RECOGNITION OF PRIOR LEARNING (RPL) POLICY AND PROCEDURE

Responsible Officer	Executive Dean of Academic Affairs
Approved by	Academic Board
Approved	28 October 2022
Commenced	28 October 2022
Next review date	December 2025
Relevant Legislation	Australian Qualifications Framework (AQF)
	Education Services for Overseas Students (ESOS) Act 2000 and Regulations 2019
	Higher Education Standard Framework (HESF) 2021
	Higher Education Support Act (HESA) 2003
	National Code of Practice for Providers of Education and Training to Overseas Students (The National Code) 2018
	National Standards for Foundation Programs
	Tertiary Education Quality and Standards Agency (TEQSA) ACT 2011
Responsible Division	Academic Affairs

Table of Contents

Last Updated: 13 October 2022
P&P Code and Title: PL_AC_08 Recognition of Prior Learning Policy and Procedure
File Location: SharePoint/Quality/Policy and Procedure

Policy Owner: EDAA
Version: 4.1
Page 1 of 13

1. Policy Statement

1.1 Authority

The Australian Institute of Music Limited (AIM), known as 'the Institute', is governed by the Board of Directors (BoD) with academic authority delegated to the Academic Board (AB). The BoD and AB share joint responsibility for ensuring that all general and academic policies and procedures follow 'best practice' principles for Higher Education and other sectors of educational delivery, in compliance with relevant Australian legislation and current regulatory requirements.

1.2 Application

This policy and procedure applies to Quality Assured (QA) delivery of accredited AIM programs offered at the Sydney and Melbourne campuses. If applicable, this policy and procedure will also apply in future, wherever QA AIM programs are approved for delivery elsewhere in Australia or overseas.

1.3 Context and Purpose

Some applicants to AIM courses have completed prior study (either whole courses or parts of courses), will have completed a course at another institution with which AIM has an articulation agreement, or will have extensive industry, community and life experience that may demonstrate acquisition of skills and knowledge equivalent to units within AIM's courses of study. In addition, some applicants may not meet AIM's formal entry requirements in full but may be able to support an application for entry based upon other forms of prior learning or industry experience. All these forms of credit, whether for entry or against units of study within an AIM course, are covered by this Recognition of Prior Learning (RPL) Policy and Procedure.

The purpose of this policy and procedure is to ensure students are provided with the opportunity to apply for, and be granted, credit against their program of study in recognition of appropriate prior learning. Credit may be granted for learning previously achieved, whether this was through structured courses and formal awards or gained through other forms of professional and life experience on provision of sufficient documentation.

1.4 Principles

This policy and its procedures are underpinned by the principles that RPL decisions at AIM will:

- ensure a consistent, fair, and transparent assessment of the credit that a student can be awarded,
- apply the *RPL Policy and Procedure*, where appropriate, to facilitate entry pathways and progression between qualifications
- ensure that all decisions made under this policy are supported by appropriately recorded evidence
- give due consideration to all forms of learning, provided that the evidenced outcomes are: relevant; current (i.e., completed within the past 10 years or have been kept up to date); able to be mapped to the learning outcomes of the units within the qualification; and consistent with the AQF level of the units within the qualification against which credit is sought
- be academically defensible and consider the student's ability to successfully meet the course learning outcomes of the qualification
- be completed in a timely manner so that students' academic progression is not unnecessarily inhibited
- be formally documented and communicated to students, including reasons for either granting or not granting RPL in accordance with specified procedure and criteria (see below)
- ensure that decisions made under this policy and procedure may be subject to appeal and review in accordance with the *Student Grievances and Complaints Policy and Procedure*.

Last Updated: 13 October 2022   **Policy Owner:** EDAA
P&P Code and Title: PL_AC_08 Recognition of Prior Learning Policy and Procedure   **Version:** 4.1
File Location: SharePoint/Quality/Policy and Procedure   Page 2 of 13

RECOGNITION OF PRIOR LEARNING (RPL) POLICY AND PROCEDURE

1.5 Scope and Coverage

This policy applies to:

- all domestic and international applicants seeking admission with recognition of prior learning due to prior educational and/or professional experiences
- all continuing students seeking advanced standing through recognition of prior learning as credit against specified or unspecified units within their course of study.

