

Awarding of Credit Points for Prior Learning Policy

1. PURPOSE

The aim of the Awarding of Credit Points for Prior Learning policy is to:

- Establish parameters for acknowledging and supporting students' prior formal and informal learning and work experience; including the maximum level of credit that can be granted,
- Ensure the continued quality, integrity and academic standing of JMC Academy qualifications
- Ensure that the granting of credit is applied equitably and consistently, and
- Facilitate the movement of students between institutions, courses and levels.

2. SCOPE

This policy is applicable to all courses at JMC Academy and covers the granting of credit points for prior learning towards a JMC Academy accredited qualification.

3. DEFINITIONS

Please refer to *JMC Academy Glossary*.

4. POLICY

The major benefit of taking into account a range of prior qualifications or learning experiences is that it enables students to build on their prior learning and avoid repetition of subjects or stages of courses, when they have already acquired the relevant knowledge and skills through study at another institution or through extensive experience.

4.1 AWARDING OF CREDIT POINTS

Credit points may be awarded towards a JMC Academy qualification for: an individual's completed formal learning, typically, but not limited to tertiary-equivalent qualification.

4.2 RECOGNITION OF PRIOR LEARNING (RPL)

Credit points may be awarded towards a JMC Academy qualification for, but not limited to: an individual's completed informal learning, prior experience, work-based learning, self-tuition or non-accredited qualification.

4.3 ASSESSMENT OF CREDIT POINTS TO BE AWARDED

Applications for credit points will typically be assessed by the relevant Head of Department or their delegate.

4.4 'Specific credit' 'Block credit', and 'Unspecified credit'

4.4.1 'Specific credit'

Applicants may be offered credit in the form of Specific Credit - the recognition of one unique unit of study being equivalent to one JMC Academy unit of study - up to the maximum available.

4.4.2 'Block credit'

Applicants may be offered credit in the form of Block Credit - the recognition that a range of unique units or learning experiences are equivalent to one or more JMC Academy units of study - up to the maximum available.

4.4.3 'Unspecified credit'

Applicants may be offered credit points in the form of 'Unspecified Credit' – this is credit points granted towards elective requirements, at a particular level of a degree program – up to the maximum available.

4.5 LIMITS ON CREDIT POINTS TO BE AWARDED

4.5.1 Domestic students

Except in cases governed by a specific written agreement between JMC Academy and another institution the maximum amount of credit points provided towards a qualification must not exceed 50% of the total standard credit points for completion.

4.5.2 International students

Where additional credit which exceeds the limit specified in 4.5.1 above and is being recommended in consequence of a specific international agreement, the matter must be reported to the Academic Board for approval.

4.6 ACADEMIC TRANSCRIPT

Applicants who are awarded one or more units of study based on recognition of prior learning will receive a RPL result on their academic transcript.

4.7 CREDIT GRANTED AND COURSE REQUIREMENTS

Regardless of the nature or amount of credit granted, the specific requirements of a course must be fulfilled.

4.8 APPLICATIONS FOR CREDIT-RULES

- A potential student or an enrolled student may make an application for RPL,
- An application for RPL may be presented at any point of a student's enrolment, prior to the last trimester of their study,
- Applications must be received no less than ten working days before the census date for the trimester to which the credit, if granted, would be applicable,
- Applications for RPL for units already attempted by the student will not be accepted,
- Eligibility or the lodging of an application for RPL does not guarantee an applicant will receive credit,
- Credit points towards a JMC Academy degree will not be granted for a unit where the unit from the other degree is recorded on that institution's Academic Transcript as a Credit Transfer or RPL.

4.8.1 Evidence-rules

Applicants must supply JMC Academy with sufficient relevant, authentic and current evidence to support their claim for RPL.

The application must be made on the appropriate form, and include the following documentation:

- Certified copies of qualifications and/or academic transcripts for the previous formal studies,
- Descriptions of the units of study from previous institutions, OR
- Documentation sufficient to demonstrate proficiency as a result of Prior Learning.

