

Document: Credit and Recognition of Prior Learning (RPL) Policy and Procedure		
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Contents

1. Overview	1
2. Scope	2
3. Definitions	2
4. Credit and RPL Application Process	5
Credit and RPL Applications	5
Supporting Documentation	6
Late, Incomplete or Invalid Applications	6
Resubmission or Additional Submission	6
Previously Failed Subjects	6
Final-Year Subjects	6
Applications based on Non-Award Study	6
General	7
Internal Course Change	7
Non-Cognate Study	7
Credit for Formal Studies	7
Credit Transfer	8
5. International Students	8
6. Articulation Agreements	9
7. Limitations on RPL	9
Undergraduate Courses	9
Postgraduate Courses	10
Subject Mapping	10
8. Procedure for Student Appeal	10
9. Legal and Policy Framework	11
10. Related Documents	11
11. Version History	11

1. Overview

Wentworth Institute of Higher Education ('WIN Higher Education' or 'WIN') acknowledges the need for clear and effective credit arrangements to increase opportunities for students to access education, improve student mobility between sectors and institutions, and increase the pathways into and between qualifications through Credit and Recognition of Prior Learning (RPL).

Granting Credit and RPL ensures that students commence study at a level that appropriately recognises their prior learning experiences and are not required to repeat equivalent learning successfully undertaken in another context.

Credit, RPL or relevant recognised skills must be consistent with the Qualification Standards and must preserve the integrity of the higher education award to which it applies.

WIN Higher Education is committed to developing open and accessible guidelines to grant Credit and RPL that is relevant, current, and equivalent to the learning required for WIN Higher Education's academic programs and courses.

WIN Higher Education's policy on the granting of Credit and RPL is based on the following broad principles:

- WIN Higher Education will recognise prior learning, and grant credit for that learning, provided it is relevant, current, and equivalent to the learning required for WIN Higher Education's academic programs and courses, and in accordance with this policy.
- Determining equivalence requires academic judgement based on relevant and appropriate evidence provided by the student of the prior learning.
- Giving credit should not compromise the integrity of qualification outcomes and discipline requirements.
- This policy and any related procedures are consistent with the Australian Qualifications Framework (AQF), Tertiary Education Quality and Standards Agency (TEQSA) and Higher Education Standards Framework (HESF).

2. Scope

This policy applies to all students of Wentworth Institute of Higher Education, all prospective students of Wentworth Institute of Higher Education, and any education agents or other representatives acting on behalf of students or prospective students.

This policy applies to all award degrees offered by Wentworth Institute of Higher Education.

This policy does not apply to any non-award study or short courses offered by Wentworth Institute of Higher Education, including but not limited to:

- Academic Integrity Module
- Sexual Assault/Sexual Harassment Module
- Bridging courses or any other preparatory course or study

3. Definitions

Credit	
Credit, in accordance with TEQSA, is a benefit provided to a student by waiving one or more of the normal requirements for completion of a course of study, such as not having to complete a particular unit of study. Credit is obtained based on evidence that the student has already undertaken learning that is deemed to be equivalent to the parts of the course of study for which credit has been granted. It includes:	
Advanced Standing	Expressed in the form of a specified number of credit points, towards an award course, granted based on previous, successfully completed studies or prior learning.
Specified	Advanced standing given in the form of individual named subjects against a student's record. WIN Higher Education may give specified advanced standing

Advanced Standing	where prior learning satisfies the learning outcomes of a particular subject offered at the Institute.
Unspecified Advanced Standing	Advanced standing given in the form of credit points only, not relating to individual subjects. WIN may give unspecified advanced standing where the relevant previous learning is broadly consistent with the expected outcomes of WIN Higher Education's course the student intends to take, but where they may not be directly equivalent to the learning outcomes of any specific subject in the program.
Credentialed Learning	
Relevant programs or courses undertaken within the workplace, professional organisations, or other training contexts, where appropriate certification is available.	
Equivalent Subject	
Subjects that are considered substantially the same in content and learning outcomes between programs of WIN Higher Education	
Exemption	
Where a student is granted permission to substitute a compulsory or core subject in a course for another approved subject, as they have already completed the requirements for the exempted subject elsewhere. Exemptions are usually given when a student has already received the maximum allowable credit for their course.	
Formal Learning	
Completed studies at a recognised University, higher education institution, TAFE or registered training organisation in Australia and recognised international institutions.	
Nested Course Sequence	
An articulated sequence of courses such as Graduate Certificate, Graduate Diploma and master's program.	
Non-Award Subjects	
Where 'a student is enrolled with a provider in a subject or unit that may be undertaken as part of a course of study, course of instruction or tuition and training program, but the unit, course or program is not being undertaken as part of a course of study.' ¹ Non-award subjects do not contribute credit points towards the total credit point requirement of a degree. Non-award subjects may include bridging or preparatory courses, and also include any mandatory modules/subjects that students must complete in order to continue or complete their study, such as an academic integrity module.	
Bridging Course or Preparatory Course	
A short course that covers assumed knowledge required for entry into a degree.	

