

# Credit & Recognition of Prior Learning Policy

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## 1. Purpose

- 1.1 This policy provides the framework for the granting of course credit towards a qualification on the basis of previously achieved learning through the processes of credit transfer and recognition of prior learning (RPL).

## 2. Scope

- 2.1 This policy applies to all students of Perth Bible College, as well as the staff involved in the assessment of credit and RPL.

## 3. Responsibility

- 3.1 It is the responsibility of the Dean of Academics and Research to implement this policy.
- 3.2 The Dean of Studies is responsible for the assessment of course credit and RPL.

## 4. Definitions

<b><i>Appeal</i></b>	A request for a decision to be reviewed by an independent party. Appeals can be lodged about academic and non-academic decisions made, including: <ul style="list-style-type: none"> <li>• student misconduct;</li> <li>• refused transfer requests;</li> <li>• course progress; and</li> <li>• student enrolment cancellation.</li> </ul>
<b><i>AQF</i></b>	The Australian Qualifications Framework (AQF) is the national policy for regulated qualifications in Australian education and training. It incorporates the qualifications from each education and training sector into a single comprehensive national qualifications framework.
<b><i>Credit</i></b>	The granting of credit is an evaluation process that assesses the individual's prior formal, non-formal, and informal learning to determine the extent to which the individual has achieved the required

	learning outcomes, competency outcomes, or standards for entry to, and/or partial or total completion of, a qualification.
<b><i>Credit Transfer</i></b>	A system where successfully completed units of study contributing towards a programme of study can be transferred from one course to another.
<b><i>Qualification</i></b>	The award for which a student has qualified through his or her study.
<b><i>Recognition of Prior Learning (RPL)</i></b>	RPL is the assessment process that involves assessment of an individual's relevant prior learning (including formal and non-formal and informal learning) to determine the credit outcomes of an individual's application for credit.

## 5. Policy Provisions

### Principles

- 5.1 This policy aligns with the recommendations in the Australian Qualifications Framework (AQF) for the granting of course credit for recognition of prior learning achieved through previous education.
- 5.2 Perth Bible College's policy on granting course credit is based on the following broad principles, as outlined in the *AQF Qualifications Pathway Policy*:
  - 5.2.1 granting maximum credit for prior learning while taking into account the student's ability to meet the learning outcomes of the qualification successfully;
  - 5.2.2 pathways for credit will be available to progress into and between qualifications;
  - 5.2.3 decisions regarding the granting of credit will be fair, consistent and evidence-based; and
  - 5.2.4 credit can facilitate student progress and completion; however, credit will not be granted if it would diminish the integrity of Perth Bible College's qualifications awarded or reduce the student's likelihood of success in the course.
- 5.3 Credit may be granted on the basis of:
  - 5.3.1 formal articulation arrangements between Perth Bible College and another Australian institution authorised to issue AQF qualifications (as outlined in the *Course Articulation Policy*);
  - 5.3.2 units completed as part of a Perth Bible College award when a student changes course or articulates into another Perth Bible College award, or
  - 5.3.3 an application for credit transfer or RPL by an individual student.

- 5.4 Credit for Recognised Prior Learning can be granted as either direct one-for-one credit for particular units, or as a block of credit towards the award.
- 5.5 Where one for one credit has been granted, specific unit exemption(s) will be determined by the Dean of Studies.
- 5.6 Credit can only be awarded for a full unit and not for a partially completed unit.
- 5.7 To protect the integrity of the awards, the normal maximum RPL credit for an award is 50% of the total of the award.
  - 5.7.1 Any exception to the normal maximum RPL credit must be approved by the Academic Council with the recommendation of the Dean of Studies, with evidence to show that the integrity of the course will not be affected; or
  - 5.7.2 In the case where another Theological Higher Education Institution ceases to operate, and students from such an institution decide to complete their awards with Perth Bible College, special permission will be granted towards these students to complete their studies without completing the required 50% of units at PBC. The Dean of Studies in consultation with the Dean of Academics and Research will determine the maximum RPL credit that can be awarded and what core units need to be completed to receive the award.
- 5.8 Each student's prior qualifications (including a partially completed VET Diploma of Ministry and Theology) and/or extensive ministry experience are considered for credit on a case by case basis by the Dean of Studies to maximise the credit offered whilst maintaining the integrity of qualification outcomes and discipline requirements of the course.
- 5.9 Credit will not be awarded until all prescribed administrative requirements have been satisfied by the applicant, including submission of original or certified true copies of documentation to provide evidence of satisfactory completion of the previous formal studies or prior learning on the basis of which credit is sought.

## General Credit Arrangements

5.10 The following general credit arrangements provide a guide for internal student articulation to other courses:

Course Completed	Credit Value
VET Diploma of Christian Ministry & Theology	<ul style="list-style-type: none"><li>• Up to 4 units (12 credit points) credit towards a Diploma of Ministry</li><li>• Exempt from 2 of: New Testament Intro A &amp; B Old Testament Intro A &amp; B</li><li>• Credit applied to 2 electives</li></ul>
Diploma of Ministry	<ul style="list-style-type: none"><li>• Up to 8 units (24 credit points) credit towards a Bachelor of Ministry or Advanced Diploma of Ministry</li></ul>
Advanced Diploma of Ministry	<ul style="list-style-type: none"><li>• Up to 20 units (60 credit points) credit towards a Bachelor of Ministry</li></ul>

5.11 Previous studies, where the course was not completed, are required to have been undertaken within a currency period of 10 years to have specific one for one credit applied.

