



Credit Transfer, Recognition of Prior Learning and Articulation Policy and Procedure

Scope & Purpose

This policy and procedure guides the management and application of Credit Transfer, Recognition of Prior Learning and articulation agreements / arrangements for Applicants and Students of Russo Business School.

The intent of the Policy and Procedure is to ensure that decisions related to Credit Transfer and Recognition of Prior Learning are conducted in a fair, equitable and transparent manner.

The Policy applies to all prospective applicants and current students applying for Credit Transfer or Recognition of Prior Learning at Russo Business School and the RBS staff involved in managing and administering the process.

Implementation

Decisions regarding Credit Transfer and Recognition of Prior Learning will:

- be evidence-based, equitable and transparent;
- be applied consistently and fairly with decisions subject to appeal and review;
- recognise learning regardless of how, when and where it was acquired, provided that learning is relevant and current and has a relationship to the learning outcomes of the qualification;
- be academically defensible and consider the students' ability to meet the learning outcomes of the qualification successfully;
- be decided in a timely way so that students' access to qualifications is not unnecessarily delayed;
- allow for credit outcomes to be used to meet prerequisites or other specified requirements for entry into a program of study leading to a qualification or for the partial fulfillment of the requirements of a qualification; and
- be formally documented for the student including any reasons for not giving credit.

Definitions and abbreviations

Advanced standing is a form of credit for any previous learning (Australian Qualifications Framework definition) – see also the definitions for “credit transfer” and “recognition of prior learning”.

Applicant is a person who has already lodged an application to study a specific course. A prospective student is generally a person who is thinking about lodging and application to study a particular course.

Articulation Arrangements (or Agreements) the arrangements which enable students to progress from a recognized academic program to a Russo Business School course and/or Credit in a defined pathway.

Course is an appropriate suite and sequence of subjects that meets the requirements and specifications of the relevant level of the *Australian Qualifications Framework AQF 2nd ed, 2013* and which leads to the conferral of an award. For example, a Diploma of Business.

Course 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 applied via Credit Transfer, Articulation, Recognition of Prior Learning or Advanced Standing.

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 (Australian Qualifications Framework definition).

Precedent is the approval for credit of prior studies, which may be applied to subsequent Credit applications where the same prior study exists.

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).

Subject is a unit of study that focuses on the development of knowledge, skills and the application of knowledge and skills in a given content area in accordance with the requirements and specifications of the *Australian Qualifications Framework* (2nd ed, 2013). A subject may form part of a course.

AQF – Australian Qualification Framework

CRICOS – Commonwealth Register of Institutions and Courses for Overseas Students

ELP - English Language Proficiency

ESOS - Education Services for Overseas Students

DHA – Department of Home Affairs

TPS – Tuition Protection Service

Policy

Russo Business School is committed to maximizing the Advanced Standing which applicants can gain for learning already undertaken while ensuring the integrity of qualification outcomes and discipline requirements.

The maximum allowable Course Credit for a Course is to be approved by the Russo Business School Academic Board. The following maximum credit allowances are permitted:

All Undergraduate and Postgraduate Courses - the maximum amount of Credit will not exceed 50% of the total credit points.

Russo Business School may enter into formal Articulation Agreements with other education providers and develop specific credit transfer arrangements. RBS will provide details of formal Articulation Agreements on its website.

In negotiating articulation and credit agreements or arrangements, Russo Business School will have regard to, the guidelines in clause 2.1.9 and the percentages in 2.1.10 of the *Australian Qualifications Framework Qualifications Pathways Policy*.

The Russo Business School Academic Board will endorse articulation agreements in accordance with its Terms of Reference.

Requests for Credit or Recognition of Prior Learning can be assessed using one or more of the following:

Formal qualifications: Provided equivalence to university subjects can be determined, applicants may be eligible for credit if they have completed study at a university or recognised provider of post-secondary education. The time-limit for granting credit for completed formal qualifications varies by Award and is listed in the Award rules for each course.