Recognition of Prior Learning (RPL) in this policy applies to all forms of credit that may be given to students including specified, unspecified and block credit granted for formal and informal learning through processes including articulation arrangements, advanced standing and credit transfer.

This policy and procedures apply to AIM's Higher Education Programs offered at the Sydney and Melbourne campuses.

Prior Learning (formal or informal) can be recognised as either:

- supporting admission to a course where the applicant does not meet the standard criteria for admission, or
- supporting exemption from the need to complete some relevant components i.e., units of the course.

1.6 Special Conditions or Exceptions

Nil

1.7 Recognition of Prior Learning (RPL)

Recognition of prior learning (RPL) is a process used to assess an individual's relevant prior learning (including formal and informal learning) and to determine credit that may be granted towards the units required for the completion of an AIM qualification. RPL recognises learning achieved towards the granting of credit wherever and however the relevant knowledge and/or skill has been acquired, providing it can be evidenced and assessed.

RPL at AIM is conducted through a procedure in which applicants provide evidence of how they have met the learning outcomes of units and or levels of learning in a course of study. This procedure allows candidates to demonstrate how the knowledge, skills, abilities and personal qualities gained through prior formal study and professional and life experience are comparable to, and can be mapped against, one or more units of study in their chosen course of study. The evidence submitted must demonstrate how the prior learning will enable the student to succeed in their studies at AIM.

RPL applications are submitted in writing, and may be supported with additional evidence as appropriate to the field of study, for example:

- Certificates
- Letters of reference
- Portfolio of work
- Audio or video recording.

When approved, credit granted against units within the course will be recorded as completed with the grade 'Advanced Standing'. This recognises that the student has achieved equivalent learning outcomes. Credit granted is not recorded with a grade and does not contribute to the Grade Point Average (GPA). The grade of Advanced Standing is sufficient to demonstrate that pre-requisite requirements for subsequent units are met.

Last Updated: 13 October 2022   **Policy Owner:** EDAA
P&P Code and Title: PL_AC_08 Recognition of Prior Learning Policy and Procedure   **Version:** 4.1
File Location: SharePoint/Quality/Policy and Procedure   Page 3 of 13

RECOGNITION OF PRIOR LEARNING (RPL) POLICY AND PROCEDURE

1.7.1 Formal learning

A student may have their prior formal learning recognised if they have:

- successfully completed or partially completed a course at AIM or another higher education provider;
- qualified for an award that is part of an articulated course sequence; or
- completed or partially completed a course at another higher education provider at a level equivalent to the course or unit for which RPL is applied.

For the purpose of credit granted towards entry or credit in **undergraduate** courses at AIM, formal learning is education undertaken after, or instead of, the completion of high school or equivalent education.

For the purpose of RPL granted towards entry or credit in **postgraduate** courses at AIM, formal learning is education undertaken after, or instead of, the completion of Bachelor-level (AQF7), of graduate level education.

If an applicant meets course entry requirements AND has completed additional study at a higher level than that required for course entry, they may apply for this to be considered as RPL credit (Advanced Standing) against units of study within the AIM course of study they are intending to undertake.

1.7.2 Informal learning

Informal learning is demonstrated by skills and knowledge gained through non-accredited courses and professional development training, industry experience, life experience, voluntary and community work, or other modes of verifiable professional or personal development.

Applications for RPL for informal learning will be assessed for equivalence to the learning outcomes of units, both core and elective, in the course and qualification sought. Documented informal learning may also be considered as a basis for admission to a particular course of study, in place of other formal requirements.

Where informal learning is being used as part of an RPL application for credit against units in an AIM course, substantiated documentary evidence of the applicants informal learning (e.g., work and life experience) and evidence of reflective practice and the achievement of learning outcomes at the appropriate AQF level will be provided by the applicant through the presentation of a portfolio.

RPL may be granted for either specified or unspecified credit within an AIM course (see below).

1.7.2.1 RPL for admission to Postgraduate Studies .

In accordance with AIM Admissions Policy, applicants without tertiary qualifications may be granted admission to postgraduate programs on the basis of extensive relevant work experience and demonstrated potential to undertake the program of study and to achieve course learning outcome. Applicants may be eligible for credit transfer or recognition of prior learning for their tertiary studies including completed or partially completed Higher Education awards. Specified credit will be granted towards specific units of an AIM postgraduate course on the basis of prior learning in a completed or partially completed HE course if it is assessed to be comparable in terms of learning outcomes, volume of learning, content and learning and assessment approaches. Applicants should submit an Application for Recognition of Prior Learning together with all required supporting documentary evidence.

