

ACADEMIC CREDIT PROCEDURE

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 the College may differ to that in other higher education institutions are as follows:

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.

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

PURPOSE

This Procedure outlines the processes for the assessment, approval, recording and review of applications for academic credit and recognition of prior learning (RPL) within ACC award programs.

The Procedure supports the consistent and transparent implementation of the Academic Credit Policy and compliance with the Australian Qualifications Framework (AQF) and relevant regulatory requirements.

SCOPE

This Procedure applies to:

- prospective and enrolled students applying for academic credit or recognition of prior learning (RPL) within ACC award programs; and
- staff involved in the assessment, administration, approval and recording of academic credit applications.

PROCEDURE

1. General Requirements

Applications for academic credit or recognition of prior learning (RPL) are assessed in accordance with the

Academic Credit Policy.

Academic credit may be granted where prior learning is assessed as equivalent to the learning outcomes, academic standard, volume of learning and professional requirements of the relevant ACC unit or program, or where equivalence is demonstrated through an approved challenge or test out assessment.

Academic credit is awarded for whole units only and may include block credit where appropriate. Applicants are responsible for providing sufficient evidence to support their application.

2. Applications from Prospective Students

Prospective students seeking academic credit or RPL must submit the relevant application and supporting documentation during the admission or enrolment process.

Student Recruitment receives and initially processes academic credit applications from prospective students before forwarding the application and supporting documentation to the Academic Operations Manager (AOM).

The AOM refers the application to the relevant Program Coordinator(s) for academic assessment. Program Coordinators may consult Unit Lecturers or other academic staff where required to assess equivalence and currency of prior learning.

Program Coordinators provide their recommendation regarding the application to the AOM. The AOM is responsible for confirming and recording the outcome of the application and providing the outcome to Student Recruitment for communication to the applicant.

Approved academic credit must be recorded in the relevant student management systems and student record.

3. Applications from Current Students

Current students seeking academic credit or RPL must submit the relevant application and supporting documentation to Student Support or the AOM.

The AOM refers the application to the relevant Program Coordinator(s) for academic assessment. Program Coordinators may consult Unit Lecturers or other academic staff where required.

Program Coordinators provide their recommendation regarding the application to the AOM. The AOM is responsible for confirming, recording and communicating the outcome of the application to the student.

Approved academic credit must be recorded in the relevant student management systems and student record.

4. Supporting Documentation

Applications for academic credit based on prior formal study must normally include:

- official academic transcripts;
- unit or subject outlines;
- learning outcomes;
- assessment information; and
- any other documentation required to assess equivalence.

Applications based on RPL must include evidence demonstrating the applicant's relevant knowledge, skills and experience.

ACC may request additional information or documentation where required to assess an application. Documents submitted in a language other than English must be accompanied by an authorised English translation.

5. Challenge or Test Out Assessment

Students may apply to undertake a challenge or test out assessment where they believe they have already achieved the learning outcomes of a unit through prior formal, informal or non-formal learning.

Approval to undertake a challenge or test out assessment is not automatic and will be determined by the relevant Program Coordinator in consultation with relevant academic staff where required.

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.

A challenge or test out assessment may include one or more of the following:

- written assessment;
- practical assessment;
- oral examination or viva voce;
- competency assessment;
- portfolio review; or
- other assessment methods considered appropriate to demonstrate achievement of the learning outcomes.

The challenge or test out assessment must assess achievement of all learning outcomes for the relevant unit and be conducted at a standard equivalent to that required of students undertaking the unit.

Students must successfully demonstrate achievement of the learning outcomes and required academic standard before academic credit may be granted.

The outcome of a challenge or test out assessment will be recorded as either:

- academic credit granted; or
- academic credit not granted.

Students who are unsuccessful in a challenge or test out assessment may be required to enrol in and complete the unit in the normal manner.

The outcome of an approved challenge or test out assessment must be recorded in the student's academic record.

6. Currency of Learning

Academic credit will normally only be granted where prior learning is considered current and relevant to the relevant unit or program.

Applications for academic credit based on prior learning completed more than ten years before the commencement of the relevant unit or program will not normally be approved.

Where a unit contains practical, laboratory, clinical, chiropractic practice or competency-based components, ACC will consider the currency and ongoing relevance of prior learning when assessing academic credit applications. Prior learning completed more than 12 months before commencement of the relevant unit may require additional assessment, evidence of continued competency, or other

evaluation processes before academic credit is granted.

In determining currency, ACC may consider ongoing study, professional practice, continuing professional development, or other evidence demonstrating maintenance of relevant knowledge and skills.

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

7. International Students

Where academic credit is granted to an international student, ACC will comply with applicable requirements under the ESOS legislative framework and the National Code of Practice for Providers of Education and Training to Overseas Students.

