



POLICIES & PROCEDURES: Recognition of Prior Learning and Credit Transfer

The JMI recognises and refers to the Australian Quality Framework for its definitions of RECOGNITION OF PRIOR LEARNING and CREDIT TRANSFER and for its recommended policies and procedures. Students wishing to assess their potential claims for either/both should refer to the AQF website (<http://www.aqf.edu.au>) for detailed policies regarding both pathways for achieving advanced standing in the JMI course.

The following definitions are available on the AQF website (<http://www.aqf.edu.au/rplnatprin.htm#definition>):

While RPL and credit transfer are related, and the boundaries between them are often blurred, they are distinguished ... by the way they relate to learning achieved through formal education and training (credit transfer) and learning achieved outside the formal education and training system (RPL):

- *RPL is an assessment process that assesses the individual's non-formal and informal learning to determine the extent to which that individual has achieved the required learning outcomes, competency outcomes, or standards for entry to, and/or partial or total completion of, a qualification; and*
- *credit transfer assesses the initial course or subject that the individual is using to claim access to, or the award of credit in, the destination course to determine the extent to which it is equivalent to the required learning outcomes, competency outcomes, or standards in a qualification. This may include credit transfer based on formal learning that is outside the AQF framework.*

In accordance with policies and procedures recommended by the AQF, JMI offers Credit Transfer and RPL via the following processes:

A. CREDIT TRANSFER

Students admitted to a course who have completed units at another recognised tertiary institution may apply to the Head of School for advanced standing (credit transfer) in respect of units completed that are similar in content to units in the relevant course.

Step 1:

Students seeking credit transfer shall submit a letter of application to the Head of School, including the following information which is related to the coursework already completed at another institution:

- official academic transcripts
- unit descriptions
- detailed course information upon which their request is based, including content of the subject(s) concerned, mode of assessment and results.

Please note that professional English translations are required for any academic transcripts or awards which are not in English.

Step 2:

A sub-committee of the Academic Advisory Board will examine the evidence provided, and align it to the course in which the student is already enrolled to find parallels and equivalence which may potentially be allowed advanced standing.

Step 3:

The sub-committee will report the decision to the Head of School who will inform the student in writing of the decision.

Should the student wish to appeal the decision, the Appeals Process should be followed.

B. RECOGNITION OF PRIOR LEARNING

Students who have been admitted to the course and who have relevant workplace experience may apply to the Head of School for recognition of prior learning (RPL) in respect of units completed that are relevant to the experience gained.

RPL may be granted on the grounds of experience such as (but not exclusively) any of the following (as recommended by the AQF):

- a. specified credit for designated subjects, modules, units or competencies;*

- b. *unspecified credit, resulting in the student being required to complete fewer subjects, modules or competencies (for example, by exempting a student from undertaking elective units);*
- c. *block credit, resulting in exemption from the requirement to undertake a block component of a course (for example, first semester or first year); and,*
- d. *exemptions or advanced standing. This involves exempting a student from undertaking preparatory subjects, units, modules or competencies in the early stages of the course or qualification, while still requiring them to undertake the same number of subjects, units, modules or competencies as they would be required to complete if they had not been granted the exemption. This usually involves substituting the exempted subjects, units, modules or competencies with others;*

Step 1:

Students seeking any one (or other) of these forms of RPL shall submit a letter of application to the Head of School, which includes the following:

- 1.1 An identification of the category (see a - d above) the application is being made, or a description of an alternate category which conforms with the AQF guidelines;
- 1.2 Detail of the experience on which the claim is based.
- 1.3 Relevant evidence to support the claim, for example
 - o official documents demonstrating type and level of experience, and any notable outcomes
 - o a letter of reference from a professional who has experienced the student's work on which the claim is based

Please note that professional English translations are required for any documentation which is not in English.

At this stage of the process, students may request the opportunity to demonstrate their claim in some other appropriate fashion, e.g. via recordings or performances where they are appropriate to the claim being made.

Step 2:

A sub-committee of the Academic Advisory Board will examine the evidence provided, and align the specific request for RPL to the category indicated to assess parallels and equivalence which may potentially allow advanced standing.

Step 3:

The sub-committee will report the decision to the Head of School who will inform the student in writing of the decision.

Should the student wish to appeal the decision, the Appeals Process should be followed.

C. COMBINATION OF CREDIT TRANSFER & RPL

Credit may be awarded on the basis of a combination of credit transfer plus an individual RPL assessment for additional non-formal or informal learning.

Once a student has been awarded credit on the basis of RPL, subsequent credit transfer based on these learning outcomes should not include revisiting the RPL assessment, but should be based on credit transfer agreements, articulation arrangements or other agreements between institutions.