 The applicant will be required to demonstrate through documentation and/or portfolio how the program admission criteria have been met at the appropriate AQF level.

Last Updated: 13 October 2022

P&P Code and Title: PL_AC_08 Recognition of Prior Learning Policy and Procedure

File Location: SharePoint/Quality/Policy and Procedure

Policy Owner: EDAA

Version: 4.1

Page 4 of 13

RECOGNITION OF PRIOR LEARNING (RPL) POLICY AND PROCEDURE

1.8 Types of Credit

1.8.1 Credit Transfer

Credit transfer, as defined in the AQF, is a process that provides students with agreed and consistent credit outcomes for components of a qualification based on identified equivalence in content and learning outcomes between matched qualifications. Credit transfer will normally take place between known qualifications, such as where an articulation agreement between AIM and another higher education provider is in place (see Section 1.9.4 Block Credit).

Recognition of Prior Learning in the form of Credit Transfer at AIM is an assessment process used to determine the extent to which a student has achieved the required learning outcomes to receive credit towards equivalent AQF level studies at AIM. This may result in the granting Advanced Standing in the form of Block Credit (see section 1.9.4) or against individual units within an AIM course.

Credit may be awarded against specific units (Specified Credit) or against elective units (Unspecified Credit) as described below.

1.8.2 Specified Credit

Specified Credit may be granted on the basis of prior formal learning that is deemed to be equivalent when considering the learning outcomes, volume of learning, and program of study (including content), as well as learning and assessment approaches of one or more units of study.

When granted, Specified Credit will be transferred to specified unit(s) within a course and recorded as Advanced Standing. It recognises that the student has achieved equivalent unit learning outcomes and can be used to meet any pre-requisite requirements.

Ordinarily, it would be expected that the applicant would identify which units of Specified Credit they wish to be considered. The assessing authority may also make decisions regarding allocation of appropriate Specified Credit in consideration of an RPL application.

1.8.3 Unspecified Credit

Unspecified credit may only be granted against elective credit points rather than specific units of learning. It will be granted on the basis of prior formal learning that is deemed to be at the same AQF level as the program in which the applicant is enrolled, with:

- appropriate volume of learning and learning and assessment approaches as an (unspecified) elective unit, and
- content that is deemed permissible as equivalent learning to an elective option, broadening the student's education but still meeting the overall course learning outcomes.

When granted, unspecified credit will be recorded against elective credit points within the course as Advanced Standing. It does not recognise that the student has achieved equivalent unit learning outcomes and cannot be used to meet pre-requisite requirements against core curriculum units.

1.8.4 Block Credit

Block credit is a pre-determined form of the granting of credit specified in formal articulation agreements between AIM and other partner higher education institutions offering comparable courses of study. Institution-to-institution articulation agreements involving block credit arrangements specify set units for which credit, not exceeding 50% of a course, is determined via the curriculum cross-mapping of like-for-like units with comparable

Last Updated: 13 October 2022

P&P Code and Title: PL_AC_08 Recognition of Prior Learning Policy and Procedure

File Location: SharePoint/Quality/Policy and Procedure

Policy Owner: EDAA

Version: 4.1

Page 5 of 13

content and learning outcomes at the same AQF level. Block credit will only apply to students transferring to AIM from partnering institutions where there is a formal articulation agreement in place for the purposes of regional or international studies, cultural exchange and/or study abroad opportunities.

2. Rules
The following rules provide further guidance on details of the policy and its implementation. They should be consulted in reference to the Policy above, and the Procedure below.

