

1. Purpose

This Policy supports the *Student Admissions Policy*. It provides a framework for recognition of prior learning at Australian School of Accounting (ASA), in accordance with the AQF ('Australian Qualifications Framework') and AQF Qualifications Pathways Policy. This policy ensures that decisions about course credit will not disadvantage applicants, nor diminish the integrity of ASA's accredited higher education courses.

This Policy has been developed in order to ensure consistency in determining entry and credit outcomes.

2. Principles

This Policy is informed by the principles of the AQF and supports the commitment of ASA to:

1. transparency;
2. ensuring that the process of assessing applications for recognition of prior learning is fair and equitable; and
3. maintaining the integrity of ASA's courses and units.

3. Scope

This Policy applies to all students of ASA.

4. Definitions

Term	Definition
Recognition of Prior Learning	Also known as Credit, Exemption, or Advanced Standing, the granting of Recognition of Prior Learning formally recognises that certain prior learning, experience and skills are sufficient to meet the required learning outcomes of a course.
Census Date	The date on which enrolment is finalised. The last day on which a student may withdraw from a unit (or units) without financial penalty and submit HECS-HELP or FEE-HELP loan forms.
Advanced standing	Is a form of credit for any previous learning

Credit transfer	Means a process that provides student with consistent and agreed outcomes for components of ASA qualifications based identified equivalence in content and learning outcomes between matched qualifications to a maximum of 50% of the total credit points required.
Internal credit	Means credit transfer for successful completion of one or more units
Specified credit	Means course credit is granted consistently on the basis that the learning outcomes, content and assessment of a specified core unit of study offered by ASA can be demonstrated to be equivalent to a unit which the applicant has successfully completed at another institution at the same AQF level of higher, and that the decision to grant credit will not affect the integrity of ASA course.
Unspecified credit	Means course credit is granted for elective units offered by ASA on the basis that the learning outcomes, content and course outcomes of a unit successfully completed at another institution are equivalent to the learning outcomes of the ASA course, at the same AQF level or higher and the decision to grant credit will not affect the integrity of the ASA course.

5. Policy

Any student with prior learning may submit appropriate evidence and apply for Recognition of Prior Learning. ASA may award credit towards achievement of a qualification or award for various forms of prior learning by comparing a student's current level of skills and knowledge against unit learning outcomes.

5.1 Types of Recognised Prior Learning

Applying for Recognition of Prior Learning involves assessment of a range of prior learning modes and undertakings, which includes, and is not limited to:

- units which form part of an accredited course of study provided by a recognised higher education institution;
- accredited vocational education and training providers (VET);
- non-award courses offered by a recognised higher education institution;
- accredited courses of study provided by a Registered Training Organisation (RTO); and
- recommendations contained in the AQF.

ASA may, at its discretion, recognise the validity of other forms of training or education, providing they are deemed equivalent to, or meet, the AQF standards.

Single units from overseas higher education institutions will not be granted credits as they are not recognized by the AQF standards.

5.2 Rules Governing Recognition of Prior Learning and Admission

Entry to courses offered by ASA is based on specific published entry criteria. Decisions regarding student selection will be in accordance with the *Student Admissions Policy and Procedure*. An offer of credit for advanced standing based on prior learning does not guarantee admission into a specific course.

All applications for advanced standing will be assessed on a course-by-course basis. The assessment of the amount of advanced standing to be granted in particular courses shall be determined by the Academic Dean or his/her nominee. Once appropriate documentation is submitted, an application for Recognition of Prior Learning will be reviewed within fourteen working (14) days.

Specific rules are:

5.2.1 Automatic Exemptions

Automatic Exemptions may be awarded to students who have completed previous studies with an approved education provider, for courses which have been approved by the Academic Board or designated nominee.

5.2.2 Maximum Exemptions

The total credit granted for prior learning external to ASA will not exceed 50% of the total credit points required for the award for which the credit is sought.

5.2.3 Work Experience

Credit may be based on a mixture of formal study and work experience. However, no more than 25% credit will be granted for work experience.

5.2.4 Specified/unspecified Credit

Specified credit is granted for specific units. Unspecified credit may be used to replace electives in a course, provided it is at the same or similar study level.

Credit, whether specified or unspecified, will not be granted for any core units at third year (300) level for any course offered by ASA.

