/recognition of prior Learning (RPL) applications are that the policy and procedures are:

- aligned to the Higher Education Standards Framework and the Vocational Standards for designed to maintain the integrity and reputation of NIDA's accredited courses and support the collaborative nature of NIDA's conservatoire training model.
- consistent, equitable, transparent and accountable.
- Based on processes of comparable standard and integrity to those used to assess the relevant subject
- RTOs.

4. POLICY

NIDA is committed to maintaining the integrity and reputation of its higher education degree courses and vocational qualifications whilst also seeking to recognise the value of previous learning experiences, both formal and informal in relation to course work requirements for accredited courses at NIDA.

5.1 NIDA may grant credit for:

- formal study undertaken in recognised education institutions in Australia, including universities, colleges, TAFE and other post-secondary education institutions and for study at recognised overseas institutions.
- credentialed courses provided by recognised professional bodies, employers and other authorities, where appropriate certification is available.
- prior learning, where such learning can be sufficiently evidenced .

5.2 To support NIDA's commitment to integrity of assessment and standards and the principles of recognizing prior learning NIDA applies the following criteria when assessing an application for Credit Transfer for Higher Education courses:

- The granting of credit is subject to the admission of the applicant.
- Any credit is applied subject to the Course Regulations for the course in which the student is enrolled.
- Credit granted must align with the governing rules of progression.
- The maximum amount of credit will be 120 credit points for an undergraduate course, and 60 credit points for a graduate course.
- Credit will not normally be granted for study or other demonstrated learning achievements that have been completed more than ten years prior to the time of application for credit.
- When credit is granted for prior study, the grades achieved in the prior study are not included in the NIDA academic transcript and are not included in any calculation of grade aggregates.

- Credit will not be granted for undergraduate units if the application is for a Master by course work degree.
- Professional experience, professional development activities or training and other experience, through work or life, may be taken into account in the granting of RPL credit, provided that the learning can be documented and the applicant can demonstrate the standards and outcomes they achieved from participating in these activities is comparable to the standards and learning outcomes in the subject in which they are seeking credit. The applicant must provide appropriate evidence that demonstrates the relevant skills, knowledge and understanding.
- Credit granted as a result of an application process is course specific and may not be applied to another NIDA course should a student alter their enrolment.
- NIDA reserves the right to withdraw credit where an error has been made in assessing an application or where the documentation provided by the applicant was incomplete, misleading or invalid.
- NIDA considers the collaborative nature of conservatoire training and no credit will be granted if the granting of credit/RPL has a negative impact on a student's ability to engage collaboratively or engage with industry.
- Credit transfer for international students will not be granted if it impacts a full time study pattern as this constitutes a breach of visa conditions. International students applying for credit transfer will be advised that the granting of such credit may affect their visa status and or the duration of their visa.

5.3 For vocational courses NIDA recognises AQF vocational qualifications and statements of attainment issued by another Registered Training Organisation (RTO), as well as the skills, knowledge and abilities of employees obtained through work and life experience.

- All candidates are offered the opportunity to have their existing skills, knowledge and abilities recognised.
- All candidates must be made fully aware of the requirements for Recognition of Prior Learning.
- Recognition of Prior Learning is a form of assessment.
- Only NIDA appointed qualified Assessors are able to conduct assessments and make assessment decisions.
- Outcomes of assessment are confidential between the Assessor, the candidate, and the VET Manager.

5.4 Implementation

Credit transfer applications will be managed in a timely manner but determinations and assessment time frames depend on the quality and quantity of supporting evidence supplied by a student.

5.5 Support and Advice

Support and advice with regards to applications is available from Student Engagement Learning and Quality Assurance for degree courses and from the Vocational Department for Vocational courses.

5.6 Appeals

Students have the right to appeal a Credit Transfer or Recognition of Prior Learning decision by following the Grievance, Complaints, Misconduct and Appeals Policy and Procedure – Academic matters.

5.7 Fees

NIDA reserves the right to levy fees and charges in relation to the administrative costs for assessing credit requests based on professional experience. Fees are listed in the NIDA fee schedule.

5. CHANGE HISTORY

Date	Change Description	Reason for Change	Author	Version
23/10/2018	Addition of credit linked to Quality Assurance review progression rules of all P&P Addition of the information regarding the right to appeal Addition of assessment process criteria Information about international students and credit transfer constraints		Learning and Teaching	23/10/18

6. CONSULTATION/BENCHMARKING

Benchmarked against policies and practice from a number of higher education providers and other sources

Relevant policy documents from the following are gratefully acknowledged:

- Australian Film, Television and Radio School (AFTRS)
- Edith Cowan University Western Australian Academy of Performing Arts (WAAAPA)
- University of New South Wales (UNSW)

Consultation: NIDA academic and administrative staff and NIDA students

Legislation and Regulatory Frameworks	HE Threshold Standards 2015
	HE Support Act 2003
	Education Services for Overseas Students (ESOS) Act 2000
	National Code 2108
	Privacy and Personal Information Protection Act 1998
	Disability Discrimination Act 1992
	Disability Standards for Education 2005
	Standards for RTOs 2015 ASQA
	General Directions