5.12 Where the studies were undertaken beyond a currency period of 10 years, the applicant will be required to provide support for how they have continued to keep their learning relevant and current for credit to be offered.

## Cross-Crediting

5.13 Students can be granted permission to enrol concurrently in units at another approved tertiary institution and any such units completed may be substituted for any of the listed units, provided:

- 5.13.1 That such units are of the same level or above the relevant PBC course level units;
- 5.13.2 That such units are in keeping with the objectives and ethos of the relevant course;
- 5.13.3 The student's programme has the prior approval of the Teaching and Learning Committee; and
- 5.13.4 The total number of such units does not exceed 6 credit points for the Diploma of Ministry and the Graduate Diploma of Ministry or 24 credit points for the Advanced Diploma of Ministry or the Bachelor of Ministry degree.

## Prior Studies in Language other than English

- 5.14 Students who have prior relevant study completed in a language other than English will be required to complete:
  - 5.14.1 No less than 16 units (48 semester hours) of the PBC Bachelor of Ministry or Advanced Diploma to be conferred these awards.
  - 5.14.2 No less than 6 units (24 semester hours) of the PBC Diploma of Ministry and Graduate Diploma of Ministry to be completed to confer these awards.
- 5.15 Unless specific unit exemptions are granted, such students would be required to complete all core units.
- 5.16 Students who have completed training at an overseas institution in a language other than English which has an established MOU for recognising RPL, will have credit applied in accordance with the terms of those agreements.
- 5.17 The provisions of 5.14 to 5.16 above are conditional on the overseas institution operating at an accredited level equivalent to the standard of the unit/course for which RPL is being sought.

## Appeals

- 5.18 Applicants may appeal the credit outcome if they are dissatisfied by lodging an appeal of the decision. Refer to the *Student Complaints and Appeals Policy* and accompanying procedure.
- 5.19 This policy and the availability of complaints and appeals procedures do not remove the rights of the student to take action under Australia's consumer protection laws (including the *ESOS Act 2000*) or to pursue other legal remedies.

## Withdrawal of Credit

- 5.20 Perth Bible College reserves the right to withdraw credit where an error has been made in assessing an application or where the documentation provided by the applicant was misleading, false or invalid. The withdrawal of credit must be approved by the Dean of Academics and Research.
- 5.21 Applicants may appeal the withdrawal of credit if they are dissatisfied, as outlined in Perth Bible College's *Student Complaints and Appeals Policy*.

## 6. Policy Information

Date first approved: 29/06/2009	Date of effect: 01/01/2020	Date last amended: 22/11/2019	Date of next review: August 2022
Approved by		Academic Council	
Authorised Officer		Dean of Academics and Research	
Supporting documents, procedures & forms of this policy		<i>Credit and Recognition of Prior Learning Procedure</i> <i>Student Complaints and Appeals Policy</i>	
Related Legislation and Codes of Practice		<u>Higher Education Standards Framework 2015, Part A: Standard 1.2</u> <u>Tertiary Education Quality and Standards Agency (TEQSA) Act 2011</u> <u>National Code 2018, Standard 2.3</u> <u>AQF Qualifications Pathways Policy</u> <u>Education Services for Overseas Students Act 2000</u>	
Audience		Public	

## 7. Version History

Review Table			
Date	Review Type <ul style="list-style-type: none"> <li>Scheduled</li> <li>Policy amendment</li> <li>Admin update</li> </ul>	Summary of Changes	Review person/group
29/06/09	Admin Update	Conversion from Policy Manual to new format.	Adam Niven
07/01/11	Policy amendment	Credit for previous studies in language other than English revised.	Academic Council
15/02/12	Policy amendment	Adjustment to Ad Dip indicative guide. Inclusion of 10yr limit on previous studies. General wording updated to align with AQF Qualifications Pathway Policy	Academic Council
14/10/12	Admin Update	Adjustments to wording to improve clarity	Academic Council
18/12/14	Scheduled	1.5 added. AD replaced by DA&R. Faculty Board replaced by T&LC. 4. Reviewed	Adam Niven
22/06/16	Policy amendment	Table following 2.1 adjusted for VET Dip	Hanlie van Rooyen

		CMT. Points 3.3 and 3.4 inserted to reflect RPL arrangements for transfer from VET Dip CMT to Dip Min.	
16/10/2018	Scheduled	Amendments to 1.3, 1.5, 2.1, 3.2, 3.3, removal of 4.2, addition of 6.4, minor grammatical	Academic Council
07/02/2019	Policy amendment	Updated 3.5 for CRICOS purposes to reflect seven years as the period for records to be kept on student files.	Hanlie van Rooyen
19/08/2019	Policy amendment	New template and amendments made.	Natalie Tierney Capital Review Group consultant