



Credit Transfer and Recognition of Prior Learning Policy

Effective Date: 2025.10.20

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Version: v4 2025.10.20

1. Purpose

The purpose of this policy is to outline how advanced standing, credit transfer from prior formal academic accomplishments, and recognition of prior learning (RPL) from formal and informal learning, are recognised at Alphacrucis University College (AC).

2. Scope

This policy applies to all Higher Education (HE) and Vocational Education and Training (VET) courses at AC. It also applies to all enrolled and prospective students, including from third parties, and staff tasked with assessing and processing an application for Credit and RPL.

3. Definitions

For the purpose of this policy, the following definitions apply:

- 3.1. **Australian Qualifications Framework (AQF):** The national policy for regulated qualifications in Australian education and training, which defines the standards for qualifications.
- 3.2. **Credit:** Credit is the value assigned for the recognition of equivalence in content and learning outcomes students have already achieved through various types of learning. Credit may be granted through the following:
 - 3.2.1. **Advanced Standing:** Advanced Standing is the recognition of achieving a portion of the required knowledge, skills and understanding of subjects in a course of study, expressed as an equivalent subject/unit or number of credit points toward that course. Advanced standing credits are determined on the basis of equivalence of subject/unit content and learning outcomes matching the description and standards of the subject/unit for which credit is sought. Actual credit awarded may be less than the theoretical maximum established in these policies and procedures.
 - 3.2.2. **Specified Credit:** Specified Credit may be given for a specified subject/unit or subjects/units where learning has been gained through previous study that has already been assessed by an educational establishment (either vocational or higher education level). The learning is regarded as having satisfied both the objectives and the assessment requirements of the subject (at HE level) or elements, performance criteria, performance evidence and knowledge evidence (at VET level).
 - 3.2.3. **Unspecified Credit (HE only):** Unspecified Credit may be given through recognising a number of credit points rather than a specific subject where prior learning is regarded to be consistent with the broad outcomes of the course being undertaken. Such prior learning may be granted to students who have completed relevant studies (either



- vocational or higher education level.) This may sometimes be referred to as 'block credit'.
- 3.2.4. **Credit without Advanced Standing (HE only):** Students have completed similar subject material in another award, and thus are exempted from the subject, but receive no credit point recognition.
 - 3.2.5. **Credit Transfer (VET):** The process of recognising and awarding credit for prior successful completion of an equivalent unit of competency or module. Credit Transfer is an administrative process. The student is granted credit for the unit as the student has completed the same unit code previously and presented a certified testamur for credit, or the unit has been deemed 'equivalent' in a training package mapping advisory document.
 - 3.2.6. **Recognition of Prior Learning (RPL):** An assessment process that involves assessment of an individual's relevant prior learning and experience (including skills and knowledge obtained through formal and informal learning) to determine the extent to which the individual meets the learning outcomes and other requirements specified in the qualification.
- 3.3. **International student:** International Student is defined as an Overseas student per the Education Services for Overseas Students Act 2000 (ESOS Act).
 - 3.4. **Overseas student:** An overseas student is not an Australian or New Zealand citizen an Australian permanent resident or holder of an Australian permanent humanitarian visa. An overseas student is defined as a person who holds an Australian student visa, whether they are within or outside of Australia.
 - 3.5. **Offshore student:** An offshore student is a student who is studying at an overseas location and not in an Australian campus or at an Australian address.

4. Policy Statement

- 4.1. AC is committed to maintaining the integrity of its academic courses in alignment with the Australian Qualifications Framework (AQF) and the AQF Qualifications Pathway policy. The decision to assess prior learning or grant course credit preserves the integrity of the award to which it applies and complies with requirements of the underpinning educational framework of the course. It also considers the equivalence and comparability of learning outcomes, volume of learning, programs of study content, and learning and assessment approaches.
- 4.2. AC usually limits the volume of credit granted to a two-thirds maximum, in higher education.
- 4.3. A student's prior learning is assessed on a case-by-case basis, usually by the relevant Program Director. AC is committed to maintaining transparency, consistency, and fairness in the decision-making process.

4.4. Currency of Prior Learning

- 4.4.1. Unless the Head of School or Head of Discipline otherwise approves on the basis of evidence of subsequent development and life or work experience in the discipline, only evidence of formal and informal learning completed in the previous 10 years will be considered.

4.5. Determining RPL

- 4.5.1. In determining the applicability of RPL, AC will assess that students have met the learning outcomes or standards or competencies prescribed for a subject/unit/course. This may require that assessment include methods such as:



- a) relevant formal qualification or professional training;
- b) project work;
- c) practice related learning;
- d) independent research;
- e) a piece of scholarship;
- f) letters from employers or community leaders explaining applicant experience, responsibilities, skills and capacities;
- g) work-based assessment;
- h) examinations;
- i) Interviews;
- j) assessment based on a portfolio of evidence;
- k) direct observation of demonstration of skill or competence;
- l) Reflective papers, journals or portfolios that relate past learning to the learning or competency outcomes of the current course or qualification;
- m) provision of examples of the student's work drawn from the workplace, social, community or other setting in which the student applies their learning, skill or competence;
- n) testimonials of learning, skill or competence; and
- o) combinations of any of the above.