¹ <https://www.tcsisupport.gov.au/glossary/glossaryterm/Non-award>

Mandatory Non-Award Modules/Subjects
<p>Short modules that students must complete to continue or complete their studies or access certain information and services.</p> <p>For example, a provider may restrict students from accessing their grades until they have completed a mandatory academic integrity module.</p>
Credit Points
<p>The units of measurement for study load. Each subject or unit at Wentworth Institute of Higher Education is equivalent to 10 credit points.</p> <ul style="list-style-type: none"> • Bachelor's degrees (24 subjects/units) are worth 240 credit points. • Master's degrees (16 subjects/units) are worth 160 credit points.
Recognition of Prior Learning (RPL)
<p>Defined in the Australian Qualifications Framework as a process through which eligibility for the award of credit is assessed, through assessment of formal, informal, and non-formal learning. This process is grounded in evidence-based judgement about equivalence of learning. In practice, RPL may result in overarching standing credit transfer arrangements with other providers.</p>
Census Date
<p>The census date is the last date each semester by which students can make any changes to their enrolment before it is considered finalised.</p> <p>After the census date, students who wish to:</p> <ul style="list-style-type: none"> • Withdraw from a unit/subject, • Withdraw from their course, • Change their course, or • Defer their studies <p>may incur academic or financial penalties.</p> <p>The Census Date for each semester is publicly accessible, published on the WIN Higher Education website on the Academic Calendar².</p>
International Student or Overseas Student
<p>According³ to HESA⁴, an international or overseas student is a person who:</p> <ol style="list-style-type: none"> a) Is not an Australian citizen, and b) Is enrolled, or proposes to become enrolled in: <ol style="list-style-type: none"> i. A course of study with a higher education provider, or ii. A unit of study to which access was provided by OUA (Open Universities Australia) <p>The definition of overseas student does not include:</p>

² www.win.edu.au/current-students/higher-education-academic-calendar/ (Sydney)

www.win.edu.au/current-students/higher-education-academic-calendar-canberra/ (Canberra)

³ Australian Govt Department of Education, 2023: www.education.gov.au/higher-education-publications/higher-education-administrative-information-providers

⁴ Higher Education Support Act 2003 (Cth): www.education.gov.au/higher-education-loan-program/higher-education-support-act-2003-and-guidelines

- a) a person entitled to stay in Australia, or enter and stay in Australia, without any limitation as to time (including holders of an Australian permanent visa)
- b) a New Zealand citizen; or
- c) a diplomatic or consular representative of New Zealand, a member of the staff of such a representative, or a spouse, de facto partner or dependent relative of such a representative.

Abbreviations

AQF	The Australian Qualifications Framework; provides the standards for Australian qualifications.
TEQSA	The Australian Government Tertiary Education Quality and Standards Agency; the 'independent national quality assurance and regulatory agency for higher education.' ⁵
HESF	The Australian Government Higher Education Standards Framework.
CoE/ eCoE	A Confirmation of Enrolment is a document issued to international students who have accepted an offer of submission (and fulfilled any other applicable conditions). The CoE confirms that a student has accepted their offer, and is required for the student to lodge a student visa application. ⁶ An eCoE is an electronic CoE. A CoE may be cancelled if a student fails to enrol in/commence their study, fails to pay tuition fees, or for other reasons.
PRISMS	The Australian Government Provider Registration and International Student Management System.

4. Credit and RPL Application Process

Credit and RPL Applications

Applications for credit or RPL must be:

- Made using the appropriate WIN Higher Education application form⁷, and
- Submitted by the prospective student or by their representative, and
- Submitted before the end of Week Two (last day to enrol) of the prospective student's first semester of a new course of study at Wentworth Institute of Higher Education.

For the purposes of this policy, the 'end of Week Two (last day to enrol)' in a semester generally refers to the second Friday following the commencement of teaching for that semester, unless otherwise specified on the WIN Higher Education Academic Calendar.

The Academic Calendar for each semester is publicly available on the Wentworth Institute of Higher Education website⁸.

