

Credit for Prior Learning Policy

Document

Document Name	Credit for Prior Learning Policy
Brief Description	This Policy guides the granting of Credit towards satisfying the requirements of a program at Sydney Institute of Business and Technology (SIBT).
Responsibility	Academic Director
Delegated Approver	Academic Board
Initial Issue Date	20 April 2010
Date for Next Review:	16 April 2027

Version Control

Date Approved	Version No.	Summary of Changes	Approver
20/04/10	1	New policy developed combining requirements for Cert IV and Diploma courses. Process included as part of policy.	Academic Board
09/02/12	2	Updated formatting in line with UPD	Academic Board
16/06/12	3	Added statement - <i>SIBT may commence applicable disciplinary procedures if a person to whom this policy applies breaches this policy (or any of its related procedures).</i>	Academic Board
09/11/12	4	Replaced all references to Cert IV UFS with Cert IV TPP.	Academic Board
02/10/13	5	Reviewed entire document	Academic Board
31/07/15	6	Reviewed and taken out procedures	Academic Board
07/08/15	7	Reviewed and approved by SMT with minor changes	Senior Management Team
31/7/15	8	Endorsed and approved by Academic Board	Academic Board
11/09/15	9	Reviewed and endorsed by SMT	Senior Management Team
01/04/16	10	Reviewed and updated. Endorsed by SMT on 1/4/16 and approved by Academic Board 15/12/2016	Academic Board
04/12/18	11	Reviewed and updated. Approved by Academic Board.	Academic Board
25/07/23	12	Appendix A added and content moved there from sections of the Policy, definitions added and strengthen, concept of formal, informal and non-formal learning added and the existing content distributed accordingly,	Academic Board

Date Approved	Version No.	Summary of Changes	Approver
		specified and unspecified types of Credit added.	
16/4/2024	13	Policy strengthened throughout with clearly defined definitions, consistent terminology and responsibilities defined. Procedure included as part of policy.	Academic Board

Related Documents

Name	Location
Admissions Policy	SIBT Website
Assessment Policy	SIBT Website
Student Complaints and Appeals Policy	SIBT Website
Student Complaints and Appeals Resolution Procedure	SIBT Website
Credit for Prior Learning (CPL) Application Form	SIBT Website
AQF Credit Transfer Explanation	https://www.aqf.edu.au/
AQF Recognition of Prior Learning Explanation	https://www.aqf.edu.au/
Higher Education Support Act 2003	https://www.legislation.gov.au/
Higher Education Standards Framework (Threshold Standards) 2021 – Domain 1	https://www.legislation.gov.au/
Education Services for Overseas Students Act 2000	https://www.legislation.gov.au/
National Code of Practice for Providers of Education and Training to Overseas Students 2018 – Standard 2	https://www.legislation.gov.au/

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1. Purpose

- a) The Credit for Prior Learning Policy sets out the principles guiding the granting of Credit that contributes towards satisfying the requirements of a program at Sydney Institute of Business and Technology (SIBT).
- b) It facilitates the transfer of students between institutions, qualifications, and levels.
- c) Its sets out a fair, transparent, and flexible process in order to grant Credit for prior learning while maintaining SIBT's commitment to ensure the quality, integrity and academic standing of SIBT qualifications.
- d) The Credit for Prior Learning Policy is to be read in conjunction with the Admissions Policy.

2. Definitions

Term	Meaning
AQF level	An indication of the relative complexity and/or depth of achievement and the autonomy required to demonstrate that achievement. (AQF Glossary of Terminology).
Articulation Arrangements	Articulation arrangements enable students to progress from one completed qualification to another with admission and/or Credit in a defined qualification pathway. See also Credit transfer (AQF Glossary of Terminology).
Block Credit	Credit granted towards whole stages or components of a program of learning leading to a qualification. (AQF Glossary of Terminology).
Certified Translation	A translation of documents conducted by a translator who has received accreditation from a professional association such as National Accreditation Authority for Translators and Interpreters (NAATI), Institute of Translation and Interpreting (ITI) or American Translators Association (ATA)
Credit	The value assigned for the recognition of equivalence in content and learning outcomes between different types of learning and/or qualifications. Credit reduces the amount of learning required to achieve a qualification and may be through Credit transfer, articulation, recognition of prior learning or advanced standing. (AQF Glossary of Terminology).
Credit Precedent Database	A database containing records of SIBT's approved Credit transfer arrangements and qualification equivalency.
Credit Transfer	A process that provides students with agreed and consistent Credit outcomes for components of a qualification based on identified equivalence in content and learning outcomes between matched qualifications. (AQF Glossary Terminology)
Confirmation of Enrolment (CoE)	The CoE provides evidence of a student's enrolment with a provider registered on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS). This evidence is required before the Department of Home Affairs (DHA) issues a student visa. The CoE contains information about the provider, course, and duration of study in which the student has enrolled.
Equivalent Unit	Units that are considered substantially the same in content and learning outcomes between programs.
Financial Census Date	The final date students can apply for or withdraw from units without financial penalty is the last campus day in week four (4). The Census date is a minimum of 20% of the way through a unit.

