

Recognition of Prior Learning Policy

1. Purpose

This policy details the granting of course credit for recognised units of study at MIBT. This can also be termed the Recognition of Prior Learning (RPL) as contributing towards satisfying the requirements for an award at MIBT. This policy applies to Certificate IV, Diploma and Associate Degree level courses. It does not apply to non-award studies.

2. Definitions

Within this policy, prior learning refers to:

- formal study undertaken in recognised institutions in Australia, including universities, colleges, TAFE colleges and other post-secondary education institutions;
- formal study undertaken in overseas institutions will be recognised to the extent to which they are considered to be equivalent to particular types of Australian institutions;
- formal study undertaken within MIBT, in cases where a student chooses to articulate into another course at MIBT;

And may extend under certain conditions to:

- courses provided by recognised professional bodies, employers and other authorities, where appropriate certification is available; and
- demonstrable expertise and relevant experience.

Exemption is the term applied to all cases involving the granting of credit for prior learning.

3. Principles and Aims

MIBT will maintain the integrity of its courses and protect the academic standards and reputation of its awards. Exemption for prior learning will be granted only within the constraints of this principle.

The aim of the recognition of prior learning policy is to:

- Assist students to progress through award courses with maximum efficiency by recognising that students may attain the objectives of components of a course by means other than formal study and assessment in the course;
- Facilitate the movement of students between institutions and between courses of various types and levels; and
- Assist in the efficient use of educational resources.

4. Admission

Admission to the College is based on Academic and English entry requirements as published in the College's prospectus and on the College website at <http://www.mibt.vic.edu.au/index.php/how-to-apply/admission-requirements.html>.

Applicants will only be granted Exemption towards an award course at the College once they have gained admission to the relevant course of study. Applicants may also seek specific advice from the College prior to admission in relation to possible Exemption transfer.

5. Type of Exemptions

Internal - Exemptions awarded on articulation between MIBT courses

MIBT awards exemptions for certain units which are common to more than one MIBT course, when a student moves from one course to another. For example, MMM132 Management is offered in the Diploma of Commerce, Diploma of Management and Diploma of Media and Communication. If a student chooses to move between these courses, MMM132 only need be successfully completed once and credit will be awarded in its place in the new course.

External - exemption awarded on articulation into a MIBT course

Associate Degree level courses

Applicants, or students of the College, may be awarded 'specified exemption' towards Associate Degree level courses where the exemption granted relates to the specific units or components in a course, exempting students from those units or components, and awarding the appropriate credit points in their place. Specified exemption may be given where applicants have met the objectives, attained the knowledge, or developed the skills required by particular a unit or course components.

Diploma level courses

Applicants, or students of the College, may be awarded 'specified exemption' towards Diploma level courses where the exemption granted relates to the specific units or components in a course, exempting students from those units or components, and awarding the appropriate credit points in their place. Specified exemption may be given where applicants have met the objectives, attained the knowledge, or developed the skills required by particular unit or course components.

Certificate level courses

Under the Australian Quality Training Framework, applicants, or students of the College, may be awarded exemptions, on the basis of competency, towards Certificate level courses where the credit granted relates to the specific units or components in a course, exempting students from those units or components, and awarding the appropriate credit in their place. Specified exemption may be given where applicants have met the objectives, attained the knowledge, or developed the skills required by particular units or course components.

External - exemption awarded on articulation out of MIBT courses

MIBT works in partnership with Deakin University. When students successfully complete their MIBT course, they are generally offered entrance into the second or third year of the relevant Deakin degree course with full Advanced Standing for units studied. Some exceptions apply here, so individual cases should be discussed with MIBT staff.

6. Amount of Exemption

Applicants, or students of the College, may be awarded exemption for a maximum of half (50%) of the units to be undertaken within a course of study offered at the College.

This limit for credit does not apply to applicants undertaking formalised reverse articulation arrangements from Deakin University.

7. Application for Exemption

Applicants are encouraged to apply for exemption(s) at least one (1) month prior to the commencement of their studies.

Applications will not be considered where a unit of previous study for which the exemption is sought was awarded a low pass grade, concessional pass or equivalent.

All applications must be submitted in the student's first trimester of study by no later than the official trimester finish date using the *Exemption Application form* [Diploma or Associate Degree level studies] or the *Recognition of Prior Learning Application form* [Certificate level studies]. Applications will not be accepted thereafter. Applicants should not enroll in the units(s) for which exemptions are applied.

The Exemption Application [Diploma and Associate Degree level studies] or the Recognition of Prior Learning Application [Certificate level studies] must be accompanied by original or certified official academic record [e.g. Academic Transcript, Statement of Attainment, or Statement of Results] except in the case of previous study at the College or Deakin University, and must include detailed unit outlines or other documentation giving sufficient details, including content, assessment schedule and duration, of the studies completed to enable assessment of the application.