2.1 General rules
1. Credit is awarded in relation to a specific course and/or its component units.
2. Credit may be granted only for completed units where the final grade is minimum a Pass grade or equivalent.
3. Students may elect not to receive some or all of the RPL to which they are entitled. Once RPL has been rescinded or declined, it will not automatically be re-granted.
4. When RPL is used to support admission to a course, the same evidence cannot be used to support exemption from components of the course (i.e., the RPL credit value is extinguished).
5. Previous formal or informal learning may only be counted once as approved RPL exemptions for any course offered by AIM (i.e., after the granting of RPL, the application of this evidence to credit value is extinguished).
6. In general, prior learning evidence used to support an RPL application should be not more than 10 years old or, otherwise, must demonstrate how it has been kept current. Exceptions may be made at the discretion of the Executive Dean Academic Affairs or nominee.
7. If an application is successful, applicants can be granted credit towards completion of their course to a maximum of 50%.
8. Applications for RPL may be lodged in conjunction with an application for entry to AIM, on acceptance of an AIM offer of enrolment, or no later than 10 days before Census Date of the applicant's first study period.
9. A student may apply for additional RPL credit at any time after commencement of a course of study, up until 10 days prior to the start of their final Study Period. This is accomplished by submitting a new application form with either or both:
   - New documentary evidence
   - A new case made for specified or unspecified units of credit.

   Applications for RPL in a unit the student is currently enrolled in will not be accepted after census date for that unit.
10. When submitting a new application, evidence and cases upon which decisions have previously been made will not normally be re-considered.
11. Late applications will require the approval of the Executive Dean Academic Affairs (or delegate).
12. Students may appeal against unsuccessful applications for RPL, or decisions made in respect of credit granted. Appeals will be handled in accordance with the Appeals Policy and Procedure.
13. Regardless of the nature of amount of credit granted, any specific requirements of an award must be fulfilled, including any conditions.
14. Retrospective RPL applications are not permitted (i.e., after the unit of study at AIM has been completed and a grade awarded).
15. There is no charge for an RPL assessment. A charge of not more than 50% of the cost of a standard 6 Credit Point Unit will apply for an assessment of informal learning.

2.2 Assessment of RPL applications
1. Applications will normally be assessed within 10 working days of submission.
2. RPL assessment will:

Last Updated: 13 October 2022

P&P Code and Title: PL_AC_08 Recognition of Prior Learning Policy and Procedure

File Location: SharePoint/Quality/Policy and Procedure

Policy Owner: EDAA

Version: 4.1

Page 6 of 13

    a. Consider the types of evidence required to demonstrate prior achievement of individual unit(s) and course learning outcomes and assessment requirements of the particular qualification for which credit is sought

    b. Take into account all of the learning undertaken by the applicant on the basis of evidence provided

    c. Acknowledge a range of ways in which individuals can demonstrate that they have met the required unit(s) outcomes

In assessing applications, the evidenced prior learning must show at least 80% compatibility with the unit for which credit is sought, except in the case of unspecified credit.

Assessment of equivalence must take into account factors such as the learning outcomes of the unit for which credit is sought, the volume of learning, program of study including content, and learning and assessment approaches.

2.2.1 Assessment Criteria

AIM's Recognition of Prior Learning is based on an evaluation of the evidence presented, using the following criteria:

1. **Validity**
   - The prior learning matches both the qualification type and the discipline learning outcomes for the relevant course.
   - The applicant's standard of achievement in the prior learning is consistent with the qualification level and type specified for the course.

2. **Authenticity**
   - The prior learning has been undertaken by the applicant and the standard of achievement in the prior learning is based on the applicant's own work.

3. **Currency**
   - The prior learning has been achieved within the last 5 years for informal learning and/or 10 years for formal learning or demonstrates how it has been kept up-to-date and relevant.

4. **Learning Outcome Standards**
   - The evidence of prior learning is sufficient for the assessing authority to reliably verify the learning outcomes achieved are at the appropriate standard.
   - In recognising prior learning, consideration needs to be given to whether the volume of learning is sufficient in the context of the discipline for the AQF level and qualification type.
   - The assessing authority must determine that the Learning Outcome Standards are met to *at least* an 80% equivalence.

3. Procedures
3.1 Applying for RPL
3.1.1 Applications for Admission based upon RPL

An applicant who does not meet standard entry requirements may request consideration of RPL at the application stage, in consultation with AIM recruitment staff. This may take one of two forms:

a. Recognition of **Formal Learning** as equivalent to course entry requirements
   - A detailed letter of explanation should be provided, written by the applicant
   - Certified copies of all relevant original documentation are to be supplied at the time of the application.
   - If the RPL documentary evidence is not in English, certified translations must be supplied.

b. Recognition of **Informal Learning** as equivalent to course entry requirements
   - A detailed letter of explanation should be provided, written by the applicant.