Term	Meaning
Formal Learning	Learning that takes place through a structured program of learning that leads to the full or partial achievement of an officially accredited qualification. (AQF Glossary of Terminology).
Grade Point Average (GPA)	A numerical index which summarises a student's overall academic performance in a program.
Informal Learning	Learning gained through work, social, family, hobby or leisure activities and experiences. Unlike formal or non-formal learning, informal learning is not organised or externally structured in terms of objectives, time or learning support. (AQF Glossary of Terminology).
Internal Credit	Students may be awarded specified Credit for certain units which are deemed equivalent or common to more than one SIBT program when they move from one SIBT program to another.
Non-formal Learning	Learning that takes place through a structured program of learning that does not lead to an officially accredited qualification. (AQF Glossary of Terminology).
Recognition of Prior Learning (RPL)	An assessment process that involves assessment of an individual's relevant prior learning (including formal, informal, and non-formal learning) to determine the Credit outcomes of an individual application for Credit. (National Quality Council Training Packages glossary)
Specified Credit	Credit granted for one or more specific units in a program. Students will be exempted from those units, and they will be awarded appropriate credit points in their place.

3. Application

- a) The Credit for Prior Learning Policy applies to all prospective and enrolled students in SIBT's programs seeking Credit for prior learning and to staff who apply the provisions of the policy, and related procedures, consistently.
- b) The Credit for Prior Learning Policy also applies to the granting of Credit covered by block credit and articulation arrangements into SIBT, transition between SIBT programs, and teach out plans.

4. Policy Statement

Credit will only be granted if:

- a) SIBT program integrity standards are maintained;
- b) Requirements of this policy and the requirements specific to each program are met;
- c) Clear entry arrangements into SIBT programs are provided;
- d) Students granted Credit are not disadvantaged in achieving the learning outcomes for the SIBT program; and
- e) The integrity of the SIBT program is maintained.

5. Principles

SIBT will ensure the granting of Credit is:

- a) Evidence based, clear, equitable, and transparent;
- b) Applied consistently and fairly with decisions subject to appeal and review;
- c) Academically defensible;

- d) Not disadvantaging to a student in achieving the expected learning outcomes for the Program;
- e) Maintaining the integrity of the course of study;
- f) Recognising learning regardless of how, when and where it was acquired, provided that the learning is relevant and current and relates to the learning outcomes of the SIBT program; and
- g) Made in a timely manner and the student is informed of the outcome which is documented on the student's record.

6. Credit Criteria

6.1 Validity

- a) Academic transcripts submitted must be certified copies.
- b) Credit for Prior Learning (CPL) Applications will not be considered if the grade received was below 50% or was subsequently adjusted to 50%.
- c) Academic Transcripts from overseas training providers include a certified translation of the documents conducted by an accredited translator.

6.2 Currency

- a) Credit will normally be granted for a qualification or evidence of other formal learning obtained within five (5) years for the SIBT Foundation Program, and within 10 years for any other program.

6.3 Relevancy

- a) When assessing Credit for all forms of learning, SIBT will consider:
 - i. The amount of comparability and equivalence in learning outcomes;
 - ii. The amount of comparability and equivalence in volume of learning;
 - iii. Whether the course is a similar course of study, including content, learning, and methods of assessment; and
 - iv. Whether the unit learning outcomes from the student's prior learning contain substantial equivalence to SIBT's equivalent unit learning outcomes.

