

1 POLICY STATEMENT

Blue Mountains International Hotel Management School Pty Limited ABN 91 004 004 317 (incorporating Australian International Hotel School (AIHS) and Blue Mountains International Hotel Management School (BMIHMS) to be known collectively as "the School") supports and encourages the Recognition of Prior Learning (RPL), Recognition of Current Competencies (RCC) or Credit Transfer for AIHS/BMIHMS's courses. Articulation/Credit Transfer (CT) and Recognition of Prior Learning (RPL) are intrinsic to educational practice at the School. This framework provides access and creates opportunity for learners' advancement both at a domestic and international level.

2 PURPOSE

This policy outlines the principles for awarding credit, or recognition of prior learning, towards the School's qualifications.

3 DEFINITIONS

Accredited Course: a course formally approved by the appropriate State or Territory Government authority.

Advanced Standing: (also called status or credit recognition) granted to a student on the basis of previous study (credit transfer) and/or experience (recognition of prior learning), exempting a student from a particular course, unit or module.

Articulation: the arrangements which facilitate the movement or progression of students from one course to another, or from one education and training sector to another. See also advanced standing, credit and recognition of prior learning.

Credit (also called status or advanced standing): means credit towards a statement of attainment or qualification granted to students on the basis of outcomes gained by a student through participation in courses or national training package qualifications with another Registered Training Provider.

Credit Transfer: granting of credit towards a course, on the basis of a course or unit(s) previously completed in a course with an Australian university, TAFE or a VET course, or equivalent. Credit transfer involves assessment of equivalence of the previous unit(s) with the unit(s) for which credit is being given from a recognised institution.

Mutual recognition: a feature of the Australian Quality Training Framework (AQTF) which allows qualifications and statements of attainment issued by any RTO to be accepted and recognised by all other RTOs, and training packages endorsed by the National Training Framework Committee to be delivered by all RTOs registered to do so. The School has the right to check the issuing organisation's registered status if desired.

Recognition of current competencies (or RCC): the acknowledgement of competencies currently held by a person, acquired through training, work or life experience. More commonly known as recognition of prior learning.

Recognition of Prior Learning (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.

Registered Training Organisation (RTO): an organisation registered by a State or Territory recognition authority to deliver training and/or conduct assessments and issue nationally recognised qualifications in accordance with the Australian Recognition Framework, including TAFE institutes, adult and community education providers, private providers, community organisations, schools, higher education institutions, commercial and enterprise training providers, industry bodies and other organisations meeting the registration requirements.

Tertiary and Further Education Institution (TAFE): a publicly funded post-secondary organisation which provides a range of technical and vocational education and training courses and other programs, e.g. entry and bridging courses, language and literacy courses, adult basic education courses, Senior Secondary Certificate of Education courses, personal enrichment courses, and small business courses. Each State and Territory has its own TAFE system.

Vocational and Technical Education (VET): VET courses, taught by TAFEs and RTOs, lead to qualifications registered on the National Qualifications Framework and are accredited by State or Territory governments.

4 TYPES OF CREDIT

- The School will grant credit for previous learning where this is assessed as equivalent to the School's study, subject to the conditions and limits stated below.
- Credit towards a course for previous learning may include credit transfer and recognition of prior learning.
- Credit transfer may be granted for previous learning in a university, higher education sector, TAFE course or accredited course offered by a Registered Training Organisation, or overseas equivalents of these.
- Recognition of prior learning (RPL) may be granted for previous non-accredited formal study such as professional development or on-the-job-training, or for informal learning such as work experience.
- Block credit transfer is normally considered to fulfil any progression requirements for a stage of a course. It may be granted for one or more terms, and intends to advance students beyond the entry level requirements of a course.
- Eligibility for credit towards a course does not guarantee admission to that course.

Credit Transfer

- Students may apply for credit transfer where they have successfully completed units (i.e. achieved a mark of 50% or above) at a similar level and standard in previous studies.
- Credit transfer is assessed on the basis of equivalence of learning content in terms of the curriculum, depth of study and credit point value of the previous unit of learning.
- A qualification from the School is an academically coherent and cumulative program of specific units that contribute not only to the acquisition of knowledge, but to the development of certain graduate attributes. Enrolled students seeking credit for units undertaken at another institution will need to demonstrate that there is significant educational advantage that cannot be derived from studying the School's units. This applies to cross-institutional, study abroad and exchange study.

