



## ACADEMIC CREDIT Policy

### 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 a particular unit in the relevant College award program (degree or diploma). Without having to enroll in that unit, the student will be awarded the credit points associated with that unit, towards completion of their degree, diploma or other award program. Academic Credit is also awarded on the basis of RPL (See Definition below).

**Assumed Knowledge:** The body of knowledge that students are assumed to have acquired before commencing a program at the College. The program is taught on the understanding that students already have a certain level of knowledge in particular areas and at a particular level.

**Block Credit:** Is the award of Credit for a particular component of the program (i.e. for all of the units in a Semester or a Year) on the basis of Academic Credit and/or Recognition of Prior Learning.

**Credit:** Includes both Academic Credit and Recognition of Prior Learning.

**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.

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

**Unit Coordinator:** The academic staff member who is responsible for the design and overall management of a unit of the program curriculum.

**Unit (or Unit of Study):** An element of a stream (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 students in recognition of their successful completion of studies and/or relevant prior work experience prior to enrolment in College award programs, whilst at the same time maintaining the standards required of students to satisfy program and unit objectives and learning outcomes. The Academic Credit Policy and the Associated Academic Credit Procedures are designed to ensure that the assessment of Credit are consistent with the recognition of credit and RPL policy in the Australian Qualifications Framework (AQF).

## SCOPE

This Policy applies to all prospective and enrolled students and across all units offered in College award programs.

## POLICY

1. The *Academic Credit Policy* for awarding Credit towards the ACC programs will maximise student progression whilst not disadvantaging the student in achieving the learning outcomes for the program or maintaining the integrity of the qualification and meeting discipline requirements.
2. The General Manager is responsible for managing the Credit assessment process, as an integral part of the admissions and enrolment process for commencement of an award program.
3. 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.
4. Credit may be granted in recognition of:
  - previous formal studies and results achieved; and/or
  - recognition of prior learning (RPL), which will include clear advice to the student on the level of assumed Knowledge for each unit for which Credit is granted.
5. Credit is awarded for whole units (not for elements thereof) and may be awarded as Block Credit.
6. If a student feels that they do not have all of the Assumed Knowledge for units for which Credit is granted, they will be directed to material that they can study independently, and/or may be offered participation in a Summer School or similar learning support that will assist in bridging the knowledge gap.
7. The College's *Academic Credit Procedures* specify in detail the process of assessment and the criteria to be met in determining the outcome of each student application, as well as processes for revocation of Credit, review of decisions if a student is not satisfied with the outcome of their Credit application, student appeals against a decision, and methods of monitoring and student support.
8. Education Cooperation and/or Articulation Agreements may be established with other selected tertiary 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. Education Cooperation or Articulation Agreements shall align with the College's strategic objectives and result in clear benefits to the College and its students.
9. Students that are awarded Academic Credit remain entitled to attend lecturers, tutorials and practical classes delivered for that unit. These students will not be required to complete any assessment for the unit.

### Maximum Amount of Academic Credit

The maximum allowable allocation of Credit will be capped at no more than 50% of the units comprising the ACC program.

Credit will be considered for prerequisite units and units in the Years 1 and 2 (Levels 2 and 3) of the Bachelor of Chiropractic award. Credit will not be granted for units delivered in Years 3 and 4 (Levels 4 and 5) of the Bachelor of Chiropractic unless a student can demonstrate a higher level of academic achievement in the relevant stream than that required for the program in which they are enrolling.

## Maximum Periods for Academic Credit

Where a unit includes a practical component, credit will not be applied where the previous learning occurred more than 12 months prior to commencement of the unit. In the event that special considerations are requested, the Academic Dean is responsible to consider the request and can approve a test out or clinical competency exam to evaluate if credit is granted where the previous learning occurred more than 12 months prior to commencement of the unit.

An application for Credit, where learning achievements were 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, the College will advise current and prospective students of any consequent change in the College's policy.

Where currency of knowledge or competency is in doubt, the College may offer a competency exam to enable a student to demonstrate their level of knowledge and support their application for Credit.

## Revoking Credit

The Academic Board, on the advice of the Academic Dean, may revoke Credit previously granted toward College award programs, in any of the following circumstances:

- the original decision of the College to award 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 and awarding Credit, 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 Credit for a unit was granted, but the student subsequently shows inadequate academic progression and it is considered that they may benefit by repeating the unit(s) for which previous Credit had been granted.

If Credit, which is granted to an overseas student, is revoked, the College will report any expected change in program duration in PRISMS.

## Review of Ruling on Academic Credit

Those students dissatisfied with the outcome of their application for Credit 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 General Manager, for assessment by the Academic Dean. In cases where a review relates to academic judgment on the equivalence of prior study, learning or experience, the Academic Dean 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 review process, they may appeal in accordance with the College's *Academic Appeals Policy and Procedure*.

## Student Support

The progress of all students who have been awarded Credit will be closely monitored by the Academic Dean, who will report their progress at the end of each Semester, through the Learning and Teaching Committee to the Academic Board.

In addition, students who have been awarded Credit, on the basis of RPL or have been granted Block Credit, will be closely monitored by Unit Coordinators through the early stages of their program and provided additional academic support for Assumed Knowledge, as required.

## IMPLEMENTATION and MONITORING

The General Manager is responsible for the implementation of the Academic Credit Policy across ACC programs.

## POLICY REVIEW

The ACC's Academic Credit Policy 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

<b>Document:</b> A001 Academic Credit and Recognition of Prior Learning Policy and Procedures		
<b>Responsible Officer:</b> Academic Dean		
<b>Initially Approved by:</b> Academic Board		<b>Date:</b> 15 January 2018
<b>Reviewed and approved by:</b> Academic Board		<b>Date:</b> 9 March 2022
<b>Reviewed and approved by:</b> Academic Board		<b>Date:</b> 6 July 2022
<b>Reviewed and approved by:</b> Academic Board		<b>Date:</b> 22 February 2023
<b>Version:</b> V3.0	<b>Replaces Version(s):</b> V2.0	<b>Next Review:</b> February 2026
<b>HESF</b>	1.2 Credit and Recognition of Prior Learning	
<b>Nature of Change</b>	<p>February 2021</p> <ul style="list-style-type: none"> <li>Removed the following from 1.1: <i>No applications received after the latest date allowable (5 days prior to the commencement of term) will be accepted.</i></li> <li>Added the following to 1.1: <i>Students will be liable for the semester unit fees and possible academic penalty where applications are submitted after the semester census date</i></li> </ul> <p>March 2022</p> <ul style="list-style-type: none"> <li>Various adjustments, including addition of definitions to improve clarity and ensure relevance to all College award programs</li> </ul> <p>July 2022</p> <ul style="list-style-type: none"> <li>Removed the procedure from the policy</li> <li>Changed Subject to Stream to avoid confusion</li> <li>Amended Maximum credit to include 50% maximum credit in all programs</li> <li>Included specific requirements for credit for units with a practical component</li> </ul> <p>February 2023</p> <ul style="list-style-type: none"> <li>Correct minor typographical errors</li> <li>Recognise the alignment with the credit and RPL policy in the AQF</li> <li>Amend responsibilities from the Marketing and Student Engagement Manager to the General Manager</li> <li>Add the implementation and monitoring section, the review section and the HESF reference to the Version Control table.</li> </ul>	