6.4 Sufficiency

- a) When assessing evidence, the Program Convenor will ensure sufficient evidence has been provided to reliably verify the learning outcomes achieved are at the appropriate standard.

6.5 Comparability for Informal and Non-formal Learning

- a) Credit may be granted for informal learning (e.g., gained through work-related, social, family, hobby or leisure activities and experiences) or non-formal learning (e.g., undertaken through a structured program of learning but does not lead to a formally recognised qualification) provided the student can demonstrate the following:
 - i. Authenticity: the applicant can provide well-documented and appropriate evidence to demonstrate the subject learning outcomes have been achieved.

- ii. Quality: the type of prior learning is deemed comparable to the subject learning outcomes.
- iii. Transferability: the learning outcome attained through non-formal and informal prior learning can be applied outside the context in which it was learned.
- iv. The prior learning must be regarded as comparable to AQF level criteria or recognised overseas equivalencies.
- v. The volume of learning is deemed comparable to the subject learning hours.

7. Credit Types

7.1 Internal Credit

- a) Students may be awarded Credit for certain units which are common to more than one (1) SIBT program when they move from one program to another or are subject to transition arrangements approved by the Academic Board.
- b) Previous marks and grades will only be recognised in the new program for units that were successfully completed.
- c) Students eligible for internal credit will have the Credit applied to their record automatically. A Credit for Prior Learning (CPL) Application is not required.
- d) For students transferring between SIBT courses, maximum Credit limits do not apply.

7.2 Credit Transfer

- a) Applicants' prior formal learning evidence may be assessed as equivalent in content and learning outcomes and thereby satisfy the requirements of a specific SIBT unit, and are from:
 - i. Accredited courses (AQF Level 5 and above or equivalent recognised overseas qualifications) offered by a registered vocational training provider or equivalent;
 - ii. Non-award courses offered by a recognised higher education institution;
 - iii. Courses provided by a professional association (or other similar body), or training delivered by employers or other similar training, accredited by a professional accreditation body or equivalent.
- b) Students are granted specified Credit for units and exempted from undertaking the unit/s and awarded the appropriate Credit points in their place.
- c) Grades achieved in prior studies at external institutions are not included in the SIBT academic transcript and are not included in the calculation of the Grade Point Average (GPA).

7.3 Recognition of Prior Learning (RPL)

- a) Applicants' prior learning includes:
 - i. Formal learning;
 - ii. Informal learning; and
 - iii. Non-formal learning
- b) Evidence provided must satisfy the rules for validity, authenticity, currency, and sufficiency.

- c) Program Convenors may request the Applicant undertake additional assessment if it is determined that the evidence provided does not clearly demonstrate the requisite knowledge and skills requirements.
- d) An educational judgement concerning equivalence will be based on the extent to which the applicant can demonstrate they have achieved the required learning outcomes. Refer to Appendix A.

7.4 Block Credit Arrangements

- a) Credit is granted where there is an approved block credit or articulation arrangement which details:
 - i. The SIBT program the Credit is being granted towards;
 - ii. The previously completed formal qualification or completed AQF level (or equivalent);
 - iii. The units for which Credit is granted; and
 - iv. The units that the student must complete to be awarded the qualification.
- b) The amount of block credit is determined as part of the block credit arrangement and is applied at admission.
- c) Credit limits apply to block credit arrangements.
- d) Grades achieved in prior studies at external institutions are not included in the SIBT academic transcript and are not included in the calculation of the Grade Point Average (GPA).
- e) All block credit arrangements are noted on the Credit Precedents Register and details published on SIBT's website.

8. Credit Limits

- a) To ensure the integrity of SIBT's awards, applicants or students may be granted Credit for a maximum of half (50%) of the units to be undertaken within an SIBT Program.
- b) The maximum limit on Credit does not apply to the granting of internal credit.

