



INVESTMENT BANKING INSTITUTE

BUSINESS SCHOOL

Credit for Prior Learning Policy and Procedure

Copyright 2013 Investment Banking Institute Business School Pty Ltd ABN 46 142 988 921 (IBIBS)
TEQSA Higher Education Provider Number. 12188

policy@ibibs.edu.au

www.ibibs.edu.au

Credit for Prior Learning Policy and Procedure

1.0 Overview

Granting credit for prior learning ensures that students commence study at a level that appropriately recognises their prior learning experiences, and are not required to repeat equivalent learning successfully undertaken in another context.

Investment Banking Institute Business School Pty Ltd (“IBIBS”) is committed to develop open and accessible guidelines to grant credit towards a course of study on the basis of prior learning, whether from formal studies or professional work experience.

This policy is designed to both maximise the credit students can gain for learning already undertaken and preserve the integrity of learning outcomes or discipline requirements of the award to which it applies (Higher Education Standards Framework - Qualification Standard 3).

This policy incorporates the best practice principles outlined in the *AQF Qualifications Pathways Policy* (as set out in the *Australian Qualifications Framework Handbook 2011*).

IBIBS's policy on the granting of credit will:

- be evidence based, clear, equitable, accessible and transparent;
- be applied consistently and fairly with decisions subject to appeal and review;
- recognise prior learning regardless of how, when and where it was acquired, provided that the prior learning is relevant and current and has a relationship to the learning outcomes of the course;
- be academically defensible and take into account the students' chance of success in a course;
- be decided in a timely way;
- ensure that pathways into and between awards are available to all students by furthering articulation pathways with other higher education and vocational training providers and facilitating transfer between courses at IBIBS;
- be formally documented for the student including any reasons for not granting credit.

2.0 Granting of credit

2.1 General principles

- i. Entry to IBIBS's courses is based on specific published entry criteria and decisions regarding student selection will be in accordance with the *Student Selection and Admissions Policy and Procedure*.
- ii. An offer of credit does not guarantee admission into a specific course.
- iii. The assessment of the amount of credit to be granted in particular courses shall be determined by the Course Coordinator within the framework of this policy and must be reviewed by the Teaching and Learning Committee.

- iv. Regardless of the credit granted, the requirements of each course must be fulfilled.
- v. Credit can be given in the form of block, specified or unspecified credit.
- vi. Candidates for an award from IBIBS are required to complete a minimum amount of the course through IBIBS. The total credit granted for prior learning external to IBIBS shall not exceed 50% of the total credit points required for the award toward which credit is sought. The 50% may comprise a mixture of credit for formal study and credit for work experience, however no more than 25% credit will be granted for learning from relevant and documented work experience.
- vii. Credit granted for a specific course cannot automatically be transferred from one course to another.

2.2 Credit for formal studies

- i. Credit will not normally be granted for formal study completed more than ten years prior to application unless there is evidence of continued relevance of this study for the course towards which credit is sought.
- ii. Credit may be granted for the successful completion of:
 - a. units of study which form part of an accredited course provided by a recognised higher education institution;
 - b. non-award courses offered by a recognised higher education institution;
 - c. accredited courses at AQF Level 5 and above offered by a registered vocational training provider;
 - d. courses provided by a professional association or other similar body;
 - e. training delivered by employers or other similar training.
- iii. Credit shall be granted where there is substantial overlap with content and/or learning outcomes of IBIBS unit of study for which credit is claimed.
- iv. When assessing credit for formal studies the following will be taken into account:
 - a. the general educational practices and standards of the provider(s) or any accreditation obtained by such provider that may be relevant to the course under consideration;
 - b. the objectives of the particular course and the methods adopted to achieve those objectives;
 - c. admission requirements to the course;
 - d. the duration of the course, having regard to entry requirements and course objectives;
 - e. the breadth, depth and balance in the course material involved and the intellectual effort required;
 - f. the methods of assessment;

Credit for Prior Learning Policy and Procedure

- g. the relative emphasis on the teaching of skills in relation to the study of the discipline;
- h. any arrangements for practical training and experience as part of the course.

2.3 Credit for learning from work experience

- i. Credit may be granted for work experience where that learning can be documented to the satisfaction of the Course Coordinator. The onus shall be on the applicant to provide appropriate evidence or demonstrate the relevant skills, knowledge and understanding.
- ii. The maximum credit that can be granted for learning from work experience is 25% of the total credit points required for the course toward which credit is sought.
- iii. When assessing credit for work experience, the following will be taken into account:
 - a. Authenticity - the applicant has actually demonstrated the learning outcomes that are being claimed;
 - b. Currency - the learning outcomes are still valid and performable;
 - c. Quality - the learning has reached the acceptable level;
 - d. Relevance - the learning is applicable to the unit of study claimed;
 - e. Transferability - the learning outcome can be applied outside the specific context in which it was learned;
 - f. Comparability - the prior learning is comparable in content and standard with the unit(s) of study in which credit is sought.