5.3 Conditions under which Advanced Standing is granted

Advanced standing may be granted for:

1. Formal study completed no more than five (5) years prior to application, on the condition that there is sufficient evidence of continued relevance of content, learning outcomes, and where the student is judged by the Academic Dean to have the same probability of successful completion of the ASA course as a student completing the entire course.
2. Non-award courses, as well as for courses provided by a professional associations or similar bodies, where appropriate learning outcomes have been rigorously assessed and documentation is provided.
3. Professionally accredited criteria may also apply.

Advanced standing will *not* normally be granted for formal study completed more than five (5) years prior to enrolment unless there is evidence of continued relevance of this study for the course towards which advanced standing is sought.

Conditional Advanced Standing may be granted to students who have completed a course at another provider but is unable to immediately provide official transcripts.

5.3.1 Challenge Examination

In cases where the granting of recognition of prior learning is unclear the Academic Dean may elect to instruct the candidate to complete a challenge examination to fully determine

recognition of prior learning. This could occur with recognition of prior work experience cases. A challenge examination will only apply to units of study that have no pre-requisites.

5.4 Assessment Criteria

Assessment criteria applied to applications for Recognition of Prior Learning include:

1. assessment methods;
2. duration of course;
3. admission requirements;
4. learning outcomes and objectives;
5. the scope, depth and content of the course/unit material; and
6. the general educational practices and standards of the provider.

5.5 Transfer of Credit within Australian School of Accounting

Transfer of Credit may be granted when a student has completed units whilst undertaking a course of study with ASA and wishes to transfer to another course before completing the prior course. An application for credit transfer can be made upon enrolment. Credit will be granted for those units already undertaken which form part of the course into which the student is transferring. The grade awarded for the unit completed in the previous course will transfer to the new course.

5.6 Articulation Agreements

ASA may enter into agreements with specific institutions to provide graduates of specific courses of study offered by another institution credit for particular units which form part of an ASA course. The following processes and conditions apply:

- Prior to entering into Articulation Agreements, ASA will map the competency units or specified learning outcomes provided by the institution against the learning outcomes provided by the unit within the relevant ASA course.
- The Academic Board will review and approve all Articulation Agreements.
- Articulation Agreements will only cover credit for specific, predetermined units.

Institutions applying for Articulation Agreements with ASA should be able to establish and verify that they have benchmarked themselves against institutes that have met industry standards. ASA reserves the right to revoke Articulation Agreements in cases where there is a clear trend that the advanced standing granted under articulation agreements have resulted in poor student performance.

5.7 Cross-Institutional Study

Students enrolled in an ASA course who wish to study an equivalent unit at another recognised provider should consult the Course Coordinator about the process and eligibility

criteria. The above Advanced Standing rules apply.

5.8 Appeals

An applicant may appeal against a decision made under this Policy and Procedure. Appeals must be made as prescribed in the appeals process outlined in the *Student Grievance Handling and Resolution Policy and Procedure*. Academic Dean's decision on the matter of appeals is final.

5.9 Progression

Students who have received recognition of prior learning from other institutions will still be monitored during the course of study to ensure that they have met the necessary prerequisite requirements.

6. Related Documents

Student Admissions Policy
Student Grievance Handling and Resolution Policy
A database of successful course/unit credit

7. Specific Related Documents

Recognition of Prior Learning Assessment Form
Recognition of Prior Learning Flowchart
Student Grievance Handling and Resolution Flowchart
Recognition of Prior Learning Procedure
Student Grievance Handling and Resolution Procedure

8. Relevant Legislation

Higher Education Standards Framework (Threshold Standards) 2021

9. Version Control

Document		Recognition of Prior Learning Policy			
Approved by		Academic Board		Date: 14 July 2021	
		Next Review date			2024
Version #	5.0	Replaces Version#	4.0-4.3	Academic Board Approval New course accreditation	
	4.0		3.1-3.0	Academic Board Approval New course accreditation	
	3.0		2.1	Academic Board Approval Next review	2022
	2.1		2.0	Minor change Director to Dean	18 February 2020
	2.0		1.4	Academic Board Approval	
	1.4		1.3	In response to report from TEQSA	
	1.3		1.2	Style review	
	1.2		1.1	Project Manager review Next review	2020
	1.1		1.0	Styling	
	1.0		0.3	Academic Board approval	
	0.3		0.2	Academic Board review	
	0.2		0.1	Policy and procedure separated	
	0.1		00	Generic	