



IHM[®]
Institute of Health and Management

Credit and Prior Learning Policy and Procedure

Purpose

This policy and procedure outline the principles and processes for:

- Granting credit for prior learning whilst ensuring academic standards of IHM's courses,
- Enabling students to move between courses, qualifications and higher education institutions, and
- Ensuring processes for granting credit are transparent, consistent and fair.

Scope

This policy applies to all prospective and existing students at IHM. Credits may be granted to individual students on case-by-case basis.

Authority

This policy is made under the IHM Academic Board Regulation and supports compliance with the Australian Qualifications Framework (AQF) (2014), the Higher Education Standards Framework (HESF) (2015) and National Code of Practice for Providers of Education and Training to Overseas Students 2018.

Definitions

Credit transfer (CT) is awarding credit towards one qualification on the basis of a student having completed a course, or components of a course, or other formal learning that is demonstrably equivalent to an IHM course.

Formal learning takes place through a structured course of study that leads to the full or partial achievement of an officially accredited qualification.

Informal learning is gained through work, social, family, hobbies or leisure activities and experiences and it is not organised or externally structured in terms of objectives, time or learning support.

Non-formal learning takes place through a structured course of learning but does not lead to an officially accredited qualification. Examples include training in the workplace, voluntary work or community work.

Recognition of prior learning (RPL) A process of evaluating a student's prior learning (formal, informal, non-formal learning) to determine its equivalence to, and therefore the amount of credit that may be granted towards their course of study.

Principles

This policy and procedure are underpinned by the following principles

- *Credit for prior learning may be granted by:*
 1. Horizontally across qualifications at the same level as well as vertically between qualifications at different levels.
 2. Students completing the Graduate Certificate in Nursing at IHM and enrolling in GDN will receive a full credit for the units of study completed successfully. The validity of the results of the core unit will be 10 years and the specialty units will be 5 years.
 3. Students completing comparable qualifications from other providers such as Graduate Certificate in Nursing will be provided Recognition of Prior Learning in line with Threshold 1.2 of Higher education Standards Framework 2015 and Standard 2.3 of the National Code of Practice 2018, provided they meet IHM's admission criteria, the learning is relevant and current (no more than 10 years) and has similarity to the course or unit(s)/(subject)(s) learning outcomes, volume of learning, content, and assessment approaches.

- *The assessment of credit will only be granted if:*
 1. All academic and work experience evidence submitted by an applicant is demonstrated, evidenced and authenticated at the appropriate AQF level.
 2. The prior learning is assessed as relevant, equivalent to current knowledge and practices and relates to the Graduate Certificate in Nursing.
 3. The decision to grant credit will not disadvantage the student in achieving the expected learning outcomes and it will maintain the integrity of the course and qualification.
 4. Credit provisions in the assessment of student a student's prior learning is based on the following guide: A maximum credit of 50 % of total credit points may be granted for studies that have been successfully completed at IHM or at an external institution for any course/program.

- *Assessment and decisions to grant credit must be:*
 1. Evidence-based and validated at the relevant AQF level
 2. Made in a timely way to enable students' access to qualifications. Students will be notified within 10 working days on the outcome of their application for credit.
 3. Applied consistently and fairly, and
 4. Documented to ensure transparency and that students are given reasons for not granting credit.

- *A decision to grant credit may be revoked if:*
 1. The application was incomplete, incorrect, misleading or false information provided by the student or certifying authority.
 2. Errors were made in the assessment of an application that may result in an outcome detrimental to the student.
 3. The student has not provided adequate progress in their course, or the student does not begin their course within 12 months after being granted credit, or the student asks for the credit to be revoked due to exceptional circumstances, which will be assessed on a case-by-case basis.

