

Credit & Recognition of Prior Learning Procedure

1. Purpose

- 1.1 This procedure outlines the process for the assessment of credit and Recognition of Prior Learning towards a Perth Bible College qualification.

2. Scope

- 2.1 This procedure 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

<i>Appeal</i>	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"> • student misconduct; • refused transfer requests; • course progress; and • student enrolment cancellation.
<i>AQF</i>	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.
<i>CoE</i>	A document, provided electronically, that is issued by Perth Bible College to an international student when they enrol in a Perth Bible College course. This CoE must accompany their application for a student visa, submitted through DoHA.
<i>Credit</i>	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.
<i>Credit Transfer</i>	A system where successfully completed units of study contributing towards a programme of study can be transferred from one course to another.
<i>DoHA</i>	The Department of Home Affairs, which includes responsibility for immigration matters.
<i>ESOS Act</i>	The <i>Education Services for Overseas Students Act 2000</i> of the Commonwealth of Australia.
<i>International Student</i>	A student studying in Australia on a student visa issued by DoHA.
<i>Letter of Offer</i>	An offer for admission into a Perth Bible College course. Some offers may include conditions placed on the admission, which may include pre-requisites.
<i>PRISMS</i>	Provider Registration and International Students Management System: the Australian Government database that provides Australian education providers with Confirmation of Enrolment facilities required for compliance with the ESOS legislation.
<i>Qualification</i>	The award for which a student has qualified through his or her study.
<i>Recognition of Prior Learning (RPL)</i>	RPL is the assessment process that involves assessment of an individual's relevant prior learning (including formal, non-formal and informal learning) to determine the credit outcomes of an individual's application for credit.

5. Procedure

Applying for Credit or RPL

- 5.1 Applicants who wish to apply for credit must do so at the time of application for admission to Perth Bible College or when they apply for change of course or course articulation.
- 5.2 The applicant will be required to apply for credit by lodging the *Application for Recognition of Prior Learning Form*.
- 5.3 The applicant will be required to provide certified evidence demonstrating successful completion of subjects ('pass' grade or higher) or completed courses of formal study, provided they meet the equivalency conditions stated in the *Credit and Recognition of Prior Learning Policy*.

- 5.4 Appropriate evidence should include certified true copies of the following original documents:
- 5.4.1 official academic transcripts or records;
 - 5.4.2 official testamur or award qualification; and
 - 5.4.3 institutional handbooks/course guides for the units of study for which credit is sought, including details of the units' contents, learning outcomes, and assessment details.
- 5.5 Applications for admission will not be processed until the application for credits has been assessed and finalised.

Assessment of Credit and RPL

- 5.6 Applications for RPL/Credit Transfer which require no further information will be assessed within 10 working days of the application being received with all necessary supporting documentation. The student will be notified in writing of the outcome of the assessment in writing.
- 5.7 Applicants for credit may be required to undergo further assessments and/or provide further evidence to support their application. The assessment may take the form of:
- 5.7.1 an examination;
 - 5.7.2 completion of the "Summary of Ministry Experience" form, or
 - 5.7.3 an interview with the Dean of Studies.
- 5.8 International qualifications and formal studies will be assessed against the relevant level of the AQF.
- 5.9 The onus shall be on the applicant to provide appropriate evidence that demonstrates knowledge, understanding, and skills when applying for RPL.

Notification of the Outcome

- 5.10 Once the assessment has been completed and approved, the Dean of Studies shall inform the applicant in writing outlining:
- 5.10.1 the amount of credit they will receive towards their course,
 - 5.10.2 any specific units they would be exempt from completing, and
 - 5.10.3 any compulsory units they would be required to complete to complete their course.
- 5.11 The student will be required to indicate as to whether they are satisfied with the credit outcome or not before the recognition/credit transfer can

take effect, by signing the letter informing the applicant of the application outcome.

- 5.12 The notification will also inform the student of their right to appeal the decision if dissatisfied. The appeal to the outcome must be lodged in written form within 14 days of the notification received to be considered as an appeal.

Recording of Credit Outcomes

- 5.13 Relevant details of credit awards are included in the Letter of Offer sent to the applicant.
- 5.14 Perth Bible College will record the following information on the student's transcript, which will be updated to reflect the awarded credit. The credit will be shown on the transcript as "Advanced Standing (AS)" and the credit points.
- 5.15 Where an applicant receives credit for Recognised Prior Learning, the awarded credit would not contribute to the student's overall average grade, as represented on a transcript.
- 5.16 Perth Bible College will record the following information on the student's file (on the Student Management System) for a minimum of seven years (or two years after the student ceases to be a Perth Bible College student, whichever is longer):
- 5.16.1 applications for credit and RPL;
 - 5.16.2 the assessment of the credit and RPL request;
 - 5.16.3 the notification of the credit/RPL request; and
 - 5.16.4 the student's acceptance of the credit outcome (outlined in 5.11).

International Students

- 5.17 If RPL or Credit Transfer is granted, international students will be required to enrol in alternative approved studies to make up a full-time study load to comply with their student visa requirements. This will be monitored by Perth Bible College (as outlined in the *Student Course Progress Policy* and accompanying procedure).
- 5.18 If course credit is granted by Perth Bible College before the student's visa is granted, Perth Bible College will indicate the granting of credit or RPL on the CoE.
- 5.19 If course credit is granted by Perth Bible College after the student visa is approved, Perth Bible College will amend the course duration of the CoE on PRISMS. The student will be notified of the change to the CoE in

writing, and informed to seek advice from DoHA on whether the change to their course duration affects their student visa.

Appeals

- 5.20 Applicants may appeal the credit outcome if they are dissatisfied, as outlined in Perth Bible College's *Student Complaints and Appeals Policy*.

Withdrawal of Credit

- 5.21 If an error has been made in assessing an application or where the documentation provided by the applicant was misleading, false or invalid, Perth Bible College will withdraw the credit.
- 5.22 The withdrawal of credit must be approved by the Dean of Academics and Research.
- 5.23 The student will be notified in writing of the decision and reason of the credit withdrawal, and referred to Perth Bible College's *Student Complaints and Appeals Policy*.
- 5.24 Applicants may appeal the withdrawal of credit if they are dissatisfied, as outlined in Perth Bible College's *Student Complaints and Appeals Policy*.

6. Procedure Information

Date first approved: 29/06/2009	Date of effect: 29/06/2009	Date last amended: 19/08/2019	Date of next review: August 2021
Approved by		Academic Council	
Authorised Officer		Dean of Academics and Research	
Supporting documents, policies & forms of this procedure		<i>Credit and Recognition of Prior Learning Policy</i> <i>Student Complaints and Appeals Policy</i> <i>Application for Recognition of Prior Learning Form</i> <i>Student Course Progress Policy</i> <i>Student Course Progress Procedure</i>	
Related Legislation and Codes of Practice		<u><i>Higher Education Standards Framework 2015, Part A: Standard 1.2</i></u> <u><i>Tertiary Education Quality and Standards Agency (TEQSA) Act 2011</i></u> <u><i>National Code 2018, Standard 2.3</i></u> <u><i>AQF Qualifications Pathways Policy</i></u> <u><i>Education Services for Overseas Students Act 2000</i></u>	
Audience		Public	

7. Version History

Review Table			
Date	Review Type <ul style="list-style-type: none"> Scheduled Policy amendment Admin update 	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 CMT. Points 3.3 and 3.4 inserted to reflect RPL arrangements for transfer from VET Dip CMT to Dip Min.	Hanlie van Rooyen
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