Recognition of Prior Learning

- Recognised prior learning is assessed on the basis of equivalent learning outcomes or competencies. Assessments will be evidence-based and the School will determine a variety of methods and instruments to establish equivalence.

Recency requirements

- To be eligible for credit, previous study must have been completed within ten (10) years prior to the year of application for credit for academic units and five (5) years for applied units.

Limits on credit

- Credit may be given for all units for which equivalence of learning is established up to a maximum credit of 50% for any given award. At the discretion of the Director of Academic Affairs this credit may be reviewed with the appropriate evidence supplied.
- Generally, course content needs to show at least 80% compatibility with the substitute unit(s).
- '300' Level Units are not typically given credit transfer.
- Advanced standing for applied units (HRM101, HRM102, HMG101, HMG102, TEM101) cannot be granted unless exemption can be applied to the relevant Industry Practicum unit under a normal assessment process.

5 PROCEDURE

Credit Transfer

- Credit transfer is not dependent on the mark or grade in the previous unit, or the average mark or grade in the previous course.
- Credit will only be granted for whole units of the School's programs. Partial credit for these units will not be granted.

Application Process

- The applicant must apply in writing and provide certified copies of documentation (see Documentation Requirements below).
- The applicant must complete the *Credit Transfer/RPL/Advanced Standing Application Form*
- Where credit has not been assessed prior to enrolment in the course, individual students must apply for credit for previous learning by the end of the first week of their first term of study so that, if credit is granted, their commencing enrolment can be adjusted accordingly.
- When applying for credit transfer of units in the next term, application must be made in week 5 of the preceding term.

Rights of Applicants

- Credit is granted towards a specific course. Students transferring to a different course must indicate that they wish to be assessed for credit towards the new course, and may be required to re-apply for credit transfer on the basis of previous study.
- For credit to be granted, the applicant must authorise this. A copy of the offer of credit must be signed by the assessor and student and placed on the student file. In compliance with the requirements of the Educational Services for Overseas Students (ESOS) Act 2000, a more explicit authorisation is required for international students enrolled in courses offered from an Australian campus.
- There is no charge for credit assessment for a student or intending student in a course offered from an Australian campus.
- Applicants may elect not to receive some or all of the credit they are entitled to.

Documentation Requirements

- Applicants for credit for study at another institution must include, with their application, an original transcript of results, relevant unit guide (which includes a detailed list of topics studied, contact hours, texts and references, and methods of assessment) and course structure.

- If photocopies are provided, they need to be certified by an appropriate person, such as a Justice of the Peace, registered Medical Practitioner or Veterinary Surgeon, Pharmacist, or a Police Officer who has served for more than five (5) continuous years.
- Where this information is in a language other than English, the applicant must provide a translation by an accredited translator.

Time Limits

- Applications for credit transfer where there are current precedents will normally be assessed within five (5) working days providing all documents have been submitted. A longer period may be required, where full assessment is required, particularly at peak admission and enrolment times.
- Applications for recognition of prior learning will normally be assessed within ten (10) working days. A longer period may be required at peak admission and enrolment times.

Notification

- The Student Services Director (or designate) will notify applicants of the outcome of their credit application by email where practicable. Prior to enrolment, applicants will be notified of the credit available to them in the offer letter, or by a separate notification.
- The student must reply in writing confirming acceptance of the credit.
- If the credit is granted before the student visa grant, the Student Services Director (or designate) will issue the eCoE (electronic Confirmation of Enrolment) to indicate the actual net course duration.
- If the credit is granted after the student visa grant, the Student Services Director (or designate) will report the change of course duration via PRISMS under Section 19 of the ESOS Act 2000.

Assessment

- Assessment of credit is an academic responsibility. Standard assessments based on established precedents may be delegated to the School's Senior Student Services Officer. Any new decisions, or assessments where credit has previously been given but the curricula of units or courses has changed, will be referred to nominated academic staff.
- In checking whether previous study falls within the limit on recency of study for credit, staff should calculate from the date on which the results were released for that unit, to the date of the application for credit.

Appeals

- Appeals against credit assessments may be made in accordance with the *Academic Complaints and Grievances Policy and Procedure*. A formal appeal against a credit or RPL assessment should be made in the first instance to the Dean.

Quality Assurance Review Cycle

- Credit transfer arrangements and precedents will be reviewed by the Teaching & Learning Committee every three years (or earlier if required).

NB: All documentation will be placed on the student's file

6 DOCUMENTATION

Academic Complaints & Grievance Policy & Procedure
Credit Transfer/RPL/Advanced Standing Application Form