Recognition Policy

1. Introduction

Students at Batchelor Institute of Indigenous Tertiary Education bring with them lifelong learning experiences including formal education, cultural and life experience, work experience and professional development. The Institute is committed to acknowledging this prior learning formally by providing clear study pathways through its recognition strategy. This document must be read in conjunction with relevant policy and procedures documents (Refer section 11: Related documents).

2. Purpose of policy

This policy provides new and current students at the Institute with fair and reasonable recognition of prior learning. This document sets out the basis for assessment of credit available to students, for various types of prior learning, which may contribute towards satisfying the requirements of a nationally recognised or accredited award.

This policy replaces the Recognition of Prior Learning Policy.

3. Application of policy

This policy applies to:
(1) all academic staff and students of the Institute;
(2) all Batchelor Institute student applicants wishing to gain credit, within a Batchelor Institute course, for previous learning.
(3) providers of employer-based programs, professional bodies, employers and private institutions, which work with the Institute, in the recognition of their programs and identification of pathways for future study, for students completing their programs.

4. Definitions

Unless stated otherwise, in this policy:

Advanced Standing: Refer Academic rules (hot link)

Batchelor Institute means Batchelor Institute of Indigenous Tertiary Education

Credit Transfer: Award of credit points for unit(s) completed previously that relate to aspects of a student’s formal training and education, for which they may receive Recognition, and be granted credit in current or future studies.

Credit: means the acknowledgement that a person has satisfied the requirements of a unit or competency either through previous study or through work or life experience.

Exemption: the student has provided evidence that the learning outcomes of the unit have already been met prior to enrolment or the student has been granted a minimum of a pass in an equivalent unit within the Institute or from another tertiary institution

Formal: refers to any nationally recognised or accredited post compulsory education or training completed at a university or Recognised Training Organisation (RTO).

Informal: Refers to learning achieved through significant work, life, or cultural experience which relates to current or future field of study.
**Non-formal:** Refers to any education or training previously completed, which is not recognised under post compulsory national training and education frameworks.

**Prior Experience:** That aspect of a student's informal training and education, and/or work and life experience, for which they may receive RPL, and be granted credit in current or future studies (Relates to non-formal and informal learning).

**Recognition:** see Credit Transfer and RPL.

**Recognition of Current Competency (RCC):** means recognition and acknowledgement, through assessment, a unit or competency held and acquired through prior learning (See Recognition of Prior Learning (RPL), AQTF standards 2007).

**Recognition of Prior Learning (RPL):** means the recognition and acknowledgement, through assessment, of an individual's previously acquired knowledge and skills, whether gained through formal education or other life experiences, regardless of how when or where the learning occurred. This may include, but is not limited to, any combination of formal or informal training and education, work experience or general life experience (refer: AQTF standards 2007).

**Specified Credit:** is credit which is granted for one or more specific courses in a program based on specific content linkages between the two programs.

**Unit:** Refer Academic Rules (hot link)

**Unspecified Credit:** is credit which is granted via credit based arrangements on agreed relative value of awards and/or linkages between qualifications and usually taken as a block of credit points.

5. **Policy statement**

(1) **Principles:**

a. The Recognition process is a valid form of assessment and must be managed according to those assessment principles outlined in the Institute’s Assessment Policy. (Refer: Assessment Policy)

b. The Institute’s recognition of prior learning is based on the principle that, to ensure students build on their prior learning and avoid repetition of subjects or stages of courses completed elsewhere, no student should be required to undertake a subject, unit, module or competency in a course for which they are already able to demonstrate satisfactory achievement of the learning outcomes or performance criteria stated in the accreditation document or training package.

c. The Recognition of a student's prior skills and knowledge will be maximised while at all times maintaining the integrity and standards of the defined learning outcomes, objectives and performance criteria of the specific course of study.

d. Any decision to allow credit for Recognition is dependent on agreement by senior course level staff and approval from the School Accreditation Admissions and Progression Sub-Committee and endorsed by the Bachelor Institute Accreditation, Admissions and Progression committee.

e. The amount of credit given must not exceed the recommended guidelines and should in no way disadvantage the student in relation to future studies at the Institute.

(2) **Application requirements:**

a. The Institute will ensure general information on Recognition is provided to prospective students at application and enrolment stages. It should be explained in plain English, consistent with the Australian Quality Training Framework National Standards (AQTF 2007).
b. Information provided to students should include contact details of staff with appropriate expertise and resources to advise on the likely outcome of specific applications.

c. Students must be enrolled with the Institute in the qualification that they are seeking Recognition for, prior to the appropriate forms being completed and processed.

d. The Institute will facilitate students applications (including on-line), and follow up on the progress of their application. Processing of applications should occur within reasonable time frames from lodgement date.

e. International student applications for RPL must be endorsed by the Director of the Institute. All international applications must be processed in accordance with the DEST guidelines, sourced from Australian Education International, through the National Office of Overseas Skill Recognition (AEI – NOOSR).

