

Academic Credit and Recognition of Prior Learning (RPL) Policy

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1 Purpose

It is the policy of Top Education Institute to grant RPL (recognised prior learning or Academic Credit) where it can be confirmed from:

- a. a private educational institution or similar organisation,
- b. TAFE or another VET provider,
- c. a recognised higher education institution in Australia or overseas e.g. a university.

2 Scope

This policy applies to all applicants for study at Top Education Institute.

Recognition of prior learning (RPL), for the purpose of advanced standing, is based on the following broad principles:

- Credit for prior learning is to be granted on a consistent basis, developed within Top Education Institute and be indicative of a student's chances of success in a course. A maximum credit of 50% will be granted at the Diploma level and Associate Degree Level;
- Bachelor Degree students may receive up to two-thirds of the degree in academic credit.

3 Definitions

Applicant may be domestic or international students

Recognition of Prior Learning (RPL) is, for the purposes of this policy, the assessment for credit of prior learning based on previously completed work or studies. RPL may enable a student to complete an award in reduced time.

4 Procedures

Students who wish to apply for RPL should firstly indicate this on the enrolment form, and provide evidence in terms of completed qualifications in order to proceed with application for full Academic Credit or RPL.

- 4.1 All applications for Academic Credit should be completed before enrolment or at orientation.
- 4.2 Students must complete the Application for Academic Credit application form available from the Administration Office.
- 4.3 Students will be informed of their advanced standing / credit entitlements within one week after enrolment and orientation.
- 4.4 The applicant will be advised in writing of the result of their application. If the applicant is an international student the following will occur:
 - 4.4.1 If the academic credit is approved prior to the granting of the student visa and leads to a shortening of the student's course, the Confirmation of Enrolment will indicate the actual net course duration (as reduced by course credit) issued for that student for that course.
 - 4.4.2 If the academic credit is granted after the grant of the student visa, the change of course duration is reported via PRISMS under Section 19 of the ESOS Act.
 - 4.4.3 At any time after a student has been granted a student visa, any change in course duration due to the granting of credit must be reported via PRISMS under Section 19 of the ESOS Act. This must be done within 14 days after the event as specified by the Act.
- 4.5 Students should provide originals of qualifications and documents, including subject outlines, at Top Education when enrolling. Copies of RPL documentation will be made and stored in the student's file. If the documents are not original they must be certified as a true copy by a notary public and officially translated into English.
- 4.6 The Academic Credit application is submitted to the Recruitment Department of Top Education and is approved by the Director of Business Programs.
- 4.7 Decisions are recorded in the Student Administrative Information System and include the outcome of the application indicating either the grant or rejection of the application, and, where appropriate, the reasons for refusal.

5 Appeals

An appeal must be lodged with the Administration Office within 10 working days of the dates of notification of the academic credit decision. The appeal must set out the grounds for the appeal. The Provost has the responsibility for assessment and makes the final decision.

6 Related Documents

- i. Student Selection and Admissions Policy
- ii. Application for Academic Credit