Credit and RPL Procedure

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Date last amended:	2 September 2024
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Approved by	Stanley College Academic Board
Authorised Officer	Registrar
Supporting documents, procedures and forms of this procedure	Credit and RPL Policy Admissions Policy and Procedure Application for Admissions Form Application for Course Credit (Higher Education) Form Credit Outcome Statement Letter of Offer and Student Agreement for Higher Education Student Grievance and Complaint Policy and Procedure Student Grievance and Complaint Form Student Progress Policy and Procedure
Related Legislation and Codes of Practice	AQF Qualifications Pathway Policy *Education Services for Overseas Students (ESOS) Act 2000* Higher Education Standards Framework 2021, Part A: Standard 1.1 (Admission), 1.2 (Credit and Recognition of Prior Learning) and 1.5 (Qualifications and Certification) National Code 2018 Standard 2 *Tertiary Education Quality and Standards Agency (TEQSA) Act 2011*
Audience	Public

1. PROCEDURE

Applying for Credit or RPL

1.1 Applicants who wish to apply for credit must do so at the time of application for admission to Stanley College. The applicant must first indicate their wish to apply for credit on the *Application for Enrolment Form*.

1.2 The Admissions Officer will forward the *Application for Course Credit (Higher Education) Form* to the applicant.

1.3 The applicant will be required to provide certified evidence demonstrating successful completion of subjects ('pass' grade or higher) or complete courses of formal study, provided they meet the equivalency conditions stated in the *Credit and RPL Policy*.

1.4 Appropriate evidence should include certified true copies of the following original documents:

a. Official academic transcripts or records;
b. Official testamur or award qualification; and
c. Institutional handbooks/course guides for the units of study for which credit is sought, including details of the units' contents, learning outcomes, and assessment details.

1.5 All documentation should be submitted to the Reception at West Perth campus, or emailed to admissions@stanleycollege.edu.au.

1.6 An application for admission will not be processed until the application for credits has been assessed and finalised.

Assessment of Credit and RPL

1.7 Applications for RPL or Credit Transfer which require no further information will be assessed within 10 working days of the application being received with all necessary supporting documentation. The student will be notified of the outcome of the assessment in writing.

1.8 Applicants for credit may be required to undergo further assessments and/or provide further evidence to support their application. The assessment may take the form of:

a. An examination, or
b. An interview with the relevant Academic Program Manager

1.9 International qualifications and formal studies will be assessed against the relevant level of the AQF and therefore must first be assessed by the Overseas Qualifications Unit (OQU), which is based within the Department of Training and Workforce Development of the Western Australian Government.

1.10 The onus shall be on the applicant to provide appropriate evidence that demonstrates knowledge, understanding and skills when applying for RPL.

1.11 The following items may serve as evidence:
   a. Curriculum vitae;
   b. Work contracts or payslips;
   c. Verified referee reports, and
   d. Certified copies of education and training certificates.

1.12 Credit applications will be assessed by the relevant Academic Program Manager (the Program Manager of the degree courses the student is enrolled in), who may seek appropriate expert advice when required. The Academic Program Manager will map the evidence provided in the credit application to the following criteria:
   a. Learning outcomes of a course or unit of study;
   b. Level of entry for the award for which credit is sought;
   c. Duration of the course or unit;
   d. Assessments;
   e. Practical learning experience as part of the course or unit, where applicable;
   f. Articulation arrangements, where applicable, and
   g. Currency of knowledge and skills (no credit will be granted for evidence which is more than 10 years old).

1.13 The Academic Program Manager will also ensure that the credit limits (as outlined within the *Credit and RPL Policy)* are followed.

1.14 The Academic Program Manager will make a recommendation on the credit application to the Admissions Committee, who will make a final decision as to whether credit is to be granted for all, some, or none of the units applied for.

Notification of the Outcome

1.15 Once the assessment has been completed and approved, the Admissions Officer will prepare a *Credit Outcome Statement* listing the units for which credit has been sought and stating the outcome for each unit.

1.16 The student will be required to indicate as to whether they are satisfied with the credit outcome or not, before the recognition/credit transfer can take effect.

1.17 The *Credit Outcome Statement* will also inform the student of their right to appeal the decision if dissatisfied.

Recording of Credit Outcomes

1.18 Relevant details of credit awards are included in the *Letter of Offer* and *Student Agreement* sent to the applicant.

1.19 Stanley College will maintain the following information on the Student Management Database for two years after the student ceases to be a Stanley College student:
   a. Applications for credit and RPL;

b. The assessment of the credit and RPL request;
c. The student's acceptance of the credit outcome (outlined in 1.15); and
d. The decision of the request.

International Students

1.20 If RPL or Credit Transfer is granted, international students will be required to enrol in alternative approved studies to make up a full-time study load to comply with their student visa requirements. This will be monitored by Stanley College (as outlined in the *Student Progress Policy and Procedure).*

1.21 If course credit is granted by Stanley College before the student's visa is granted, the Admissions Officer will indicate the granting of credit or RPL on the CoE.

1.22 If course credit is granted by Stanley College after the student visa is approved, the Admissions Officer will amend the course duration of the CoE on PRISMS. The student will be notified of the change to the CoE in writing and informed to seek advice from DHA on whether the change to their course duration affects their student visa.

Appeals

1.23 Applicants may appeal the credit outcome if they are dissatisfied by completing the Student Grievance and Complaint Form, as per Stanley College's *Student Grievance and Complaint Policy and Procedure*.

Withdrawal of Credit

1.24 If an error has been made in assessing an application or where the documentation provided by the applicant was misleading, false or invalid, Stanley College will withdraw the credit.

1.25 The withdrawal of credit must be approved by the relevant Academic Program Manager.

1.26 The student will be notified in writing of the decision and reason of the credit withdrawal and referred to Stanley College's *Student Grievance and Complaint Policy and Procedure.*