Incomplete formal qualifications: Credit for a partially completed formal qualification may be granted towards subjects passed at a university or a recognised provider of post-secondary education, provided equivalence to university subjects can be determined.

For non-Australian institutions: The qualification for which credit is being sought will be evaluated to determine equivalence with an Australian qualification. If equivalence can be determined, through the status of the institution (for example, a registered provider) and the contents and learning outcomes of the qualification, then the credit can be determined.

Informal and non-formal learning: Informal and non-formal learning may contribute to credit by an applicant demonstrating appropriate methods, which may include the following:

- Certificates of competency or attendance from industry recognised courses;
- Observation of workplace skills and practice by a qualified observer designated by the University;
- Completion of some or all of the assessment requirements (or equivalent) as specified by the relevant subject coordinator;
- Interview by an expert panel of three persons, including one independent expert in the area;
- Fully documented portfolio of work completed while practising in the relevant industry. The authenticity of all work must be certified in writing by a supervisor or by the person/s responsible for commissioning the work; or
- A comprehensive curriculum vitae accompanied by a statutory declaration from the applicant stating that the information contained in the curriculum vitae is a true and accurate record of the applicant's experience.

Advanced secondary school level studies: Credit towards an undergraduate award is generally not granted for study at secondary school level. In specific cases, where it is considered that the secondary school level study is judged to be substantially comparable in level and content with undergraduate award study, credit may be granted. For example, this may apply where a student, as part of their senior school certificate has undertaken: The International Baccalaureate; studies where a School and the University have jointly developed the curriculum; and higher level VET certificates.

Credit is not granted where professional accreditation requirements limit the granting of credit based on secondary school level studies.

Exchange and Cross Institutional Outbound: Students must undertake comparable subjects at their host institution to be granted credit towards their Russo Business School Course. Students will be granted the appropriate credit for the subjects that they successfully complete on exchange or by cross institutional study, but the results that they receive will not be transferred.

Credit outcomes may be for block, specified or unspecified credit.

The student will be notified in writing of the credit outcome including reasons for the decision and the credit outcome will be recorded on the student's file.

Russo Business School will maintain the following registers:

- a. a publicly available register of credit transfer agreements linked to the AQF register, and
- b. a publicly available register of articulation agreements incorporated into courses linked to

Procedure

Application

1. Applications for credit are to be made at the time of application. Applicants are to tick yes to 'applying for credit for previous study' on the RBS Domestic or International Application Form and complete the [Application for Credit or Recognition of Prior Learning Form](#).
2. Applications are to be accompanied by a Certified official academic record, detailed subject outlines or other documentation that evidences in sufficient detail the content, learning outcomes and assessment tasks undertaken in the subject. These documents are to be provided in English.
3. Applicants applying for credit for study undertaken at education providers with which RBS has articulation agreements are only required to submit a certified official academic record.
4. Should a Student wish to apply for Credit or Recognition of Prior Learning after the commencement of their course, they are to complete an [Application for Credit or Recognition of Prior Learning Form](#) and submit with the required documentation for assessment. The student is to continue in their current enrolled studies until the assessment is complete and credit or recognition of prior learning granted.
5. For applications for recognition of prior learning on the basis of informal learning or work experience, Applicants are to provide samples of work, references, project briefs, reports, publications, employment history and employment position descriptions to allow an assessment of the application to be completed.
6. Upon receipt, the RBS Admissions Team will consider the application against the Precedent Register. If there is not a Precedent the Applications team will provide the Application for Credit or Recognition of Prior Learning to the Executive Dean or nominee to assess the application.
3. The amount of credit to be granted will be determined by the Executive Dean or nominated person and will depend on the following factors:
 - a. The currency of the learning; usually within the 10 years prior for undergraduate qualifications, but varies by Award and is listed in the Award rules for each course,
 - b. For formal learning: the relationship and equivalence of subjects in terms of content, learning outcomes, graduate attributes and assessment tasks successfully completed and the requirements of the course;
 - c. For informal learning: the content and level of learning.
4. Upon approval the Executive Dean or nominee will notify the Admissions Team in writing of the approval for **'Credit Transfer'** or **Recognition of Prior Learning** and associated conditions/requirements.
5. The Admissions Team will notify the Applicant of the approved credit in the Letter of Offer. Upon acceptance of the Offer, the Student will receive a Confirmation of Enrolment that references the approved **Credit Transfer** or **Recognition of Prior Learning**.