- *Communication and information about credit for prior learning:*
 1. The decision will be formally communicated to students in writing within ten working days of application.
 2. The student is required to accept the offer of CT/RPL in writing within five working days of receiving the offer.
 3. Students will be advised that they can access IHM' Complaints and Appeals Policy and Procedure should they be unsatisfied with the outcome of their application.
 4. All credit transfers will be formally documented for the student including reasons for not granting credits.
 5. IHM will retain the written record of acceptance for two years after the overseas student ceases to be an accepted student.
 6. Articulation pathways, both internal and external, are communicated to staff, prospective and existing students.
 7. If RPL/CT is granted after course commencement, a revised COE reflecting reduced duration will be generated for the student.
 8. If the RPL/CT units are interspersed with the entire course duration, then the COE duration may remain the same.
 9. Clear, accessible, publicly available (websites, student handbooks) and transparent.

Procedure to Apply

- *Applying for a credit transfer*

The student who meets IHM's entry requirements completes the application form (Application Form TITLE) and submits it either electronically or in a hard copy along with copies of official transcripts and relevant supporting documentation* to IHM Admissions department.

**Documentation must include:*

- *Photo Identification document may include Passport, driver's license,*
- *Copy of certified nursing registration,*
- *Official transcript of results,*
- *Copy of original testamur,*
- *Learning outcomes for the course/s or each of the units for which the student is seeking credit or RPL, (not applicable for IHM students)*
- *Course brochure/ syllabus / Course outline (not applicable for IHM students)*

IHM reserves the right to request certified copies or original versions of documents. If the documents are in a language other than English, English translations of all documents certified by a National Association of Accredited Translators and Interpreters (NAATI) accredited translator or through the legal translation officer or a Notary public.

The completed form is sent by the Student Administration and Registration Services Manager to the Course Convenor. The Course Convenor reviews the documentation to determine whether equivalency can be established for any or all of the units of study for which credit transfer is sought. Additional information may be sought from the previous institution.

The Course Convenor completes a report on the credit(s) to be applied and the justification for the decision.

The student will be notified of the outcome in writing by the Student Administration and Registration Services Manager within ten working days of submitting the application and the Teaching and Learning Committee will be notified.

Credits will not be awarded

- If the student does not meet IHM admissions criteria.
- The form for applying for Credits or RPL is not completed correctly.
- Accompanying documentation is not complete.
- Course learning outcomes/ unit learning outcomes, content, volume of learning, assessment approaches are not similar or has become out of date.
- Where a concede or complementary pass has been granted.
- Where course or unit was taken outside the maximum time allowed.

Information for international students

- Onshore international student visa holders are required to complete their study within the expected program duration (Education Services for Overseas Students (ESOS) Act 2000) and enrol in full time study load each semester (unless a reduced study load has been approved by the higher education institute).
- Students who are granted credit transfer for a number of units/subjects will be informed that their expected program duration may change. Students will need to complete their program in the revised time frame.

- Students will be informed to check their enrolment once credit is granted and ensure that the CoE is up to date. The CoE will be updated automatically by IHM within 10 working days of credit being processed to your record, and the duration change will be reported to the Commonwealth Government.

Responsibilities

- The Director of Studies, in coordination with the Student Administration and Registration Services Manager are responsible for overseeing compliance with this policy and procedure and monitoring its effectiveness and ensuring it is regularly reviewed to ensure it applies with changing qualification, student and industry needs.

Related Documents

- Credit Transfer Form
- Recognition of Prior Learning Form
- Credit Transfer/ Recognition of Prior Learning Outcome letter
- Complaints / Appeals Form

Related Policies

- Complaints / Appeals Policy and Procedure
- Access and Equity Policy and Procedure

Relevant Legislation

- Australian Qualifications Framework (AQF) (2014) Qualifications Pathways Policy
- Education Services for Overseas Students Act (2000) (Cwlth)
- Higher Education Standards Framework (Threshold Standards) (2015) (Cwlth)
- National Code of Practice for Providers of Education and Training to Overseas Students (2018) (Cwlth)

Name of Document	Credit and Recognition of Prior Learning Policy and Procedure
Approval Committee	Academic Board
Endorsement Committee	Academic Board
Document Version	3
Date of Approval	12/02/2020
Responsibilities for Implementation	Director of Studies Academic Board
Key Stakeholders	Students
Date for Next Review	12/02/2021



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