1. Purpose
To establish requirements and procedures when applying for Academic Credit or RPL (Recognition of Prior Learning)

2. Scope
This policy applies to Students.

3. Definitions
The following definitions apply each time the listed word appears in this document.

<table>
<thead>
<tr>
<th>Word/Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Credit</td>
<td>The recognition of credit for a Student’s prior study in a university or TAFE college (or equivalent) to support an application showing alignment between previous study and those of the Unit for which Academic Credit is sought. (See also RPL)</td>
</tr>
<tr>
<td>ACER</td>
<td>Australian Council for Educational Research Ltd (A.C.N.19 004 398 145)</td>
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<tr>
<td>Course</td>
<td>A Program of study consisting of a set of Units as specified in the Course Structure and leading to an AQF Award.</td>
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<tr>
<td>Grievance</td>
<td>Grounds for complaint against an unjust act. Refer: PP311 1 Student Grievance Resolution Policy</td>
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<tr>
<td>RPL (Recognition of Prior Learning)</td>
<td>The recognition of a Student’s existing knowledge and skills that align to a particular Unit. (See also Academic Credit)</td>
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<tr>
<td>Staff Member</td>
<td>An employee of ACER or a person engaged or commissioned by ACER to assist in the development, design, promotion,</td>
</tr>
</tbody>
</table>
4. Legislation and Related Documents

Affirmative Action (Equal Employment Opportunity for Women) Act 1986 (C’wealth)
Disability Discrimination Act 1992 (C’wealth)
Equal Opportunity Act 1995 (Vic)
Racial Discrimination Act 1975 (C’wealth)
ACER PP3102 Code of Conduct Policy
ACER PP3110 Course Rules

5. Requirements and Procedures for Academic Credit and RPL

The maximum recognition allowable is 2 Units of a 4 Unit Course (50% of the total credit point requirement for that Course).

5.1 Prospective Students

For an application for Academic Credit or RPL to be considered, a Student generally needs to:

i. complete an Application for Academic Credit or RPL Form ACER3112;

ii. attach evidence of previous relevant formal study to support the application for Academic Credit – eg. documentation outlining previous studies (Unit/Course outline); certified transcript of the results attained; a chart showing alignment between the level and outcomes of the previous study and those of the Unit for which Academic Credit is sought;

iii. attach evidence of prior learning and experience relevant to support the application for RPL including evidence of practice that demonstrates knowledge and skills – eg. statement of level of knowledge and how this knowledge has been acquired and how it is evidenced in current educational practice, video evidence of teaching practice relevant to a demonstration of knowledge and skills supported by data on Student achievement as a direct result of the application of specific and relevant knowledge; a chart showing alignment between the level and
demonstration of knowledge and those of the Unit for which RPL is sought.

iv. pay an administration fee of $150 for the processing of the application.

5.2 Former Students

For Students who have completed the same or similar non-award Units through ACER as part of the pilot program before the Course was accredited, the following procedures will apply:

i. complete an Application for Academic Credit or RPL Form ACER3112;

ii. attach transcript of the Units completed and the results attained;

iii. pay an administration fee of $15 for the processing of the application.

Normally Academic Credit will not be granted for studies completed more than 10 years prior to the application.

If it is found that a candidate has made false claims on their application or supporting documentation, the candidate’s enrolment will be cancelled immediately. The matter may also be reported to the police or other agency.

6. Dispute Resolution

Should a dispute arise in relation to the interpretation or application of this Policy or its Procedures a Grievance may be notified and managed in accordance with the ACER PP3111 Student Grievance Resolution Policy.

7. Awareness of Policy

The Director will take reasonable steps to disseminate and explain this policy to Staff Members and Students who may be affected by it.

The policy will be available online at http://courses.acer.edu.au/students/policies

8. Version Control

Authorised by: ACER Academic Board
Maintained by: Director ACER Institute
Written: March 2013
Review: November 2018
Version Number: 4
<table>
<thead>
<tr>
<th>Version Control</th>
<th>Date effective</th>
<th>Amended by</th>
<th>Amendment</th>
</tr>
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<tr>
<td>1.</td>
<td>29/1/2013</td>
<td>E Hartnell-Young</td>
<td>Logo, Page Numbers, Scope</td>
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<td>2.</td>
<td>13/03/2013</td>
<td>E Hartnell-Young</td>
<td>Last Review date updated, Version Control details included, formatting</td>
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<td>3.</td>
<td>21/05/2014</td>
<td>E. Hartnell-Young</td>
<td>Inclusions to item 5 for maximum recognition of 50% and for former students who have previously completed non-award units</td>
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