

## CREDIT TRANSFER AND RECOGNITION OF PRIOR LEARNING

Authorised by: Academic Board	Date authorised: 28-Sept-07
Effective date:	5-Oct-07
Last amendment date:	23-Feb-09
Implementation and review:	Vice President - Academic
Superseded documents	30-Nov-06

### 1. Overview

This policy relates to the credit to be granted to students or the recognition of prior learning of students in award courses offered by IOTA.

### 2. Scope

This policy applies to –

- all potential students applying for admission to award courses
- all students enrolled in award courses

offered by IOTA, unless the application of a revision of the policy would disadvantage the student, in which case the student may proceed under the policy in force at the time at which the student first enrolled.

### 3. Definitions

Term	Meaning
Block credit	Credit granted for a block of units on the basis of previous study that IOTA considers to be equivalent in content and level to the units in the block
IOTA	Institute of Technology Australia Pty Ltd
IOTA unit	A unit offered, delivered and assessed by IOTA
Prior learning	Skills, competence or learning, whether formal or informal, that a student has completed prior to admission to an IOTA program, or that the student completes concurrently with their enrolment in the IOTA program
Recognised institution	An institution recognised by IOTA for the purpose of granting credit
Schedule of credit previously granted	A list of units offered by other institutions that have formed the basis of credit granted for a specific unit or a block of units in an IOTA program
Specific credit	Credit granted for a specific unit in an IOTA program on the basis of previous study that IOTA considers to be equivalent in content and level to the unit.
Unit	See the Admission and Enrolment policy

### 4. Principles

#### 4.1 Credit

IOTA may grant credit to students who have previously completed studies with equivalent content and at the equivalent level as units offered by IOTA at a recognised institution. The credit may be in the form of specific credit or block credit. The grant of credit for a unit or a block of units indicates that the student has satisfied the requirements for that unit or those

units in respect of the program in which the student is enrolled. If the credit is for a unit that is a prerequisite for a second unit, the student has satisfied the prerequisite for the second unit.

#### 4.2 Recognition of prior learning (RPL)

IOTA may recognise the prior learning of students who have completed formal learning in which they have achieved learning outcomes that are equivalent in terms of both content and level to those achieved by students in an IOTA program.

#### 4.3 Maximum amount of credit

The maximum amount of credit that can be granted to a student is determined by the principle that at least half the units the student completes in their program must be IOTA units. The minimum number of IOTA units for each program is set out in the following table -

<b>Award in which credit is granted</b>	<b>Minimum number of IOTA units</b>
Diploma	4
Associate degree	8
Bachelor degree	12
Graduate Certificate	2
Graduate Diploma	4
Masters degree	6

#### 4.4 Time limit

IOTA will not grant credit for a unit or units completed in the IOTA program more than ten years prior to the application.

In considering an application for recognition of prior learning from other institutions, IOTA will place less weight on learning, skills and competence acquired more than ten years prior to the application.

#### 4.5 Guidelines

##### 4.5.1 VETAB, RTO or Equivalents

**Block undergraduate qualifications:**

Associate Diploma           4 units,  
Diploma                           8 units,  
Advanced Diploma           12 units towards BBA or BIT

**Block graduate qualifications:**

Graduate Certificate 2  
Graduate Diploma 4  
Maser Degree 6

##### 4.5.2 Special block articulations

IOTA has made special arrangements with certain colleges such that full articulation is available up to a maximum of 50% of an IOTA degree. This is based on a careful matching of the college's curriculum with a complimentary set of IOTA units. The agreement will specify the particular units that can be exempted from the IOTA program based on the qualification achieved at the nominated colleges.

#### 4.5.3 Single units

If a student has completed a similar unit (at least an 80% match) from a registered comparable institution, at the same level, but no qualification was received then exemptions are possible, up to a maximum of 50% of the degree.

#### 4.5.4 Duplicate degrees

If a student already has a similar degree, but wishes to duplicate this degree with IOTA, then the student will be given advanced standing to one level lower than previously achieved. For instance, 16 units, equivalent to an associate degree for a BBA graduate or 8 units, equivalent to a graduate diploma for an MBA graduate.

### 5. Procedures

#### 5.1 Applications

A student may apply for credit or recognition of their prior learning at the time they apply for admission, or subsequently, provided that a student may not apply for credit for a unit in which they are currently enrolled after the closing date for withdrawal from that unit.

Students must provide written evidence of the work undertaken in the form of: a certified testamur and/or an academic transcript from the institution showing the units completed with a passing grade; an outline of the work covered as described in the handbook from that institution; and an indication of the unit from the IOTA program that they believe should be exempt.

Equivalents will be granted up to the limits shown in Section 4.5 above where a student has completed the following qualifications but only based on the ability to match (up to 80% of the unit's content) the previously undertaken individual units with the individual IOTA units.

A student applying for credit who has completed a unit or units listed in the *Schedule of credit previously granted* does not need to provide information about the unit or units unless IOTA requests them to do so.

In determining the outcome of their application for recognition of prior learning, IOTA may require a student to undertake the same or a modified version of the assessment that a student enrolled in a unit or units would normally be required to complete.

IOTA may also consider other material in support of an application for recognition of prior learning, such as -

- a portfolio of evidence
- direct observation of demonstrated skill or competence
- reflective papers, journals or portfolios that relate past learning to the learning outcomes of the student's proposed program
- examples of the student's work drawn from the workplace, social, community or other setting in which the student applies their learning, skill or competence
- testimonials of learning, skill or competence.

#### 5.2 Consideration of applications

An application for credit or recognition of prior learning is to be considered in the first instance by the Program Director of the program concerned.

The Program Director may approve applications for credit where the unit or units concerned are listed on the *Schedule of credit previously granted*.

The Program Director is to make a recommendation for the consideration of the Vice President - Academic on –

- an application for credit where the unit or units concerned are not listed on the *Schedule of credit previously granted*
- an application for recognition of prior learning.

### 5.3 Review of decision

A student who is not satisfied with the decision on their application for credit or for recognition of their prior learning may request a review of the decision by writing to the Vice President - Academic and setting out the reason or reasons for seeking the review, together with any additional information in support of their request.

The Vice President - Academic will refer the request, including the additional information, to the Program Director concerned for consideration and report. The request and the Program Director's report will then be considered by the Vice President - Academic. The Vice President - Operations is to report to the student the decision of the Vice President - Academic and include the report of the Program Director.

A student who is not satisfied with the decision of the Vice President - Academic on their request for review may seek a further review by the Academic Board.

## 6. Responsibilities

The following IOTA personnel are responsible for the maintenance and application of this policy:

- Vice President – Academic
- Academic Program Director
- Program Directors
- Student Administration Officer
- Vice President - Operations

The Student Administration Officer is responsible for maintaining the *Schedule of credit previously granted*.

## 7. Communication

This policy and procedures document will be communicated to –

- all staff members of IOTA and the Learning Support Centre by electronic means and hard copy
- students of IOTA through the student intranet as well as in hard copy supplied to them at time of their initial application for admission
- potential students through the IOTA website.