6. All documentation relating to an application and awarding of Course Credit will be recorded in the Student Management System under the student record.
7. The Credit Transfer will be recorded in the Precedent Register to be used in the assessment of future applications.

Reporting of Approved Credit

8. Russo Business School is obliged, pursuant to s.32 of the [Education Services for Overseas Students Act 2000 \(Cth\)](#) to notify the Department of Home Affairs if an international student has been or will be granted credit which leads to a shortening of a student's course of study.

Before Visa Granted

9. Pursuant to s.32 of the [Education Services for Overseas Students Act 2000 \(Cth\)](#), Russo Business School is obliged to notify the Department of Home Affairs of the reduced course duration in the Confirmation of Enrolment (CoE) issued to an international student who has been awarded credit towards their intended course of study.

After Visa Granted

10. Pursuant to ss. 32 and 19 of the [Education Services for Overseas Students Act 2000 \(Cth\)](#), Russo Business School is obliged to notify the Department of Home Affairs of the change of course duration via the Provider Registration and International Student Management System (PRISMS), if an international student has been awarded credit towards their intended course of study.

Related Legislation and Standards

[Australian Qualifications Framework \(2nd ed, January 2013\)](#)

AQF Qualifications Pathways Policy

[Commonwealth Register of Institutions and Courses for Overseas Students \(CRICOS\)](#)

[Educational Services for Overseas Students Act 2000 \(ESOS Act\)](#)

[Higher Education Standards Framework \(Threshold Standards\) 2021](#)

[National Code of Practice for Providers of Education and Training to Overseas Students 2018](#)

[Tertiary Education Quality and Standards Agency Act 2011 \(TEQSA Act 2011\)](#)

Related Documents

Admissions Policy and Procedures

Domestic and International Application Form

Application for Credit or Recognition of Prior Learning Form

Assessment Moderation Progress Policy and Procedure

Award Rules for relevant course (for example Diploma of Business)

English Language Proficiency Policy

Student Complaints & Appeals Policy

Delegation

Delegated Authority	Delegation
Governance	
Academic Board	Refer to the Terms of Reference
Student Appeals and Grievance Sub Committee	Refer to the Terms of Reference
Executives	
Chief Executive Office	Relevant to Accountability Statement
Executive Dean	Relevant to Accountability Statement
Management	
Dean, Academic Operations	Relevant to Accountability Statement
Admissions Department	Relevant to Accountability Statement

Version control

Policy & Procedure Version No	Policy & Procedure Sponsor	Approval Authority	Date of Approval	Date for next review
1/2014	Ms Kathleen Newcombe	Academic Board	9/10/2014	9/10/2015
2/2015	Executive Dean, Russo Business School	Academic Board	23/11/2015	23/11/2016
3/2016	Executive Dean, Russo Business School	Academic Board	7/10/2016	7/10/2017
4/2016	Executive Dean, Russo Business School	Academic Board	8/12/2016	8/12/2017
5/2018	Dr Paul Greenfield Executive Dean, Russo Business School	Academic Board	25/06/2018	25/06/2019
6/2020	Ms Kathleen Newcombe CEO (Education Group)	Academic Board (Minor Amendment)	3/6/2020	3/6/2021
7/2022	Chief Operating Officer	Academic Board	25/5/2022	25/5/2024