Last Updated: 13 October 2022   **Policy Owner:** EDAA
P&P Code and Title: PL_AC_08 Recognition of Prior Learning Policy and Procedure   **Version:** 4.1
File Location: SharePoint/Quality/Policy and Procedure   Page 7 of 13

- The letter should address both why they are unable to meet standard entry requirements (e.g., why they did not complete High School) and details regarding other study, work, or experience that they have gained that is relevant to the field of study applied for and equivalent to the entry requirements.
- A comprehensive portfolio of supporting materials (written, audio, or video as appropriate)

3.1.2 Applications for Course Credit based on prior Formal Learning

a. An applicant seeking Course Credit may consult with Recruitment Staff and/or an AIM Academic Advisor.
b. Application for the granting of credit for formal prior learning must be lodged via the *Application for Recognition of Prior Learning form* (available on the AIM website and SharePoint) no later than 10 days before Census Date of the applicant's first study period or up until 10 days prior to the start of their final Study Period.
c. Certified copies of all relevant original documentation are to be supplied at the time of the application.
d. **Specified Credit**: If the application relates to study at a different institution, an original record of results, relevant unit guides and official description of course structure must be provided, with an explanation of how prior units studied are equivalent to specific AIM units against which credit is sought. If the application relates to study at AIM, these supporting documents are not required.
e. **Unspecified Credit**: If the application relates to study at a different institution, an original record of results, relevant unit guides and official description of course structure must be provided, with an explanation of how prior units studied are generally equivalent to unspecified AIM elective units in terms of volume of work and Course Learning Outcomes. If the application relates to study at AIM, these supporting documents are not required.
f. If the documentary evidence is not in English, certified translations must be supplied.

3.1.3 Applications for Course Credit based on prior Informal Learning

a. An applicant seeking Course Credit may consult with Recruitment Staff and/or an AIM Academic Advisor.
b. Applications for the granting of credit for informal prior learning must be lodged via the *Application for Recognition of Prior Learning* available on the AIM website and SharePoint no later than 10 days before Census Date of the applicant's first study period, or up until 10 days prior to the start of their final Study Period
c. The application must be accompanied by:
   - A detailed letter of explanation, written by the applicant.
   - A comprehensive portfolio of supporting materials (written, audio, or video as appropriate)
   - The applicant's portfolio should include details of non-certificated courses of study undertaken, details of work, life, voluntary and community experience, a reflective statement(s) and a clear articulation of how the learning achieved relates to specific units of study and the learning outcomes on the course for which they will be enrolling
   - Clear evidence of how the learning has been updated and its relevance maintained
d. If applying for **Specified Credit**, an explanation must be provided of how prior informal learning undertaken is equivalent to specific AIM units against which credit is sought.
e. If applying for **Unspecified Credit**, an explanation must be provided of how prior informal learning undertaken is generally equivalent to unspecified AIM elective units in terms of volume of work and Course Learning Outcomes.
f. If the documentary evidence is not in English, certified translations must be supplied.

3.1.4 Subsequent Applications for RPL as Course Credit

Section 2.1 (Rules 9-10) allow for subsequent application for additional RPL Course Credit during the student's course, up to 10 days prior to commencement of the final Study Period of the course.

Last Updated: 13 October 2022   **Policy Owner:** EDAA
P&P Code and Title: PL_AC_08 Recognition of Prior Learning Policy and Procedure   **Version:** 4.1
File Location: SharePoint/Quality/Policy and Procedure   Page 8 of 13

RECOGNITION OF PRIOR LEARNING (RPL) POLICY AND PROCEDURE

Students may apply for additional credit, when they believe there is a strong case to be made, by submitting a new Application Form.

The new application must include, either or both:
- New documentary evidence
- A new case made for specified or unspecified units of credit

When submitting a new application, evidence and cases upon which decisions have previously been made will not normally be re-considered.

3.2 Assessment of Applications for RPL

3.2.1 Application for RPL to gain entry to AIM courses
a. Applications to gain entry to AIM courses (where standard entry requirements are not met) will be assessed by the Executive Dean Academic Affairs (EDAA) or nominee.
b. Decisions will be based upon documents and evidence submitted with the application.
c. Further information may be requested if necessary.
d. The assessment will be made with reference to the criteria set out in this Policy.

