

Credit and Recognition of Prior Learning (RPL) Information Sheet

In accordance with *Credit and RPL Policy and Procedure*, all applications should be submitted at least **four weeks before** the degree course commencement date. RPL requests submitted by the submission dates are normally completed within 20 business days. During peak periods it can take up to 30 business days. Some requests may take longer to process due to the complex nature of RPL assessment. Later applications may be accepted but may not be able to be processed in time for credit to be granted before the nominated withdrawal/census date. For domestic students, this is the census date. Credit will only be granted if evidence is provided that the student has obtained the skills and knowledge necessary to meet the outcomes of the degree course of study to ensure that the integrity of the course is maintained.

- a. Credit and RPL applications will be assessed by Academic Director and RPL assessors.
- b. Credit based on prior learning may be granted as specified credit, unspecified credit, block credit, or advanced standing.
- c. Credit will be transferred with grades, including fail grades, under certain specified circumstances.
- d. If you received credit at offer you do not need to complete this form, unless you are seeking additional credit.
- e. Use the **Credit Application Form** if you are seeking credit transfer for higher education programs.
- f. Use the **RPL Application Form** if you are seeking recognition of prior learning (RPL) for higher education programs.
- g. **Attach certified evidence** demonstrating successful completion of the unit/s of study or award. Successful completion means that a grade of 'pass' or higher must have been achieved for the unit of study. Higher education degree courses with a grade of 'pass conceded' or lower will not be eligible for credit.
- h. Familiarise yourself with the terminology below:
 - I. **Credit transfer** is 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.
 - II. **Credit** is 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 agreement, recognition of prior learning or advanced standing.
 - III. **Credit points** are the value assigned to each unit. Students must complete the required number of credit points to be awarded a qualification. For example, for a 10 credit point value per unit, students must complete 240 credit points to be awarded a three-year Bachelor degree.
 - IV. **Block credit** is credit granted towards whole stages or components of a course of learning leading to a qualification.
 - V. **Specified credit** is credit granted towards particular or specific components of a qualification of course of learning.
 - VI. **Unspecified credit** is credit granted towards elective components of a qualification or course of learning.

Recognition of prior learning (RPL) is a process used to assess an individual's relevant prior learning (including formal, informal and non-formal learning) to determine the credit that may be granted towards completion of a qualification (adapted from Australian Qualifications Framework definition).

Please note that after the relevant application fee is paid, the applicant may be invited to discuss the grounds of application, as well as the evidence submitted to support the application for recognition of prior learning by the Academic Director.

Formal prior learning is acquired through formal processes such as the successful completion or partial completion of a degree course at a recognised educational institution. A recognised institution may be a tertiary institution in Australia or at a recognised international institution. **How to seek credit for formal prior learning:**

Students seeking credit for formal prior learning are required to **fill out the *Credit Application Form***, and **attach *certified evidence*** demonstrating successful completion of the unit/s of study or award. Successful completion means that a grade of 'pass' or higher must have been achieved for the unit of study. Higher education degree courses with a grade of 'pass conceded' or lower will not be eligible for credit.

Appropriate evidence includes, but is not limited to certified copies of:

- i. Official academic transcripts
- j. Official academic records
- k. Official testamur or award qualification
- l. Assessment marks confirmed by the institute
- m. Institutional handbooks/degree course guides for the units under application, that include details of the unit's content, learning outcomes, and assessment details.

Subjects where credit has been granted will not be included in the calculation of a student's grade point average (GPA).

Informal prior learning is acquired through informal processes such as employer/workplace training, and through relevant work/life experience. **How to seek RPL for informal prior learning:**

Students seeking RPL for informal prior learning are required to **fill out the *RPL Application Form***, and **attach *certified evidence*** demonstrating that they have acquired the prior learning under application. The onus is on the student to provide appropriate evidence. Appropriate evidence includes, but is not limited to, evidence of:

- n. Reflective papers, journals or portfolios including games produced, that relate past learning to the learning outcomes of the degree course under application
- o. Resumes and referee reports that have been verified by referees
- p. Examples of the student's work drawn from the workplace, social, community or other setting
- q. Testimonials/letters regarding relevant skills or knowledge
- r. Interviews or Direct observation of demonstration of relevant skills or knowledge by interview
- s. Successful completion of assessment or demonstration of capabilities relevant to AIE Institute's degree course through a challenge test
- t. Any combination of the above.