(3) **Assessment:**

a. Recognition is an assessment process and must reflect requirements of the Institute’s related assessment policy and academic rules. In VET applications it must also comply with assessment requirements under the relevant AQTF standards (AQTF 2007).

b. The maximum credit granted for each student is limited to the Institute’s recommendations, based on AVCC Policy Guidelines on Cross-sector Qualification Linkages.

<table>
<thead>
<tr>
<th>Qualification</th>
<th>Maximum Credit Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certificate IV</td>
<td>16.66% (towards 3 year degree)</td>
</tr>
<tr>
<td>Certificate IV</td>
<td>12.5% (towards 4 year degree)</td>
</tr>
<tr>
<td>Diploma</td>
<td>33% (towards 3 yr degree)</td>
</tr>
<tr>
<td>Diploma</td>
<td>25% (towards 4 yr degree)</td>
</tr>
<tr>
<td>Advanced Diploma</td>
<td>50% (towards 3 yr degree)</td>
</tr>
<tr>
<td>Advanced Diploma</td>
<td>37.5% (towards 4 yr degree)</td>
</tr>
</tbody>
</table>

*Note: Table 1 refers to the Maximum Combined Credit available for articulation when developing linkage relationships between the VET and Bachelor qualifications. Extent of Recognition credit is still dependent on assessment evidence and approval process.*

c. Exceptional cases may allow further credit and will include clear evidence that the applicant student has demonstrable expertise and qualifications in the related field of study.

d. In all cases, the student is still required to complete the equivalent of at least one year full time study, for a Bachelor award.

e. All procedural requirements for evidence must be similar across the Institute’s faculties and courses.

f. If credit is not granted, the Institute will provide applicants with access to appropriate alternative pathway information. The Institute will provide clear information which explains and informs the student of Recognition appeals processes. (Refer to *Student Complaints & Grievance Resolution Rules*).

(4) **Credit Transfer:**

a. A student may be granted one or more units of credit in a course after showing evidence of prior formal learning in that particular field of study.

b. The Institute will grant credit for qualifications and units attained within the last 5 years unless significant professional experience in the related field has occurred, in which case this may be extended to 10 years.
c. **Credit Transfer VET to Higher Education:**

The Institute will allow credit transfer for recognition under the following guidelines for academic pathways between VET to Higher Education sectors.

<table>
<thead>
<tr>
<th>Qualification Held</th>
<th>HE &amp;/or VET</th>
<th>Target HE Qualification</th>
<th>Credit available</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certificate IV VET</td>
<td>3 year Bachelor award</td>
<td>up to 40 credit points</td>
<td></td>
</tr>
<tr>
<td>Certificate IV VET</td>
<td>4 year Bachelor award</td>
<td>up to 40 credit points</td>
<td></td>
</tr>
<tr>
<td>Diploma VET &amp; HE</td>
<td>3 year Bachelor award</td>
<td>80 credit points</td>
<td></td>
</tr>
<tr>
<td>Diploma VET &amp; HE</td>
<td>4 year Bachelor award</td>
<td>80 credit points</td>
<td></td>
</tr>
<tr>
<td>Advanced Diploma VET</td>
<td>3 year Bachelor award</td>
<td>120 credit points</td>
<td></td>
</tr>
<tr>
<td>Advanced Diploma HE</td>
<td>3 year Bachelor award</td>
<td>160 credit points</td>
<td></td>
</tr>
<tr>
<td>Advanced Diploma VET</td>
<td>4 year Bachelor award</td>
<td>120 credit points</td>
<td></td>
</tr>
<tr>
<td>Advanced Diploma HE</td>
<td>4 year Bachelor award</td>
<td>160 credit points</td>
<td></td>
</tr>
<tr>
<td>Associate Degree HE</td>
<td>3 year Bachelor award</td>
<td>160 credit points</td>
<td></td>
</tr>
<tr>
<td>Associate Degree HE</td>
<td>4 year Bachelor award</td>
<td>160 credit points</td>
<td></td>
</tr>
</tbody>
</table>

**Note:** All students enrolled in Higher Education programs must complete the two first year Common Units. No Recognition credit can be approved for these units.

d. **Credit Transfer: VET to VET:**

i. Guidelines for credit transfer between VET courses are set out in the training packages under the Australian Qualifications Framework (refer AQTF 2007).

ii. The RTO must recognise the AQF qualifications and statements of attainment issued by any other RTO.

e. **Credit Transfer Higher Education to Higher Education:**

The Institute will allow recognition under the following guidelines for academic pathways between Higher Education and Higher Education programs.