3.2.2 Assessment of applications for Course Credit based on prior Formal Learning
a. Head of Learning and Teaching (HoLT) or nominee will assess all RPL applications for the granting of credit made on the basis of prior formal learning.
b. The Head of Learning and Teaching will determine the specified and unspecified credit to be granted to individual applicants.
c. Once a credit decision has been determined on the basis of formal learning, it may be reapplied by the Admissions teams to identical scenarios thereby building up a table of equivalences
d. The assessment will be made with reference to the criteria set out in 2.2.1 of this Policy.

3.2.3 Applications for Course Credit based on Informal Learning
a. Applications for the award of credit based on non-formal or informal learning, or a collection of formal and informal learning, will be assessed on a case-by-case basis by the relevant Associate Head of Learning and Teaching in consultation with the Head of Learning and Teaching.
b. Applications for course credit based on informal learning will be considered with reference to the criteria set out in 2.2.1 of this policy..
c. The RPL Panel will consider applications with reference to the criteria set out in 2.2.1 of this Policy.

3.3 Notification of Decision
a. Applicants will normally be notified of the outcome of their application for the RPL in writing within 10 working days of submission of the application.
b. At peak admission and enrolment times, notification may take longer.
c. Applicants will be notified of the outcome of their application by email via AIM Academic Administration.
d. Where an application is made prior to enrolment, applicants will also be notified of the credit awarded to them in their Letter of Offer.
e. For international students, if the RPL is approved before the student visa is granted, the Confirmation of Enrolment (CoE) will indicate the net course duration. If the RPL is approved after the student visa is granted, the change of course duration will be reported via PRISMS and the student notified.
f. Regardless of the amount of credit granted, international students must maintain a full-time study load to satisfy student visa requirements.

Last Updated: 13 October 2022   **Policy Owner:** EDAA
P&P Code and Title: PL_AC_08 Recognition of Prior Learning Policy and Procedure   **Version:** 4.1
File Location: SharePoint/Quality/Policy and Procedure   Page 9 of 13

3.4. Complaints and Appeals

Complaints and appeals against RPL assessments may be made in accordance with the *Student Grievances and Complaints Policy and Procedure*. Applicants are advised to discuss the outcome of their assessment with the Head of Learning and Teaching or nominee before proceeding to this step.

3.5 Recording of RPL

a. The Student Experience and Success team will keep a record of all RPL applications and decisions in the Student Records Management System.

b. The results and grades of the units against which RPL is granted will not appear on a student's AIM academic transcript when they were completed at another institution; they will be recorded as Advanced Standing. Credit granted is not recorded with a grade and does not contribute to the Grade Point Average (GPA).

c. All documentation related to RPL applications, decisions, and appeals (if any) will be held on the student's file.

4. Responsibilities

Executive Dean Academic Affairs: overall responsible for this policy and procedure; responsible for assessment and decision regarding applications and for ensuring that the application of this policy and procedure is consistent with the academic integrity of the program being maintained and the policy's purpose.

Head of Learning and Teaching is responsible for assessment and decision regarding applications for Course Credit based upon prior formal and informal learning.

Head of Pathways and Engagement is responsible for ensuring that correct and current information related to the application of the policy and procedure is included on the AIM website and that prospective students are advised of articulation and RPL arrangements.

Academic Administration Manager is responsible for the maintenance of records relating to Recognition of Prior Learning (RPL), for supporting the RPL assessment and reporting and for ensuring timely notifications of decisions.

Student Recruitment Officers are responsible for advising prospective students on admissions procedures and requirements; they work in consultation with Academic Administration and Learning and Teaching staff as needed to ensure accurate and current information is provided to applicants.

Quality and Compliance Officer is responsible for advising Executive Dean Academic Affairs on the review and implementation of the Policy and Procedure.

