

## 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:

**Assumed Knowledge:** The body of knowledge or skills students are expected to possess before commencing a unit or program.

**Block Credit:** Academic credit granted for a defined component of a program, such as a semester, year, or group of units.

**Credit:** Includes both academic credit and recognition of prior learning (RPL).

**Recognition of Prior Learning (RPL):** As defined by the Australian Qualifications Framework (AQF), an assessment process used to evaluate an individual's relevant prior formal, informal and non-formal learning to determine eligibility for academic credit.

- **Formal Learning:** Learning that takes place through a structured education or training program leading to the award of a recognised qualification or statement of attainment.
- **Non-formal Learning:** Learning that occurs through structured activities outside the formal education system, such as workplace training, professional development, or community programs, which may not lead to a recognised qualification.
- **Informal Learning:** Learning gained through work, life experience, self-directed study, or other everyday activities that is not organised or formally assessed.

#### PURPOSE

This Policy establishes the principles governing the assessment and award of academic credit and recognition of prior learning (RPL) for prior formal, informal and non-formal learning undertaken before enrolment in an ACC award program.

The Policy is intended to support student progression while ensuring that the integrity, learning outcomes, academic standards and accreditation requirements of ACC programs are maintained.

This Policy and its associated Procedure aligns with the Australian Qualifications Framework (AQF) requirements relating to credit and recognition of prior learning.

#### SCOPE

This Policy applies to all prospective and enrolled students seeking academic credit or recognition of prior learning (RPL) within ACC award programs, and to staff involved in the assessment, administration and approval of academic credit applications.

## **POLICY**

### **Principles**

ACC may award academic credit or recognition of prior learning (RPL) for prior learning that is assessed as equivalent to the learning outcomes, level, volume of learning and academic standard of the relevant ACC unit or program.

Academic credit is intended to support student progression while maintaining the integrity, academic standards and accreditation requirements of ACC award programs.

Academic credit may be granted on the basis of:

- previous formal study;
- recognition of prior learning (RPL);
- successful completion of an approved challenge or test out assessment; or
- approved articulation or education cooperation arrangements.

Academic credit is normally awarded for whole units. In exceptional circumstances, ACC may grant academic credit or exemption for a component of a unit where the relevant learning outcomes and assessment requirements are distinct, separately identifiable and capable of being independently evaluated through evidence of prior learning.

### **Assessment of Academic Credit**

Assessment of academic credit applications must consider:

- equivalence of learning outcomes;
- AQF level;
- volume of learning;
- assessment approaches;
- content relevance;
- currency of knowledge and skills; and
- any professional accreditation requirements.

ACC may permit a student to undertake a challenge or test out assessment where there is evidence that the student has achieved the learning outcomes of a unit through prior learning or experience. Successful completion of a challenge assessment may result in the award of academic credit in accordance with the Academic Credit Procedure.

Academic credit through challenge or test out assessment is not normally available for units containing work-integrated learning, clinical placement, or other activities where completion of specified learning experiences is required by professional accreditation standards.

Responsibility for the coordination and administration of academic credit applications rests with the Academic Operations Manager.

Academic assessment and recommendations regarding equivalence are undertaken by the relevant Program Coordinator(s), who may consult Unit Lecturers or other academic staff where required.

The Academic Dean maintains oversight of academic credit processes and outcomes.

### **Limits and Restrictions**

The maximum amount of academic credit that may be granted toward an ACC award program is normally 50% of the total program requirements.

Academic credit will normally only be granted where prior learning remains current and relevant to the learning outcomes and professional requirements of the relevant program. ACC may impose limits on the age or currency of prior learning, particularly where practical, professional or competency-based learning is involved.

ACC may require students to undertake additional assessment or competency evaluation where the currency or equivalence of prior learning cannot be clearly established.

### **Review and Revocation**

Students may seek review of an academic credit decision in accordance with the Academic Credit Procedure and the Academic Appeals Policy and Procedure.

ACC may revoke previously granted academic credit where:

- the original decision was based on incomplete, incorrect or misleading information;
- errors are identified in the assessment process; or
- maintaining the credit is considered likely to place the student at academic risk or compromise academic standards.

### **Monitoring and Compliance**

ACC will monitor the implementation and outcomes of academic credit decisions to ensure ongoing compliance with:

- the Higher Education Standards Framework (Threshold Standards);
- the Australian Qualifications Framework (AQF); and
- relevant professional accreditation requirements.

## **IMPLEMENTATION and MONITORING**

The Academic Operations Manager is responsible for the implementation and administration of this Policy and associated procedures.

The Academic Dean is responsible for oversight of academic credit decision-making, academic standards and compliance with the Higher Education Standards Framework (Threshold Standards), the Australian Qualifications Framework (AQF), and relevant professional accreditation requirements.

Academic credit processes and outcomes may be monitored through:

- internal academic quality assurance processes;
- program monitoring and review activities;
- student progression and performance data; and
- periodic policy and procedure review.

## **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**

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| <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>Reviewed and approved by:</b> Academic Board                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <b>Date:</b> 8 July 2026          |
| <b>Version:</b> V4.0                                                                          | <b>Replaces Version(s):</b> V3.0                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <b>Next Review:</b> February 2029 |
| <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:<br/><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:<br/><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> <p><b>July 2026</b></p> <ul style="list-style-type: none"> <li>Substantially revised the Policy to align with ACC's contemporary policy framework and the Australian Qualifications Framework (AQF).</li> <li>Simplified and restructured the Policy to distinguish policy principles from operational procedures.</li> <li>Expanded the principles governing the assessment of academic credit, including recognition of prior learning (RPL), challenge assessments, articulation arrangements and partial unit credit.</li> <li>Clarified assessment criteria, restrictions, review and revocation provisions, and monitoring requirements for academic credit decisions.</li> <li>Updated responsibilities for the administration, academic assessment, oversight and monitoring of academic credit applications.</li> <li>Revised definitions and terminology for improved clarity and consistency with the AQF and current ACC policy framework.</li> </ul> |                                   |