<table>
<thead>
<tr>
<th>HE Qualification Held</th>
<th>Target HE Qualification</th>
<th>Maximum Credit Points Granted</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 year single Bachelor award</td>
<td>3, 4 or 5 year single or combined Bachelor award</td>
<td>160</td>
</tr>
<tr>
<td>4 year single or combined Bachelor award</td>
<td>3, 4 or 5 year single or combined Bachelor award</td>
<td>160-200</td>
</tr>
<tr>
<td>5 year single or combined Bachelor award</td>
<td>3, 4 or 5 year single or combined Bachelor award</td>
<td>160-240</td>
</tr>
<tr>
<td>Previous Postgraduate Coursework Studies</td>
<td>Graduate Certificate</td>
<td>50% maximum Credit points for previous postgraduate studies in a related field</td>
</tr>
<tr>
<td>Previous Postgraduate Coursework Studies</td>
<td>Graduate Diploma</td>
<td></td>
</tr>
<tr>
<td>Previous Postgraduate Coursework Studies</td>
<td>1 year Masters by Coursework</td>
<td></td>
</tr>
<tr>
<td>Previous Postgraduate Coursework Studies</td>
<td>1.5 year Masters by Coursework</td>
<td></td>
</tr>
<tr>
<td>Previous Postgraduate Coursework Studies</td>
<td>2 year Masters by Coursework</td>
<td></td>
</tr>
<tr>
<td>Previous Postgraduate Studies</td>
<td>PhD</td>
<td>None</td>
</tr>
<tr>
<td>Previous Postgraduate Studies</td>
<td>Other Research Degrees</td>
<td>None</td>
</tr>
</tbody>
</table>
f. **Credit Transfer: Higher Education to VET:**
The Institute will consider applications for Recognition, for Higher Education courses and VET qualifications and/or competencies. Partial or complete credit may be awarded under the following principles:

i. The Higher Education qualification is in the same field of study as the VET qualification or relevant competencies for which the student is seeking credit.

ii. The applicant has maintained minimum 2 years ongoing professional employment and/or experience in the industry to which the VET qualification or competencies relate.

iii. The level of ongoing professional employment and/or experience in the related industry is at, or above, the specified industry role(s) for which the VET unit of competency or qualification is recommended.

iv. Aspects of the VET qualification considered significant to current workplace requirements must be completed.

v. Any competency of the VET qualification sought, which is also part of recognised industry and/or registration requirements, and is required to be completed and up to date for legal, ethical and/or registration purposes, must not be included in credit granted, unless currently held. (E.g. Level II First Aid; etc).

(5) **Prior Experience:**

a. A student may be granted one or more units of credit in a course after showing evidence of prior informal and non-formal learning relevant to that particular field of study. This may include but is not limited to life experience, cultural experience, previous workplace experience, non-accredited professional development and non-accredited training achievements.

b. When a student is able to demonstrate recognition of current competencies through the process of RPL, that student may be granted competent for from one unit up to a full VET Qualification.

(6) **Fees**

a. The Institute reserves the right to implement a fees structure in relation to Recognition application processes.

b. The Recognition Fees Structure will be set to appropriately, fairly and accurately reflect the associated administrative and staff costs incurred by the Institute in the application and approvals process for Recognition.

c. Students must be advised of the Institute’s Recognition Fees Structure at course application and enrolment stages and prior to commencing an application for Recognition.

d. The Recognition fees structure will take into account any related funding available to the Institute for recognition of Prior Learning processes.

(7) **Other considerations:**

a. Combined cross-sector credit for each application cannot exceed the stated guidelines in table 1

b. Consideration of the Institute requirements regarding successful completion of Common units and other cultural learning strategies endorsed by the Institute may impact the level of credit available in some disciplines.

c. The recognition process must endeavour, where possible, to involve a face to face meeting and discussion with applicant and appropriate Institute staff member.
d. Obtaining evidence should be a proactive process and empower the student in their academic pathway.

e. Eligibility for credit does not guarantee a place in the desired course.

f. Recognition for a previously studied course can only be granted once for any other course.

g. Credit given will be specified and unspecified and consist of semester blocks and/or full units rather than modules and elements.

h. The Institute will not approve credit for previous studies in which the applicant has been awarded a “Pass Conceded”; “Pass Conditional”; or similar grade (refer: Academic Rules).

6. Review:
This is Version 2007-1 of the Recognition of Prior Learning Policy. The policy will be reviewed by Academic Committee in Semester 2 of 2010, with the review to be finalised by the end of 2010.

7. Related documents:
Academic Rules
Course Information Booklet
Assessment policy
Mutual Recognition Policy
Disability policy
Procedures for RPL
Unit Guide
Relevant Training Package
Australian Quality Training Framework 2007
Australian Vice-Chancellors’ Committee Policy Guidelines on Cross-Sector Qualification Linkages
Student Complaints & Grievance Resolution Rules

8. Authorisation and Effective Date

[signed]
Director

20 July 2007
Effective date