9. Credit for Prior Learning (CPL) Applications

- a) SIBT encourages students to apply for Credit at least two (2) months prior to the commencement of their studies and no later than 10 working days before the Financial Census Date.
 - i. Credit for Prior Learning (CPL) Application should be submitted before the student commences their first term in an SIBT program.
 - ii. If a student's class commences prior to the outcome of their Credit for Prior Learning (CPL) Application for that unit, they must attend the classes for that unit until they receive written notification of the outcome of their Credit for Prior Learning (CPL) Application.
- b) Credit for Prior Learning (CPL) Applications received less than 10 working days before the Financial Census Date will be considered at the discretion of SIBT.
- c) Credit for Prior Learning (CPL) Applications may not be finalised prior to the Financial Census Date of that session, which may impact on the Credit that can be granted.
- d) No applications will be considered on or after the Financial Census date for a unit.

- e) Credit for Prior Learning (CPL) Applications can be submitted through the form on the SIBT website.
- f) Credit for Prior Learning (CPL) Applications must be accompanied by authenticated documentary evidence that meets the criteria. Refer to Appendix A.
- g) Credit granted will only be applied to a student's academic record after confirmation of enrolment in an SIBT program has been finalised.
- h) Incomplete Credit for Prior Learning (CPL) Applications will not be processed.
- i) There is no charge for Credit for Prior Learning (CPL) Applications.

10. Credit for Prior Learning (CPL) Application Assessments

- a) The delegated Academic Administrator will confirm the Credit granted against block credit or articulation arrangements within the provisions of this policy.
- b) The relevant Program Convenor will determine the Credit to be granted, within the provisions of this policy.
- c) Assessment tools will ensure the principles of assessment, being fairness, flexibility, validity, and reliability, are upheld.
- d) The evidence assessed will ensure the rules of evidence, being validity, sufficiency, authenticity, and currency, are upheld.

11. Credit for Prior Learning (CPL) Application Outcome and Notification

- a) The student will receive notification of the Credit for Prior Learning (CPL) Application outcome in writing within 10 working days from the application submission date and/or receipt of supporting documentation.
- b) The outcome notification will include:
 - i. Confirmation of Credit granted;
 - ii. Confirmation of Credit not granted and a detailed reason;
 - iii. Where applicants were granted Credit for units that include Academic Integrity Module, the student will be advised they are still required to undertake SIBT's Academic Integrity Module;
 - iv. Provision for the acknowledgment and acceptance of the outcome.
- c) Following receipt of acceptance of outcome and a signed acceptance of offer, the Administration team will:
 - i. Apply the granted Credit/s to the program the student is enrolled by:
 - Recording Credited unit/s with a grade of "EX" (Exemption);
 - Applying standard Credit points to the Credited unit/s.
 - ii. Once Credit is awarded to an international student, SIBT will:
 - Inform the student of the reduced course duration following the granting of Credit;
 - Amend the electronic Confirmation of Enrolment (eCoE) issued to reflect only the reduced duration of the course;
 - Notify the Government via the Provider Registration and International Student Management System (PRISMS) of the change of program duration if an international student has been awarded Credit towards their intended course after the visa was granted.

12. Roles and Responsibilities

- a) The Marketing and Admissions team are responsible for providing information to prospective students on arrangements for Credit for prior learning and standing Credit transfer arrangements and timeframes.
- b) Prospective and enrolled students are responsible for providing information to SIBT that is sufficient, honest, and accurate to support their Credit for Prior Learning (CPL) Applications. Refer to Appendix A.
- c) Admissions and Student Administration is responsible for:
 - i. Guiding applicants through the Credit for Prior Learning (CPL) Application process;
 - ii. The administration of Credit for Prior Learning (CPL) Applications and for advising applicants and students of outcomes in accordance with this policy;
 - iii. Assessing Credit for Prior Learning (CPL) Applications and applying Credit where there are approved block credit or articulation arrangements, and
 - iv. Advising applicants and students of outcomes in accordance with this policy;
 - v. Ensuring all Credit granted is accurately recorded in a Student's Academic Enrolment Record and transcript; and
 - vi. Maintaining a record of all Credit granted in the Credit Precedence Register.
- d) Program Convenors are responsible for:
 - i. Determining level of Credit for block credit articulation agreements prior to an agreement being enacted by SIBT or when unit learning outcomes change for a Program with an agreement in place;
 - ii. Assessing Credit for Prior Learning (CPL) Applications from students or applicants for programs for which the Program Convenor is responsible;
 - iii. Ensuring that applications based on formal learning for Diploma level units are for units studied at or above an equivalent AQF level at an accredited higher education provider;
 - iv. Requesting, through the delegated Academic Administrator, additional documentation, information, and/or for the applicant to attend a meeting with the Program Convenor or nominee at any time during the Credit assessment process;
 - v. Checking Credit precedents to ensure consistency and fairness in Credit granted whilst ensuring the precedent is still valid and current;
 - vi. Approving requests for extension to time limit on Credit for Prior Learning (CPL) Applications as appropriate;
 - vii. Determining the Credit to be granted, ensuring that the evidenced level of knowledge and skills is substantial equivalence of the learning outcomes of the unit for which the Credit prior learning is sought; and
 - viii. Providing detailed explanations for the student on all Credit not granted.
- e) The Learning and Teaching Committee is responsible for:
 - i. Monitoring the performance of students with Credit granted; and
 - ii. Reviewing and recommending amendments to the Policy.
- f) The Academic Board is responsible for:
 - i. Maintaining oversight of Credit granted to ensure the integrity of SIBT programs has been maintained; and
 - ii. Ensuring students have not been disadvantaged by the Credit granted.
- g) The Senior Management Team are responsible for identifying and developing opportunities for reciprocal credit arrangements, consistent with SIBT's goals and strategic plans.