5. Roles and Responsibilities

The following roles and responsibilities apply in relation to this policy:

- 5.1. **Head of School / Head of Discipline:** Heads of School / Heads of Discipline approves exceptions to the standard 10-year currency limit for prior learning based on demonstrated relevance and currency of experience and may be consulted during complex credit assessments.
- 5.2. **Program Director (or equivalent):** Program Directors (or equivalent) are responsible for assessing all credit, advanced standing, and Recognition of Prior Learning (RPL) applications. Program Directors determine credit eligibility based on academic equivalence and course learning outcomes, consult with the Head of School, Registry, or third-party partners as needed, make professional, fair, and evidence-based decisions and documents credit decisions in the student's academic record.
- 5.3. **Registrar:** The Registrar is responsible for receiving and facilitating applications, providing guidance to program directors in relation to international student requirements under the National Code 2018; as well as record keeping of application outcomes and changes in course duration (as reported in PRISMS). The Registrar is also responsible for ensuring this policy is reviewed regularly and remains aligned with institutional and legislative requirements, and coordinating communication of policy revisions to stakeholders.
- 5.4. **Registry:** Registry is responsible for supporting record-keeping and documentation of credit/RPL decisions, performing AQF equivalency checks for international qualifications (via AEI/qualifications recognition tools), and ensuring updates to student records following approved credit or RPL.
- 5.5. **Students:** Students are responsible for initiating applications by submitting the appropriate online form with supporting documentation, providing valid and verifiable evidence for formal,



non-formal, and informal prior learning, and complying with application timelines and appeal processes if dissatisfied with outcomes.

6. Procedures

6.1. Application Procedure for Advanced Standing/Credit Transfer/RPL

- 6.1.1. A formal application must be submitted using the online "Application for RPL and Credit Transfer Form" via the Student Gateway, plus the provision of supporting documentation.
- 6.1.2. Students must substantiate completion of studies relevant to the subject(s)/unit(s) for which credit/exemption is sought.
- 6.1.3. Where studies were taken at an international institution, Australian Education International (AEI) checks are to be performed to correlate the award against the AQF.

6.2. Decision Making and outcome

- 6.2.1. Decisions on the applications of advanced standing, credit transfer and RPL are to be made by the Program Director (or equivalent) in consultation with Registry, and Head of School if required, and third-party partners as required. All decisions should be informed by careful professional judgment that is transparent and fair.
- 6.2.2. A student will be notified of the outcome of their application in writing no later than 20 working days after it is submitted. Credit granted will be documented in a student's record.
- 6.2.3. A student may lodge an appeal under the Student Complaints, Grievance Resolution and Appeal policy if they are not satisfied with the outcome of their application.

6.3. International students

- 6.3.1. Where RPL or course credit is granted to an international student, AC will retain a written record of acceptance for two years after the international student ceases to be an accepted student.
- 6.3.2. Where AC grants the overseas student RPL or course credit that reduces the overseas student's course length, AC will:
 - a) Informs the student of the reduced course duration following granting of RPL and ensure the Confirmation of Enrolment (CoE) is issued only for the reduced duration of the course, and
 - b) Reports any change in course duration in PRISMS if RPL or course credit is granted after the overseas student's visa is granted.

6.4. Recognition of Prior Learning for HDR Programs

- 6.4.1. Candidates may be granted advanced standing for prior learning at AC or another institution. RPL in HDR programs will be assessed on a case-by-case basis, consistent with both this policy and the HDR Candidature Policy.

7. Responsible for implementation

- 7.1. Registrar

8. Related AC Policies or Documents, Standards and Legislations



8.1. AC Policies or Documents

- 8.1.1. Assessment Policy
- 8.1.2. International Student Policy
- 8.1.3. Student Complaints, Grievance Resolution and Appeal Policy
- 8.1.4. Application for RPL and Credit Transfer Form (via the Student Gateway)
- 8.1.5. Higher Degree Research Candidature Policy

8.2. Relevant Standards and Legislation

- 8.2.1. Higher Education Standards Framework: 1.2
- 8.2.2. Outcome Standards for Registered Training Organisations 2025: 1.7
- 8.2.3. Education Services for Overseas Students Act 2000 (ESOS Act)
- 8.2.4. The National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code 2018): Standard 2
- 8.2.5. Higher Education Support Amendment (2023)

9. Review and Revision

This policy will be reviewed by the Registrar on a regular basis in accordance with the Policy Development and Review Policy. Any proposed changes will be tabled at the approving committee for considering. Revisions will be communicated to all relevant stakeholder once approved.

10. History of approval and amendments

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| Policy owner | Registrar |
| Policy category | Admissions and Progression |
| Policy status | Approved |
| Approval Body | Academic Board |
| Endorsement Body | Quality Assurance Committee |
| Approval Date | 2025.10.20 |
| Last Review Date | 2025.10.20 |
| History of Policy Amendments | |
| V3 2025.06.16 | Transferred to new policy template, added requirements for international students (retaining written record, shortening of course/COE where visa is already granted), general updates |
| V4 2025.10.20 | Included section 6.4 - Recognition of Prior Learning for HDR Programs. Approved by AB 20251020 |

Add a new row for each version of the policy. Do not remove previous changes.

Appendices

- N/A