Where exemption is being sought for prior learning on the basis of courses completed with recognised professional bodies, employers and other authorities, or for demonstrable expertise and relevant experience, appropriate certified samples of work must be submitted. Supporting documentation may include references, samples of work, project briefs, reports, publications, employment history and employment position descriptions.

Exemption Applications for Diploma or Associate Degree level studies will be sent to Deakin University for assessment. Recognition of Prior Learning Applications for Certificate level studies will be forwarded to the College Academic Director for assessment.

8. Approval of Exemption

In order to obtain recognition of prior learning applicants must have gained knowledge and skills which help them to meet the learning outcomes and assessment criteria of the qualification for which they are seeking exemption.

It should be noted that exemption may not be awarded for passing grades where the marks obtained are below 50%. For example, where a Pass Conceded [PC] grade has been awarded for the unit.

MIBT will notify students in writing of the outcome of their exemption application where possible prior to commencement of the semester.

Internal MIBT

The MIBT Academic Director will be responsible for determining the credit to be granted, in response to applications for exemption from students enrolled in any MIBT course.

External - Diploma and Associate Degree level courses

The Dean (or nominee) of the appropriate Faculty at Deakin University will be responsible for determining the exemptions to be granted, within the provisions of the University's policy, in response to applications for exemptions from students enrolled in Diploma or Associate Degree courses at MIBT.

External - Certificate level courses

The MIBT Academic Director will be responsible for determining the exemption to be granted, within the provisions of this policy, in response to applications for exemption from students enrolled in the Certificate course within MIBT. The Academic Director may seek the advice of the Certificate Course Coordinator and or Unit Coordinator for the purpose of advising on exemptions.

9. Appeals

External - Diploma and Associate Degree level courses

Applicants who are dissatisfied with the outcome of an exemption application may request a review of the decision. Such a review request must be accompanied by a full statement concerning the basis for the review.

A request for a review of an exemption decision is lodged with the The Dean (or nominee) of the appropriate Faculty at Deakin University who will review the initial decision in terms of the *Advanced Standing (Credit Transfer) - Operational Policy*. Where the basis of the review request relates to the academic judgement of the equivalence of prior study or experience to a course or unit, the Dean (or nominee) will refer the exemption review request, together with supporting information and advice, to the Course Convenor who makes a recommendation to the Dean.

A student who is dissatisfied with the outcome of a review of an exemption decision may appeal in writing to the relevant Deakin University faculty board. Where a faculty board upholds the original decision an applicant may appeal to the Deakin University Academic Appeals Committee.

Internal and External - Certificate level courses

Applications for exemption towards the Certificate award course who are dissatisfied with the outcome of their exemption application may request a review of the decision. Such a review request must be lodged with the Academic Director and be accompanied by a full statement concerning the basis for the review and in accordance with the *MIBT Grievance Procedures relating to academic matters*.

Where the basis of the review request relates to the academic judgement of the equivalence of prior study or experience to a course or unit, the Academic Director will refer the exemption review request, together with supporting information and advice, to the Teaching and Learning Committee who makes a recommendation to the Academic Director.

A student who is dissatisfied with the outcome of a review of a exemption decision may appeal to the Australian Qualification Framework Advisory Board under the provisions of the 'Australian Quality Training Framework Standards For Registered Training Organisations'.

10.Reporting of Approved Exemptions

MIBT is obliged, under section 19 of the Education Services for Overseas Students Act 2000 (ESOS Act 2000), to notify the Department of Immigration and Citizenship (DIAC) if an overseas student has been or will be granted credit towards a Certificate or Diploma level course offered by the College which leads to a shortening of the student's course of study.

Credit Approved before Visa Granted

Under section 19 of the ESOS Act (2000), MIBT is obliged to notify DIAC of the reduced course duration in the Confirmation of Enrolment (CoE) issued to an overseas student who has been awarded credit towards their intended course of study.

Credit Approved after Visa Granted

Under section 19 of the ESOS Act (2000), MIBT is obliged to notify DIAC of the change of course duration via the Provider Registration and International Student Management System (PRISMS) if an overseas student has been awarded credit towards their intended course of study.

Policy Title	Recognition of Prior Learning Policy	
Policy Owners	Academic Director	
Contact Persons	Michael Joyce	
Key Stakeholders	All Students at MIBT	
Approval Body	MIBT Academic Board of Studies	Agenda item and meeting date approved [Agenda item and meeting date approved]
Relevant Legislation	ESOS Act 2000; AQTF 2007; National Code 2007	
Related Policies	Grievance Procedures Relating to Academic Matters	
Related Guidelines	[Related Guidelines]	
File information	File number [File Number]	Version number V4.0 - 22/09/2010
Date Effective	[Date Effective]	Next Review Date 30/06/2011