2.4 Internal transfer between courses

- i. Credit may be granted when a student has completed units of study while undertaking a course with IBIBS and wishes to transfer to another course within IBIBS.
- ii. Credit will be granted for those units of study already undertaken which form part of the course into which the student is transferring.
- iii. The maximum credit that can be granted in these circumstances is not limited.

3.0 Applications

An application for credit based on prior learning must be made on the appropriate form at the time of application for admission to a course. The application should be accompanied by sufficient documentary evidence to support the application.

Assessment of the application will be undertaken by the Course Coordinator who will advise the applicant in writing of the result of their application. A record of any credit granted (including any reasons for not giving credit) will be signed by the Course Coordinator and the student and placed on the student's file.

Credit for Prior Learning Policy and Procedure

It is the intention of this policy that students should be advised of the credit that is offered at the time they accept a place in a course.

All decisions of the Course Coordinator in relation to the granting of credit will be reviewed by the Teaching and Learning Committee.

4.0. Articulation arrangements (credit agreements)

In line with national policy IBIBS will systematically negotiate agreements with other tertiary education providers to maximise the credit available to eligible students for entry into IBIBS's courses. These agreements will provide graduates of specific courses offered by recognised providers of tertiary education credit for particular units of study which form part of an IBIBS course.

When negotiating these agreements IBIBS will take into account the comparability and equivalence of the articulating institution's course, notably:

- the learning outcomes;
- the volume of learning;
- the content; and
- learning and assessment approaches.

In order to assess the quantum of credit which may be awarded, IBIBS will map the specified learning outcomes for the course provided by the external institution against the learning outcomes of units of study within the relevant IBIBS course. Credit for a unit of study within an IBIBS course will only be granted where there is a substantial match against the learning outcomes of that unit of study.

The benchmarks for the quantum of guaranteed credit granted to students towards higher level AQF qualifications in the same or related discipline are as follows:

- 50% credit for an Advanced Diploma or Associate Degree linked to a 3 year Bachelor Degree.
- 37.5% credit for an Advanced Diploma or Associate Degree linked to a 4 year Bachelor Degree.
- 33% credit for a Diploma linked to a 3 year Bachelor Degree.
- 25% credit for a Diploma linked to a 4 year Bachelor Degree.

The existence of a credit agreement does not preclude an individual student applying for additional credit under this policy.

The Academic Board will approve all articulation arrangements after evidence of the mapping of the learning outcomes of the external course against IBIBS course underpinning the proposed credit arrangements has been considered.

Once approved by the Academic Board the articulation arrangement will be set out in a formal credit agreement, signed by both parties and recorded in a register of approved articulation agreements.

IBIBS will make publicly available details of all current credit agreements in accordance with section 2.3 of the *AQF Qualifications Pathways Policy* (as set out in the *Australian Qualifications Framework Handbook 2011*).

Credit for Prior Learning Policy and Procedure

(Note: For the purposes of Schedule 1A of the *Higher Education Support Act 2003* and the *Australian Qualifications Framework 2011* articulation agreements are known as 'Credit Transfer Arrangements'. Articulation arrangements are also colloquially known as 'pathways'.)

5.0 Appeals

A student may appeal against a decision on the granting of credit. The grounds for appeal are that the decision is inconsistent with this policy. Appeals must be made in writing and lodged with the Dean within ten working days of the student receiving written notification of the decision. The Dean will respond to the appeal within twenty working days and may confirm or vary the decision. All decisions of the Dean in relation to appeals will be reviewed by the Teaching and Learning Committee.

If a student remains dissatisfied with the outcome of their appeal against a decision regarding the award of credit they may utilise IBIBS's grievance handling procedures.

6.0. Publication and review

This policy will be made available to all prospective and existing students on IBIBS's website to enable them to make well-informed choices between alternative pathways and take into account the credit that may be available to them. Prospective students will be advised in pre-enrolment materials and upon enrolment about this policy.

This policy will be regularly reviewed to maximise applicability to new and updated awards and to student and industry needs in line with section 4.3 of IBIBS's *Quality Assurance Framework*.

7.0 Version history

Version	Approved by	Approval Date	Details
1.0	Academic Board	3 March 2013	Adoption of new QAF

Document owner: Dean