13. Reporting

- a) Credit Granted cohorts are included in the Student At Risk and Subgroup Report which is compiled by the Board of Examiners and presented to the Learning and Teaching Committee and the Academic Board at each meeting.
- b) Credit Granted cohorts are included in the Annual Student Success and Satisfaction Report presented to the Academic Board and Senior Management Team annually.
- c) Periodic audits will be conducted by the Quality and Compliance Manager and an Audit report presented to the Academic Board.

14. Appeal

- a) A student may seek to appeal the decision where they consider the Credit granted was inconsistent with the criteria outlined in this Policy.
- b) Appeals must be made within 20 working days from receipt of the Credit Outcome Notification, in accordance with the Student Complaints and Appeals Policy and Student Complaints and Appeals Resolution Procedure.

15. Review

- a) This Policy will be reviewed by the person delegated with this Responsibility and by the Quality and Compliance Manager every three (3) years, or following any changes to the regulatory compliance requirements, legislation, regulation, and guidelines.

Appendix A: Examples of Supporting Documentation

Assessment of prior learning will be based on an evaluation of the evidence presented, using the following criteria:

- a) **Valid** - the prior learning matches both the qualification type and the discipline learning outcomes for the relevant course. The applicant's standard of achievement in the prior learning is consistent with the qualification level and type specified for the course.
 - i. Credit for Prior Learning (CPL) Applications will not be considered for a grade below 50% that was subsequently adjusted to 50%.
- b) **Authentic** – the prior learning has been undertaken by the applicant and the standard of achievement in the prior learning is based on the applicant's own work.
- c) **Current** – the prior learning has been achieved within the ten years prior to the time of Credit for Prior Learning (CPL) Application. A shorter time limit may be applied where there are professional accreditation requirements limit the granting of Credit.
- d) **Sufficient** - the evidence of prior learning is sufficient for the Program Convenor to reliably verify the learning outcomes achieved are at the appropriate standard.

Credit type		Documentary evidence
Credit Transfer and RPL	Formal Learning	<ul style="list-style-type: none"> • Certified official academic records (e.g. Academic Transcripts, Statements of Attainment, Statement of Results, Testamurs. • Detailed unit outlines or other documentation giving sufficient syllabus details (including a detailed summary of the content/topics covered by the unit each week with relevant textbook chapters listed, assessment schedule, duration, textbooks and reference books of the studies completed)
	Non-formal Learning	<ul style="list-style-type: none"> • Certificates or Statements of Attainment accompanied by (where applicable): <ul style="list-style-type: none"> ○ Business plans ○ Photographs/videos of work/project ○ Projects
RPL (only)	Informal Learning	<ul style="list-style-type: none"> • Professional certifications • Professional references or statement/s from employer/s on a letter head • Official email from the employer including company's and manager's details • Curriculum Vitae (CV) • Job/position descriptions • Letter/s from internship or volunteer coordinators • Samples of work pertaining to the learning outcomes of the requested units • Project briefs • Reports • Publications • Other (at the discretion of SIBT)

SIBT will only accept certified translations of the official documents (refer to the definition).