CREDIT & RECOGNITION OF PRIOR LEARNING PROCEDURE

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Parent Policy	Recognition of Prior Learning Policy
Approving Authority	Director, Learning and Innovation
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Next Review Date	1 October 2029
Responsible Officer	Director, Learning and Innovation
Contact Officer	Director, Learning and Innovation

1. PURPOSE

1.1 This procedure outlines the process for applying, assessing, approving, and recording applications for Recognition of Prior Learning at NIDA.

2. SCOPE

2.1 This procedure applies to:

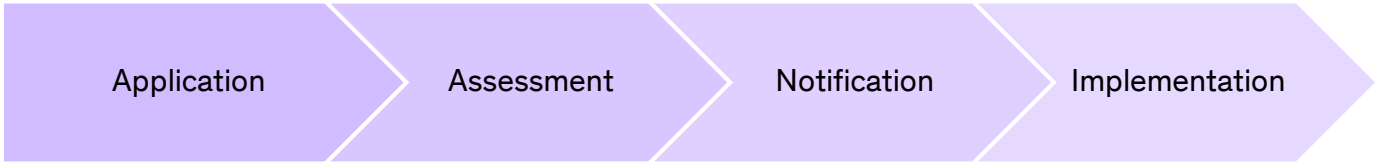
(a) Students enrolled in the following accredited courses:

UNDERGRADUATE COURSES (BFAS)	POSTGRADUATE COURSES (MFAS)	VOCATIONAL COURSES
☒	☒	☒

(b) staff responsible for receiving, assessing and administering applications for recognition of prior learning.

3. PROCEDURAL STATEMENTS

An application for recognition of prior learning has the following stages:



Application

3.1 Before applying, students should review the relevant Subject Outline (Higher Education courses) or Student Handbook (Vocational Education courses) to understand the learning outcomes and requirements of the subject or unit of competency for which they are seeking recognition of prior learning. Students can request these from the relevant Course Leader.

3.2 Students seeking recognition of prior learning must submit a Recognition of Prior Learning Application Form. The application requires students to explain how their previous learning meets the learning outcomes of the subject or unit of competency for which recognition is sought. Incomplete applications will not be assessed.

3.3 If a student is unable to complete the online form, they should contact Student Services. Student Services will work with the student on an appropriate format for submission of required information.

3.4 Applications should normally be submitted more than 10 working days before the commencement of the subject/s, or unit/s of competency for which recognition is being sought. Applications may be accepted outside of this timeframe provided NIDA has at least 5 working days ahead of the relevant census date to assess the application. Applications will not be accepted after the census dates for relevant subject(s) or units of competency has passed.

3.5 Evidence of prior learning must be submitted with the application. Where documents are issued in a language other than English, students may be required to provide an authorised English translation. Evidence may include:

(c) Formal learning (study completed at a recognised provider, such as a higher education provider, registered training organisation or recognised overseas institution):

- A certified copy or (sighting of the original document) of an academic transcript
- Subject outline for relevant subject/s. The subject outline must detail the learning outcomes, content, credit points, contact hours, and assessment tasks.
- Excerpts of relevant assessment tasks completed, if requested by the assessor.

(d) Non-formal learning (professional development or other study):

- Certification confirming completion of study.
- Professional development records
- Workshop or short course documentation.
- An outline of the course or training completed.

(e) Informal learning (work or life experience):

- A detailed resume or curriculum vitae (CV)
- Statements from an employer confirming the employment period, position, role and achievements. The statement must be on employer letter-head and signed and dated by the employer.
- Samples of work such as reports or publications.
- A portfolio of creative work/outcomes.

3.6 Vocational education students seeking credit transfer must provide:

(a) A qualification certificate or transcript.

(b) A statement of attainment

(c) Their Unique Student Identifier (USI transcript).

3.7 Work experience may include paid employment, volunteer work, or project work. If a student is applying for recognition of prior learning based on work experience, they will need to provide details of dates, timeframes, organisations and locations of the learning. Evidence provided should include:

(a) The student's role and responsibilities;

(b) How knowledge was applied;

(c) Decisions made;

(d) Outcomes achieved.

3.8 Student Services receives applications submitted to education@nida.edu.au and reviews them for completeness. If further information is required, Student Services emails the student to request the information. Applications will not proceed until all required information has been provided.

3.9 Once an application is complete, Student Services:

(a) files the application and any correspondence with the student in the student's folder on Content Manager

(b) liaises with the Director, Learning and Innovation (for higher education courses) or Head of Vocational Education and Training (for vocational education courses) to determine the appropriate assessor.

(c) emails the application and supporting evidence to the assessor.

3.10 If a student wishes to withdraw an application of recognition for prior learning after submission they should email Student Services (education@nida.edu.au).