4.8.2 Assessing applications for credit-rules

- Applications are assessed for completeness by the Campus Manager or their delegate. Incomplete applications are returned to the applicant. It is the applicant's responsibility to supply all required documentation.
- Where an applicant is unable to present sufficient documentary evidence, they may be allowed to undertake an assessment process to determine their proficiency. The responsible Head of Department, in consultation with Director of Education, will determine whether such an assessment is allowed (typically within 5 working days).

4.9 ASSESSING AN APPLICATION FOR CREDIT-RULES

The relevant Head of Department is responsible for assessing complete RPL applications to confirm that the evidence presented supports that the student's knowledge and skills is equivalent to at least 80% of the learning outcomes of the unit.

The Head of Department, if satisfied that the evidence presented is sufficient, will approve the application, making relevant notes on the submission to support their decision. The Head of Department will then return the RPL application to their Campus Manager who will advise the student in writing of the outcome.

This entire process usually takes no longer than five (5) business days with the Campus Manager responsible for advising the student of the decision and updating student records, as required.

Applications on an individual basis are not required if a student is seeking credit as stipulated in an articulation or RPL agreement in place with another institution, either in Australia or overseas. Students seeking such credit must discuss their application with the JMC Academy Admissions Office prior to commencement.

4.10 NOTIFICATIONS

JMC Academy will always advise a student in writing on the outcome of their application.

International students who were awarded RPL/Credit will receive written record of this decision and will be advised to accept and retain it for two years after the student ceases to be an accepted student.

If granting a RPL/Credit to an international student reduces the length of their course, JMC Academy is required to notify the Department of Education and Department of Home Affairs (DoHA), through Provider Registration and International Student Management System (PRISMS) of the change in course duration.

If granting a RPL/Credit to an international student reduces the length of their course, the student will receive a new Confirmation of Enrolment (CoE) letter and have a new agreement written to reflect the applicable changes.

5. COMPLAINTS and APPEALS

Students may access the Student Complaints and Appeals Policy and its associated procedures to appeal against any decisions made under this policy.

6. POSITIONS RESPONSIBLE FOR IMPLEMENTING POLICY

- Students
- Heads of Department
- Student Admissions
- Campus Manager
- Director of Education
- Academic Board
- Director of International Services

7. RELATED DOCUMENTS

- Assessment Management Procedure
- Diversity Equity and Inclusion Policy
- Student Complaints and Appeals Policy
- Student Complaints and Appeals Procedure
- JMC Academy Glossary

8. RELATED LEGISLATION

This Policy supports JMC Academy's compliance with the following legislation:

- Higher Education Support Act 2003 (Cth),
- Higher Education Standards Framework (Threshold Standards) 2015,
- Education Services for Overseas Students (ESOS) Act 2000 (Cth),
- National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018
 - ESOS National Code 2018, Part B, Standard 2

9. POLICY REVIEW DATE

12th March, 2022

10. VERSION CONTROL TABLE

Title	<i>Awarding of Credit Points for Prior Learning Policy</i>			
Maintained By	Education Team			
Approving Authority	Academic Board			
Approved Date	12/03/2019			
Version Number	Modified By	Modifications Made	Date Modified	Status
H8.02 130704	A Bennett		15/07/2010	Superseded
2.0	S. Stanford	New format and updated position titles Provided examples of how much credit can be awarded in each case Updated how results will be recorded on transcript	06/12/2017	Superseded
2.1	G. Jedlinska	Reformatted, added related documents and related legislation sections, updated definitions and referenced to JMC Glossary	19/09/2018	Superseded
2.2	M. Hafda	Updated section 5, Complaints and Appeals	11/10/2018	Superseded
2.3	S. Stanford	Based on advice received from CEO (and feedback provided by HoD) the policy has been updated to clarify number of credit points that can be awarded towards a JMC Academy qualification, and terminology amended to bring the document in line with current practice.	21/01/2019	Approved by the Academic Board on 05/03/2019 Superseded
2.4	G. Jedlinska	Amended section 4.9 – HoD is responsible for assessing and granting RPLs. Minor rewording edits.	12/03/2019	Approved by G. Markakis as a Health Check on 12/03/2019 Current