



POLICY

Name:	ACADEMIC CREDIT AND RPL POLICY
Policy No:	PP3112
Approved by:	ACER Academic Board
Last reviewed:	May 2019
Responsible Division/ Department	Professional Resources Division/ACER Institute

1. Purpose

To establish requirements and procedures when applying for Academic Credit and/or RPL (Recognition of Prior Learning). It aims to enhance progression into and between Australian Qualifications Framework (AQF) qualifications, through consistent and equitable recognition of formal, non-formal, and informal prior learning.

2. Scope

This policy applies to Staff Members and Students.

3. Definitions

See: [Glossary of Terms](#)

4. Legislation and Related Documents

[Affirmative Action \(Equal Employment Opportunity for Women\) Act 1986 \(Cwlth\)](#)
[Australian Qualifications Framework \(AQF\) 2nd edn. \(Jan 2013\)](#)
[AQF Qualifications Pathway Policy](#)
[Disability Standards for Education 2005](#)
[Higher Education Standards Framework \(Threshold Standards\) 2015](#)
[Racial Discrimination Act 1975 \(Cwlth\)](#)
[ACER Student policies](#)

5. Principles

- i. Granting Academic Credit/Recognition of Prior Learning (RPL) recognises that an applicant has a sufficient basis of prior knowledge, understanding, and skills to achieve the learning outcomes for the AQF level in the time specified.

- ii. Decisions to grant Academic Credit/RPL will be evidence-based, applied consistently and fairly, and made in a timely manner.
- iii. Decisions to grant Academic Credit/RPL will not impinge upon the integrity of the qualification outcomes and discipline requirements of a TEQSA-accredited Award.

6. Requirements and procedures for Academic Credit and/or RPL

- i. The maximum recognition allowable is two (2) Units of a four (4) Unit Course, or up to 50% of the total credit point requirement for a Course with eight or more Units.
- ii. The maximum credit listed in this Policy should not be exceeded through the granting of credit for formal studies alone, credit for informal or non-formal experience alone, or a combination of formal studies, informal and non-formal studies.
- iii. Any Academic Credit/RPL granted applies only to the specified qualification for which it is granted, and cannot be transferred to a different qualification without re-applying.
- iv. Academic Credit/RPL will be granted for whole Units only (not part of a Unit).
- v. Academic Credit will not normally be granted for studies completed more than 10 years prior to the application.

6.1 Prospective Students

For an application for Academic Credit or RPL to be considered, Students should:

- i. Apply for Academic Credit/RPL at least two weeks before commencement of the Course or Unit;
- ii. Complete an Application for Academic Credit or RPL (Form number ACER 3112);
- iii. Attach evidence of previous relevant formal study to support the application for Academic Credit; for example, documentation outlining previous studies (Unit/Course/Subject 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(s) for which Academic Credit is sought;
- iv. Attach evidence of prior learning and experience relevant to support the application for RPL, including evidence of practice that demonstrates knowledge and skills; for example, a 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(s) for which RPL is sought.

6.2 Former Students

Students may have completed equivalent Units through ACER as part of a pilot program, or as a single Unit before a Course was formally accredited. If so, the following procedures will apply:

- i. Complete an Application for Academic Credit or RPL (Form number ACER 3112);
- ii. Attach a transcript of the Units completed and the results attained.

7. Nested Qualifications

- i. TEQSA-approved nested Courses can lead to Awards at different AQF levels, where they are offered sequentially.
- ii. Students moving from an earlier stage of an approved nested program of study to a later stage will receive full academic credit for studies undertaken in the earlier stage, whether or not they have had the earlier Award conferred.

8. Other Procedures and Fees

- i. ACER will not charge a fee for the first application for Academic Credit/ RPL, however subsequent applications will be charged an administration fee of \$150.
- ii. 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. No fees will be refunded.

9. 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.

10. 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: www.acer.org/professional-learning/postgraduate/students/policies

11. Version Control

Authorised by	ACER Academic Board
Maintained by:	Director, ACER Institute
Written:	January 2013
Next Review:	December 2020
Version:	6

Version	Date effective	Approved by	Amendment
1.	29/1/2013	E Hartnell-Young	Logo, Page Numbers, Scope
2.	13/03/2013	E Hartnell-Young	Last Review date updated, Version Control details included, formatting.
3.	21/05/2014	E. Hartnell-Young	Inclusions to item 5 for maximum recognition of 50% and for former students who have previously completed non- award units
4.	12/11/2015	G. Appleby	Definitions, Purpose, Scope, Awareness of Policy, Version Control detail, formatting
5.	1/8/2018	P. Taylor-Guy	Scope updated. Added table at 3 to assist students. Added AQF Qualifications Pathways Policy. Purpose updated. Principles added, to align with AQF Policy and ACER's principles. Changed fees to align with AQF and other HEIs. Added time-frame at 6.1. Section 6 better aligned with the AQF Qualifications Pathways Policy. Added requirements that would be necessary if new courses are introduced. Added nested qualifications. Formatting Links, version control

6.	13/5/2019	P. Taylor-Guy	<p>Added: or up to 50% of the total credit point requirement for a Course with eight or more Units.</p> <p>Added RPL where it was missing but required.</p> <p>Adjusted the wording of former students section as it was written for GCE (ASL).</p> <p>Adjusted the wording of nested courses to cover a non-nested/opt-out Masters' offering.</p> <p>Important statements formally under 'other' moved to section 6. Items relating to false claims and fees kept in other and retitled.</p> <p>Formatting.</p> <p>Definitions of RPL added to glossary.</p> <p>Version control check.</p>
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