Assessment

3.11 Staff involved in assessing recognition of prior learning applications must disclose any actual, potential or perceived conflict of interest to the Director, Learning and Innovation (Higher Education courses) or the Head of Vocational Education and Training (Vocational Education and Training courses). Where a conflict of interest exists, an alternative assessor will be appointed.

3.12 The assessor reviews the application. This may include:

(a) Consultation with the relevant Course Leader.

(b) Undertaking further desktop research.

(c) Emailing the student to request further information where required.

(d) Requesting an interview with the student.

(e) Requesting the student to demonstrate competence through a practical demonstration or completion of an assessment activity.

3.13 Recognition for prior learning is assessed having regard to:

(a) The Course Regulations of the course the student is enrolled in, including the course learning outcomes, subjects or units of competency required, and rules of progression.

(b) The collaborative, relational, practice-based and industry-engaged learning environment of NIDA.

(c) The nature of the prior learning, ensuring it is relevant, appropriate and current.

(d) Equivalency of the prior learning to NIDA's learning outcomes, content, workload and assessment methodology.

3.14 The assessor uses an evaluation matrix to assess the evidence provided against the learning outcomes of the relevant subject or unit of competency and determines whether recognition of prior learning should be granted.

3.15 The assessor writes a letter for the student confirming:

(a) The outcome

(b) Any credit or exemptions granted.

(c) The reasons for the decision

(d) Available appeal options.

3.16 The Director, Learning and Innovation (for higher education courses), or Head of Vocational Education and Training (for vocational education courses) approves the letter where assessment was delegated.

Notification

3.17 An outcome will be communicated to students typically within 10 working days of receipt of a complete application. However, the timeframe may vary subject to the quality of the evidence provided, complexity of the application, and timing of the relevant census date. Any delays in processing the application will be communicated via email to the student by the assessor.

3.18 The assessor emails the student, relevant Course Leader and Course Coordinator, and Student Services (education@nida.edu.au). The email will contain:

(a) The letter confirming the outcome and rationale.

(b) The evaluation matrix used to assess the application.

Implementation

3.19 Student Services files the email and supporting documentation in the student's folder on Content Manager and adds the detail of the application and outcome to the Recognition of Prior Learning Register.

3.20 If credit has been approved Student Services:

(a) reflects the awarding of credit in Paradigm against the relevant subject or unit of competency.

(b) Updates the student's enrolment accordingly.

(c) Updates and reissues the fee statement for the term or semester for the student.

3.21 If a student is an international student, Student Services emails the Head of Student Services and Operations. Where the credit awarded changes the students course duration, the Head of Student Services and Operations:

(a) Emails the student to advise them that the recognition of prior learning has changed the duration of their study and that this will be reported to the government and will impact their student visa.

(b) Reports the change of duration in PRISMS and issues a new electronic Confirmation of Enrolment (eCOE).

(c) The student is responsible for contacting the Department of Home affairs in relation to their student visa.

3.22 The Course Leader and Course Coordinator note the recognition of prior learning granted and consider and action changes to timetables and collaborative assessments accordingly.

3.23 Where NIDA withdraws approved recognition of prior learning due to misleading, false or fraudulent documents, the student will be notified by email, and advised of the implications for their enrolment and access to relevant appeal processes.

4. DEFINITIONS

TERM	DEFINITION
Assessor	The staff member responsible for evaluating a recognition of prior learning application and making a recommendation or decision regarding the outcome.
Credit	Credit is the value assigned for the recognition of equivalence in content and learning outcomes between different types of learning and/or qualifications. Credit reduces the amount of learning required to achieve a qualification.
Formal learning	Learning gained through study at a recognised education or training provider.
Higher Education Course	A Bachelor or Masters qualification.
Informal learning	Learning gained through work, professional practice and life experience.
Non-formal learning	Learning gained through structured training, workshops or professional development.
Recognition of Prior Learning	Recognition of prior learning is an 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.
Recognised Provider	An education or training provider that is authorised, accredited, registered or otherwise recognised by the relevant government, regulatory or quality assurance authority to deliver accredited qualifications. This includes Australian higher education providers, registered training organisations (RTOs), and comparable overseas institutions.
Subject	A unit of study within a higher education course that has defined learning outcomes, assessment requirements and an assigned credit point value.
Subject Handbook	A document that describes the units of competency and assessment requirements that comprise a vocational education and training course.
Subject Outline	A document that describes a subject, including its learning outcomes, content, assessment requirements, credit point value and any other information relevant to successful completion of the subject.
Unit of Competency	A nationally recognised component of a vocational education and training qualification that has defined competency requirements and assessment criteria and contributes towards completion of the qualification.
Vocational Education and Training course	A Certificate or Diploma qualification.

5. CHANGE HISTORY

DATE	CHANGE DESCRIPTION	REASON FOR CHANGE	AUTHOR	VERSION
1/10/2026	New procedure	Review of policy	Head of Quality and Compliance	1.0