5. Supporting Information
5.1 Supporting Documents
  - Application for Recognition of Prior Learning

5.2 Related Documents
  - Admissions Policy and Procedure (incorporating English Language Proficiency Requirements)
  - Student Grievances and Complaints Policy and Procedure
  - Appeals Policy

Last Updated: 13 October 2022   **Policy Owner:** EDAA
P&P Code and Title: PL_AC_08 Recognition of Prior Learning Policy and Procedure   **Version:** 4.1
File Location: SharePoint/Quality/Policy and Procedure   Page 10 of 13

RECOGNITION OF PRIOR LEARNING (RPL) POLICY AND PROCEDURE

6. Definitions and Acronyms

TERM/ACRONYM	DEFINITION
AIM referred to as the 'Institute'	The Australian Institute of Music Limited ABN: 89 003 261 112; PRV: 12050; CRICOS 00665C.
Advanced Standing	A form of credit for any previous learning (Australian Qualifications Framework definition) – see also the definitions for 'credit transfer' and 'recognition of prior learning'.
Assessing Authority	• Head of Learning and Teaching for Formal Learning • RPL Panel for Informal Learning
Australian Qualifications Framework (AQF)	Australia's national policy for regulated qualifications. The AQF encompasses higher education, vocational education and training and school education. It provides for national recognition and a consistent understanding of what defines each qualification type. More information on the AQF is available on from the AQF website, or the TEQSA Australian Qualifications Framework page.
Census Date	The last day an enrolled student can submit a *Request for Commonwealth Assistance* form (to access a Commonwealth supported place or a HELP loan) or withdraw their enrolment without incurring the fees or a HELP debt.
Course credit	Exemption from enrolment in a particular part of the course as a result of previous study, experience or recognition of a competency currently held.
Credit transfer	A process that provides students with agreed and consistent credit outcomes for components of a qualification based on identified equivalence in content and learning outcomes between matched qualifications (Australian Qualifications Framework definition)
Formal learning	Learning that takes place through a structured program of learning that leads to the full or partial achievement of an officially accredited qualification.
Informal learning	Learning gained through life, work, social, family hobby or leisure activities and experiences. Unlike formal or non-formal learning, informal learning is not organised or externally structured in terms of objectives, time or learning support.
Non-formal learning	Learning that takes place through a structured program of learning that does not lead to an officially accredited qualification.
Pathways	Allow students to move through Australian Qualifications Framework (AQF) qualification levels with full or partial recognition for the completed course of study and/or learning outcomes they already have
Prospective Student	A person who is considering attending AIM but has not yet officially enrolled
Recognition of Prior Learning (RPL)	A process used to assess an individual's relevant prior learning (including formal, informal and non-formal learning) to determine the credit that may be granted towards completion of a qualification.

Last Updated: 13 October 2022   **Policy Owner:** EDAA
P&P Code and Title: PL_AC_08 Recognition of Prior Learning Policy and Procedure   **Version:** 4.1
File Location: SharePoint/Quality/Policy and Procedure   Page 11 of 13

7. Document history

Version	Date Endorsed by the Academic Board	Date Approved by the Board of Directors	Amendment Details
1.0	13 Dec 2017	14 Dec 2017	New Policy established, incorporating AIM Graduate Studies Program
1.1	1 Mar 2018	15 Mar 2018	Replaced 'by week 2' with 'no later than 1 week before Census Date'; included definition of Census Date
2.0	7 Jun 2018	21 Jun 2018	Updated: • Terminology in line with *Admissions Transparency Phase 2* requirements • Responsibilities
3.0	13 Feb 2020	5 Mar 2020	Full policy review Including: • Principles, context, reordering of text • Reference to Foundation Program • Updated Accountabilities • Updated as per Academic Board Recommendations
3.1	N/A	N/A	Minor administrative and formatting amendments: updated to new format, flowchart.
4.0	08 July 2022	25 August 2022	Major review including: • Overall review of content and terminology to ensure currency, compliance and policy alignment • Updated process, responsibilities and definitions • Updated format and template
4.1	28/10/2022	15/12/2022	• Updated to include under 2.1 General Rules, point 9: *'Applications for RPL in a unit the student is currently enrolled in will not be accepted after census date for that unit'*

Last Updated: 13 October 2022

P&P Code and Title: PL_AC_08 Recognition of Prior Learning Policy and Procedure

File Location: SharePoint/Quality/Policy and Procedure

Policy Owner: EDAA

Version: 4.1

Page 12 of 13

8. Flowchart – Showing Process and Decision Points

Last Updated: 13 October 2022

P&P Code and Title: PL_AC_08 Recognition of Prior Learning Policy and Procedure

File Location: SharePoint/Quality/Policy and Procedure

Policy Owner: EDAA

Version: 4.1

Page 13 of 13