



## Credit and Recognition of Prior Learning Policy and Procedure

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### 1 Preliminaries

#### Commencement

1.1 This policy and procedure commences on 1 April 2024.

#### Purpose

1.2 This policy and procedure outlines how the Australian Guild of Education (“AGE”) will recognise studies completed at other institutions (credit transfer) and learning from work and/or life experience (recognition of prior learning).

#### Application

1.3 This policy and procedure applies to all AGE courses and awards.

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### 2 Definitions

The following definitions apply in this document:

**Articulation Agreement** is an agreement with another institution sending students to grant credit towards whole stages or components of a qualification or program of learning.

**AQF** means the [Australian Qualifications Framework](#).

**Block Credit** is credit granted towards whole stages or components of a qualification or program of learning.

**Evidence Table** is a document specifying what learning must be demonstrated for credit to be granted and what units will not be granted credit.

**Exemption** may be awarded where students have completed similar subject material in another award, and thus are exempted from the unit, but receive no credit point recognition as they will be required to undertake substitute or alternative units.

**Ofqual** is the Office of Qualifications and Examinations Regulation that regulates qualifications, examinations and assessments in England.

**Recognition of Prior Learning** is an acknowledgement of learning outside of formal education and training, including knowledge, skills, competencies, and attributes that may have been learned through work experience, community involvement, or through general life experience.

**Specified Credit** is credit granted towards particular or specific components of a qualification or program of learning.

**Unspecified Credit** is credit granted towards elective components of a qualification or program of learning.

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### 3 Policy Statement

3.1 AGE is committed to maintaining the integrity of its academic courses in alignment with the AQF and grants credit accordingly. Credit is to be awarded on the basis of completed formal academic studies that an authorised institution has assessed and certified (i.e. units of learning that are “quality assured” against known standards). Recognition of Prior Learning (RPL) is based on “prior experiential learning”, that is, “a process through which learning is achieved outside formal education or training”.

3.2 Credit is recognition of achieving a portion of the required knowledge, skills and understanding of units in a course of study, expressed as an equivalent unit and is given an ‘AS’ grade on the student’s academic transcript. It can be awarded in the following ways:

- a. Specified Credit
- b. Unspecified Credit
- c. Block Credit
- d. Exemption
- e. Recognition of Prior Learning (RPL).

3.3 All decisions should be informed by careful professional judgment that is transparent and fair.

3.4 Where studies were taken through an international institution, the Australian Government Country Education Profiles assessment tool will be used to correlate the award against the AQF.

#### Limits on Credit

3.5 Credit into AGE undergraduate awards will be limited to the following:

- a. Up to 50% credit (18 months equivalent) in an AGE 3-year bachelor’s degree for an Advanced Diploma or Associate Degree from another institution; or
- b. Up to 33% credit (1 year equivalent) in a 3-year AGE bachelor’s degree for a Diploma from another institution.

3.6 Credit into AGE postgraduate awards will be limited to the following:

- a. Up to 50% credit in the AGE award for a Degree at AQF Level 8 or above from another institution.

3.7 Only evidence of formal and informal learning completed in the previous five (5) years will be considered unless approval is given based on evidence of subsequent development and life or work experience in the discipline.

3.8 Credit is determined through equivalence of the:

- a. learning outcomes;
- b. volume of learning;
- c. program of study, including content; and
- d. learning and assessment approaches.

3.9 Certified transcripts of studies must be provided for the studies on which credit is being claimed. Unit outlines may be requested by AGE unless an articulation agreement exists. Credit awarded at other institutions is not sufficient evidence for determination of credit.

3.10 Actual credit awarded may be less than the theoretical maximum established in this policy.

## Recognition of Prior Learning

3.11 In determining the applicability of RPL, AGE will assess whether students have met the unit learning outcomes or standards or competencies prescribed for a unit. This may require that assessment evidence include, but not necessarily be limited to, methods such as:

- a. relevant professional training
- b. project work
- c. practice related learning
- d. independent research
- e. a piece of scholarship
- f. a portfolio with examples of previous work
- g. letters from employers or community leaders explaining the applicant's experience, responsibilities, skills and capacities
- h. work-based assessment
- i. examinations
- j. interviews
- k. demonstrations
- l. Ofqual or equivalent
- m. a combination of some or all of these methods.

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## 4 Responsibilities

4.1 The Academic Director has responsibility to:

- a. approve articulation agreements
- b. approve studies undertaken more than eight (8) years previous as the basis for credit due to subsequent work or life experience
- c. approve all decisions for credit in consultation with the relevant Discipline Heads

- d. report on the success of credit granted in the annual course monitoring.

4.2 Discipline Heads have the responsibility to:

- a. identify those units that do not attract credit transfer via the evidence tables
- b. recommend credit to the Academic Director.

4.3 The Registrar (of equivalent officer) has a responsibility to:

- a. publish the evidence tables
- b. record all decision regarding credit
- c. ensure all decisions are conveyed to the applicant in a timely manner
- d. keep records of acceptance as required.

## 5 Procedures

### Applying for Credit

5.1 Students must submit a formal application using the online Credit Application Form and must provide supporting documentation including certified transcript(s) to substantiate that they have completed studies cognate to the unit(s) for which credit is sought.

5.2 All credit applications must be submitted during the process of applying to study at AGE, and not after commencement of studies. If a document that is required for the application is not available at the time of application for admission to the course, students may apply within the first two (2) weeks of commencing studies. Applications made after the first two (2) weeks will be automatically rejected.

5.3 Failure to provide all the required documents with the application will result in the applications being delayed or rejected. Students may reapply if it is within the stipulated timeframe noting that there are no extensions to the timeframe.

5.4 Upon approval of credit, as part of the enrolment process, international students will receive:

- a. a written record of the decision; and
- b. notification of the reduced course duration if the credit granted has reduced the course length.

### Appeals Procedures

5.5 Any student who wishes to lodge an appeal because of an unsuccessful application for credit should follow the procedure set out in AGE's *Grievance Handling Policy and Procedure*.

### Administration

5.6 A report on the success of credit granted will be part of the annual course monitoring.

5.7 Records of acceptance of credit will be retained for at least two (2) years after an international student cease to be an accepted student.

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## 6 Related Legislation and Documents

### Institute Documents

6.1 The following documents are related to this policy and procedure:

- a. Credit Application Form
- b. Student Admissions Policy and Procedure
- c. Grievance Handling Policy and Procedure.

### Applicable External Standards and Codes

6.2 This policy and procedure complies with the following standards and codes:

Standards/Code	Standards/Clauses
Higher Education Standards Framework (Threshold Standards) 2021 ( <a href="http://www.legislation.gov.au/Details/F2021L00488">www.legislation.gov.au/Details/F2021L00488</a> )	Under Standard 1 – Student Participation and Attainment: Standard 1.1 Standard 1.2
National Code of Practice for Providers of Education and Training to Overseas Students 2018 ( <a href="http://www.legislation.gov.au/Details/F2017L01182">www.legislation.gov.au/Details/F2017L01182</a> )	Standard 2 – Recruitment of an overseas student Standard 3 – Formalisation of enrolment and written agreements

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## 7 Feedback

7.1 AGE staff and students may provide feedback about this document by emailing [support@guildmusic.edu.au](mailto:support@guildmusic.edu.au) for such feedback to be incorporated into a future review.

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## 8 Approval Details

Approval Review	Details
Governing authority	Academic Board
Responsible officer	Academic Director
Endorsed by	Board of Directors
Date of approval	7 March 2024
Date of effect	1 April 2024
Updated	N.A.
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## 9 Appendices

### Appendix A: Application and Approval Workflow

