

ACADEMIC CREDIT and RECOGNITION of PRIOR LEARNING (RPL) Policy and Procedures

DEFINITIONS

Terms in this document, for which definitions are not provided in the text or may not be self-evident or for which usage at ACC may differ to that in other higher education institutions are as follows:

Academic Credit: Award of credit for previous formal studies which are considered 'equivalent in the academic level of content, the hours of study required and the learning outcomes' to those according to a particular subject or unit in the ACC degree program. Without having to enrol in that ACC subject, the student will be awarded the credit points associated with that subject towards completion of their Chiropractic degree program.

Recognition of Prior Learning (RPL): (as defined in the Australian Qualifications Framework) 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 academic credit.

Subject: A scientific or professional discipline or body of knowledge which forms an essential part of the degree program curriculum. Subjects at the ACC comprise one or more units of study.

Subject or Unit Coordinator: The academic staff member who is responsible for the design, delivery and assessment of a scientific or professional discipline or body of knowledge which forms an essential part of the degree program curriculum.

Unit (or Unit of Study): An element of a subject (as defined above), that has specified student learning outcomes and requires satisfactory performance in assessments that measure student performance regarding learning outcomes.

PURPOSE

This Policy is designed to ensure a consistent approach to the award of credit to commencing and continuing students in recognition of their successful completion of ACC subject requirements and/or studies completed prior to enrolment at ACC and/or relevant prior work experience, whilst at the same time maintaining the standards required of students to satisfy program and subject objectives.

SCOPE

This Policy applies to all subjects offered in the Chiropractic degree program at the ACC.

POLICY STATEMENT

The *Academic Credit and Recognition of Prior Learning (RPL) Policy and Procedures* for awarding credit towards the ACC degree program will maximise student progression whilst maintaining the integrity of the qualification and meeting discipline requirements.

The Academic Board is responsible for determining if a student has accumulated the required number and level of credits to progress from one level of the Bachelor of Chiropractic to another or to satisfy requirements for award of the degree.

Credit may be granted by the Academic Board in recognition of:

- Credit gained through successful completion of an ACC subject, following certification of grades;
- Credit awarded for studies prior to enrolment at ACC and/or recognition of prior learning (RPL);

Academic credit and RPL credit are awarded for whole subjects only.

Academic credit will be granted for previous learning where this has been assessed as equivalent to level of learning, learning outcomes, volume of learning, learning and assessment approaches and the approved content of the relevant program of study at ACC.

ACC's Academic Credit and RPL Procedures specify in detail the process of assessment and the criteria to be met in determining the outcome of each student application.

Articulation agreements may be established with other selected education providers in order to build learning pathways for students, maximise opportunities for recognition of prior studies and to establish strategic alliances. These agreements will create clear and expanding pathways to assist students to pursue their Chiropractic studies and without unnecessarily duplicating prior relevant academic achievements. Articulation agreements shall conform to the College's strategic objectives and result in clear benefits to the College and its students.

PROCEDURES

1. Academic Credit

Academic credit is assessed by the Academic Dean and the LTC in consultation with the relevant Subject or Unit Coordinator of the subject for which credit is being sought. Students may apply for academic credit where they have successfully completed subjects at a similar AQF level or standard in previous studies and can demonstrate their receipt of a clear passing grade by providing an official transcript.

1.1. Application for Academic Credit

In order for an application for Academic credit or RPL to be considered, a student needs to:

- Complete and submit, an Application for Academic Credit or RPL Form to the ACC Admissions Office.
- Attach supporting documentation detailing previous relevant formal study including:
 - Official Transcripts from previous Higher Education Institutions indicating the course(s) or program(s) of study, year completed and grade obtained (including details on the grading system).
 - Copy of course/program and subject descriptions, including syllabus or handbook outlines and learning outcomes;All documents must be certified and translated into English.
- Attach evidence of prior learning and relevant experience to support the application for RPL including evidence of practice that demonstrates knowledge and skills. A clear chart or

diagram is required, showing the alignment between the levels of knowledge and/or skill demonstrated in the studies already completed and those for the subject for which RPL is sought.

- iv. Payment of the required fees for assessment and processing of their application.

Applications for Academic credit or RPL should be received at least 20 working days prior to the start of the term in which the unit is taught. Adherence to this timeline will allow for application of approved credit transfer to the student's record prior to the commencement of week one.