Where academic credit results in a change to program duration, ACC will update the student's Confirmation of Enrolment (CoE) and relevant government reporting systems as required.

8. Review of Decisions

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

9. Recordkeeping

ACC will maintain records relating to academic credit applications, assessments, decisions and supporting documentation in accordance with applicable legislative, regulatory and institutional requirements.

10. Student Monitoring and Support

Program Coordinators may monitor the academic progression of students granted academic credit or recognition of prior learning (RPL), particularly where block credit or substantial credit has been awarded.

Where concerns arise regarding a student's academic progression, preparedness or assumed knowledge, the Program Coordinator may recommend:

- additional academic support;
- learning support activities;
- competency assessment; or
- review of previously granted academic credit.

Significant concerns regarding academic progression or suitability of previously granted academic credit should be referred to the Academic Dean.

ACC will monitor the implementation and outcomes of academic credit decisions through student progression and academic performance data, concerns identified by Program Coordinators, and relevant academic quality assurance, program monitoring and policy review processes.

RESPONSIBILITIES

Academic Operations Manager

The Academic Operations Manager (AOM) is responsible for:

- coordinating the administration of academic credit and recognition of prior learning (RPL) applications;
- referring applications to the relevant Program Coordinator(s) for academic assessment;

- communicating application outcomes to applicants and students;
- ensuring approved academic credit is appropriately recorded; and
- ensuring processes are implemented in accordance with the Academic Credit Policy and this Procedure.

Program Coordinators

Program Coordinators are responsible for:

- assessing applications for academic credit and RPL within their areas of academic responsibility;
- determining equivalence of prior learning, including learning outcomes, AQF level, volume of learning, content relevance and currency;
- consulting with Unit Lecturers or other academic staff where required;
- approving applications for challenge or test out assessment where appropriate;
- determining the assessment requirements for challenge or test out assessments; and
- making recommendations regarding the award of academic credit following successful completion of a challenge or test out assessment; and
- identifying and escalating concerns regarding student preparedness, progression or suitability of previously granted academic credit to the Academic Dean where appropriate.

Academic Dean

The Academic Dean is responsible for:

- oversight of academic standards associated with academic credit and RPL decisions;
- oversight of exceptional cases, additional assessment requirements, or competency evaluations where required; and
- oversight of academic progression concerns relating to students granted academic credit or RPL.

Student Recruitment and Student Support

Student Recruitment and Student Support are responsible for receiving and forwarding academic credit applications and supporting documentation to the AOM, as appropriate as well as liaising with prospective students regarding the outcome of their application.

Finance and Student Administration

Finance and Student Administration staff are responsible for:

- processing enrolment and fee adjustments associated with approved academic credit;
- updating relevant student management systems and student records; and
- implementing administrative changes associated with approved academic credit decisions.

IMPLEMENTATION and MONITORING

The Academic Operations Manager is responsible for the implementation and administration of this Procedure.

The Academic Dean is responsible for oversight of academic standards and compliance associated with academic credit and recognition of prior learning (RPL) processes.

Specific operational responsibilities are outlined within the relevant sections of this Procedure.

Implementation and outcomes associated with academic credit may be monitored through:

- student progression and academic performance;
- internal academic quality assurance processes; and

- periodic review of this Procedure and associated policies.

REVIEW

The ACC's Academic Credit Procedure is normally reviewed every three years.

ACC may review this policy earlier where required by legislative, regulatory, accreditation or operational changes.

VERSION CONTROL

Document: Academic Credit Procedure		
Responsible Officer: Marketing and Student Engagement Manager		
Approved by: Chair Academic Board		Date: 6 July 2022
Approved by: Chair Academic Board		Date: 29 March 2023
Reviewed and approved by: Academic Board		Date: 08 July 2026
Version: V3.0	Replaces: V2.0	Next Review: March 2029
HESF	1.2 Credit and Recognition of Prior Learning	
Nature of Change	February 2023 • Clarified definitions • Changed responsibilities from Marketing and Student Engagement Manager to the General Manager • Clarified the Academic Dean's responsibilities • Included the Implementation and Monitoring section, the Review section and added the HESF reference to the Version Control Table. July 2026 • Substantially revised the Procedure to align with the revised Academic Credit Policy, the Australian Qualifications Framework (AQF), and ACC's contemporary governance framework. • Clarified the application, assessment, approval, recording and review processes for academic credit and recognition of prior learning (RPL). • Introduced procedures for challenge or test out assessments, including approval, assessment requirements and recording of outcomes. • Expanded requirements relating to supporting documentation, currency of learning, international student compliance, recordkeeping and student monitoring. • Updated responsibilities to reflect current organisational roles and clearly define the responsibilities of the Academic Operations Manager, Program Coordinators, Academic Dean, Student Recruitment, Student Support, and Finance and Student Administration. • Revised implementation, monitoring and review provisions to strengthen quality assurance and compliance.	