The onus shall be on the student to provide appropriate evidence that demonstrates knowledge, understanding and skills with documented proof of competence and prior learning in the corresponding units. The following will be taken into account:

- u. Acceptable evidence such as resumes and referees that have been verified, and certified copies of training certificates
- v. Interviews with the degree course coordinator and additional assessment methods to ensure that the student has the required skills and knowledge to meet the learning outcomes of the unit of study
- w. Credit will only be granted if evidence is provided that the student has obtained the skills and knowledge necessary to meet the learning outcomes of the unit of study to ensure that the integrity of the course is maintained.

RPL Application Form

Section A. Personal information

Student number..... Date of birth (DD/MM/YYYY)

Given name/s

Family name

Student email Contact telephone number

Are you an international student? Yes No

Onshore international student visa holders must check student email regularly for credit outcome and new Confirmation of Enrolment (CoE) (if applicable due to duration change). If applicable, your CoE will be updated automatically within 10 working days of credit being processed to your record.

Section B – Program information

Course Code:

Degree name

Major

Please complete Section C and E, and attach certified evidence as defined in the information sheet above, such as a copy of your official transcript of results and/or Statement of Attainment/Certificate. You do not need a transcript for studies completed at AIE Institute.

Student declaration

I understand that I should enrol in course/s as per the program structure, which may include those courses for which I have applied for credit transfer. If my application for credit transfer is successful, AIE Institute will take responsibility for ensuring that my enrolled course/s are removed prior to the relevant class census date. I understand that if my application is submitted late it may affect my enrolment, and if it is submitted after the relevant census date, I will be liable for course fees and possible academic penalty.

Student signatureDate (DD/MM/YYYY)

Institute checklist – Office use only

- Statement of Attainment/Certificate attached (not required if prior study at AIE Institute).
- Date entered if international student has new completion date.
- Course coordinator (higher education) signed/electronically signed.
- Does the student fall into one of the categories where grades, including fail grades, must be transferred? If so, grades entered?
- Has this credit been checked to confirm that the student has not double dipped, or received credit or graded assessment in the same program for the same courses previously?

Credit transfer checklist

- Has the International student visa holder's details and new completion date (if applicable) been entered on the Teams channel for use by Audit and Risk Committee?

Section C – Higher education Recognition of Prior Learning

Student number _____ Course code _____ Major _____

Student to complete				School/college use only						
RPL granted based on (please tick)			Unit code e.g. GDC101	Unit name e.g. Introduction to Game art	Credit points	Granted		Assessor name	Assessor signature	Date
Life experience	Work experience	Non-accredited learning				Yes	No			

Section D – Institute to complete

I confirm that the moderation process in place within AIE Institute has been followed and that the following have been completed and will be placed in the student’s file:

- the RPL record of assessment
- the evidence for RPL record keeping.

International student visa holders only

Will the student’s program duration change? Yes No If Yes, please provide new completion date (DD/MM/YYYY) _____

Program manager/Program coordinator/Course coordinator

Name* (please print) _____ Signature* _____

Position title _____

Section E – Self assessment of Applicant profile/background

You are required to provide documentary evidence to support your statements. This evidence should demonstrate how you have met the published learning outcomes of the course for which you are seeking RPL. Your course outcomes may require you to contextualise how you have applied academic knowledge and skills.

1. List course learning outcomes (CLO) of the above course (subject) (refer to [http://aieinstitute.edu.au/courses/course learning outcomes](http://aieinstitute.edu.au/courses/course-learning-outcomes)).

2. In your opinion, what skills do you already have that relate to this course?

3. List any programs/training/study relevant to this application that you have undertaken since leaving school.

4. Relevant to this application, what experience have you had working with groups (e.g. clubs, organisations, committees, etc.)?

6. Match your experience against the published unit learning outcomes of the units for which you are seeking RPL. (refer to Study Guides for each unit you are seeking RPL for).

7. List two referees who can support your List two referees who can support your statements.

Section F – AIE Institute RPL assessment record (Copy to be retained by RPL assessor)

Student number _____

Given name/s _____

Family name _____

Course for which RPL is sought _____

Course code _____

Unit name and code for which RPL is sought

Unit name and code for which RPL is sought

Unit name and code for which RPL is sought

Unit name and code for which RPL is sought

Unit name and code for which RPL is sought

Unit name and code for which RPL is sought

Evidence provided

Time and date of assessment

Panel (if applicable)

Decision

Additional information required (details)

Date additional information received

Panel member/s signature and date (if applicable)

1. Name (please print) _____

.Signature_____Date (DD/MM/YYYY)

2. Name (please print) _____

.Signature_____Date (DD/MM/YYYY)

3. Name (please print) _____

.Signature_____Date (DD/MM/YYYY)