Applications received after this point but more than 5 working days prior to the commencement of term will be assessed when possible. However, no guarantee will be made that application processing will be completed prior to the Census date. No applications received after the latest date allowable (5 days prior to the commencement of term) will be accepted.

In line with Standard 2 of the National Code of Providers of Education and Training to Overseas Students 2018, when granting RPL or course credits to international/overseas students, ACC will give a written record for the overseas student to accept, and retain the written record of acceptance for two years after the overseas student ceases to be an accepted student.

If the ACC grants RPL or course credits which reduces the overseas student's course length, the ACC will then inform the overseas student of the reduced course duration and issue a Confirmation of Enrolment (CoE) for the reduced duration of the course. ACC will report any change in course duration in Provider Registration and International Student Management System (PRISMS) if RPL or course credits are granted after the overseas student's visa is granted.

1.2. Maximum Amount of Academic Credit

1.2.1. The maximum allowable allocation of Academic credit or RPL will be capped at no more than 50% of the subjects comprising the degree program, or a maximum of 1/3rd of the total credit point allocation for the whole degree program.

1.2.2. Pre-requisite subjects are exempt from the requirement detailed in 1.2.1.

1.2.3. Academic credit or RPL will be considered for subjects taught in Years 1 and 2 of the Bachelor of Chiropractic award. Academic credit or RPL will not be granted for subjects delivered in Years 3 and 4 unless a student can demonstrate a higher level of academic achievement in this area than that required for the ACC Bachelor degree, for example, Masters level of study or a completed degree where the student has majored in the subject area in question.

1.3. Maximum Periods for Academic Credit

Application for academic credit (or other demonstration of learning achievements) where credit was obtained greater than ten (10) years prior will not be assessed nor will credit be granted. In the event that professional accrediting and statutory bodies and/or advisory groups advise that a period of less than ten (10) years is appropriate for this purpose, ACC will advise current and prospective students of any consequent change in ACC policy.

Where currency of knowledge or competency is in doubt, the College may offer a competency exam to support a RPL application or to enable the student concerned to demonstrate their ability to meet pre-requisite and/or degree program requirements in relation to the elements for which they are seeking credit.

1.4. Revoking Credit

The Academic Board in any of the following circumstances may revoke credit previously granted toward the ACC Bachelor of Chiropractic award:

- The original decision of the College to award academic credit was based on incomplete and/or incorrect information;
- Incorrect or misleading information was supplied by the student at the time of application;
- Problems were identified in the process of assessing academic credit and subsequent credit recognition and the College is of the opinion that the award of credit will put the student at risk of failing to meet academic standards;
- In situations where pre-requisite subject credit was granted, but the student subsequently shows inadequate academic progression and it is considered that they may benefit by repeating the subject(s) for which previous academic credit had been granted.

If credit, which is granted to an overseas student, is revoked, ACC will need to report any expected change in course duration in PRISMS.

1.5. Academic Review of Ruling on Academic Credit

Those students dissatisfied with the outcome of their Academic credit or RPL application may request a review of the decision within 10 days of receiving the decision. A full written statement outlining the basis for the review request must be submitted by the student.

The student's review request will be lodged with the Academic Board and will be reviewed on the basis of the Academic Credit and Recognition of Prior Learning procedures. In cases where a review relates to academic judgment on the equivalence of prior study, learning or experience, the Academic Board may refer the case along with all relevant documents to an independent assessor to make recommendations.

Should the student be dissatisfied with the outcome of the Academic Board review process, they may appeal in accordance with the College's Academic Appeals Policy and Procedure.

IMPLEMENTATION and MONITORING

The Academic Board is responsible for determining if a student has accumulated the required number and level of credits and fulfilled all requirements for the Award of the ACC Bachelor of Chiropractic. It will closely monitor and adjust the policy and procedures by which the award of Credit and RPL is assessed for subjects within the degree program, in line with the College's commitment to continuous improvement and providing the most helpful guidance to students for optimising the progression of their studies.

REVIEW

The ACC's *Academic Credit and Recognition of Prior Learning Policy and Procedure* is normally reviewed every three years.

It is a policy of the ACC that any Policy or Procedure may be reviewed earlier as indicated by internal or external factors (including but not limited to such factors as changes in the guidelines of regulatory authorities, accreditation/registration requirements of the profession, or relevant legislation at state or federal level) as determined the Board of Directors and/or Academic Board.

VERSION CONTROL

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