⁵ www.teqsa.gov.au/about-us/teqsa-overview

⁶ future.ask.adelaide.edu.au/app/answers/detail/a_id/2826/~/-confirmation-of-enrolment-%28coe%29

⁷ www.win.edu.au/policy-procedure-and-forms/Forms → Recognition of Prior Learning Application

⁸ www.win.edu.au/current-students/higher-education-academic-calendar/ (Sydney)
www.win.edu.au/current-students/higher-education-academic-calendar-canberra/ (Canberra)

Supporting Documentation

All applications must be submitted along with all required documents, which must be complete and duly notarised/certified.

All required supporting documents must be submitted before the end of Week Two (last day to enrol) of the prospective student's first semester of a new course of study at Wentworth Institute of Higher Education.

Late, Incomplete or Invalid Applications

WIN Higher Education reserves the right to refuse any applications that:

- Are incomplete or late, and/or
- Are missing required supporting documentation, and/or
- Are fraudulent or misleading.

Resubmission or Additional Submission

Any resubmission or additional submission must be lodged **before the end of Week Two** (last day to enrol) of the applicant's **first** semester of a new course of study at Wentworth Institute of Higher Education.

Previously Failed Subjects

Credit or RPL applications for a subject that the applicant has already failed will not be accepted, and will be automatically rejected.

Final-Year Subjects

Credit or RPL applications for final-year subjects, including engaged project or capstone subjects, will not be accepted, and will be automatically rejected. Successful completion of these subjects is a mandatory requirement for the successful completion of the degree.

Applications based on Work Experience

WIN Higher Education will not accept credit or RPL applications made on the basis of work experience.

Applications based on Non-Award Study

Credit and RPL applications will be assessed by the Dean or nominee who will then advise the Registrar. The Registrar will notify the student, in writing, of the outcome of the application. A record of any approved credit or RPL will be placed on the student's file.

It is the intention of this policy that at the time students accept a place in a course, students shall be advised of any potential credit or RPL for which they may apply.

Specified Credit: awarded when prior learning achieves expected learning outcomes equivalent to those achieved in a course offered at WIN Higher Education and the integrity of the program in which it is offered is maintained.

Unspecified Credit: awarded for work completed from another institution that is of a similar standard to work at WIN Higher Education, but for which there is no direct course equivalent.

General

- Entry to WIN Higher Education's courses is based on specific published entry criteria.
 - Decisions regarding student selection will be in accordance with the *Student Selection and Admissions Policy and Procedure*.
- An offer of credit or RPL does not guarantee admission into a specific course.
- The assessment of the amount of credit or RPL to be granted in particular courses and the awarding of credit to individual student shall be determined within the framework of this policy.
 - The Dean or nominee will determine which specific subject will be granted credit or RPL.
- Regardless of the credit or RPL granted, the requirements of each course must be fulfilled.
- Credit or RPL will be granted for specified subjects in a course of study as long as the integrity of the higher education award is preserved.
- Candidates for an award from WIN Higher Education are required to complete a minimum amount of the course through WIN Higher Education.
 - The total credit granted for prior learning external to WIN Higher Education shall not exceed 67% of the total credit points required for the award toward which credit is sought.
 - The 67% may comprise a mixture of credit and RPL.

Internal Course Change

In the event that a student changes their course of study at WIN (internal course change), there shall be no automatic transfer of any credit or RPL that was previously granted for the original course of study.

Non-Cognate Study

In the event that a student or prospective student applies for credit or RPL from a non-cognate degree:

- Request for credit or RPL from a non-cognate degree will be assessed on a case-by-case basis.
- The assessment will be based on the depth and breadth of the volume of learning of the noncognate degree completed by the student.

Credit for Formal Studies

Credit will not normally be granted for formal study completed more than five years prior to application unless there is evidence of continued relevance of this study for the course towards which credit is sought.

Credit may be granted for the successful completion of:

- Subjects of learning which form part of a structured academic program which would lead to either:
 - An AQF higher education award or international equivalent, or

- An AQF diploma or advanced diploma, provided the student has completed the program as well as the subject.
- Subjects of learning that take place through a structured program that did not lead to a formally recognised qualification
- Non-award courses offered by a recognised higher education institution
- Courses provided by a recognised professional association or other similar body
- Recognised training delivered by employers or other similar training

Credit shall be granted where there is a demonstrable correlation with content and/or learning outcomes of the WIN Higher Education subject for which credit is claimed.

Credit for subjects in certain professionally accredited courses (e.g. accounting and HR courses) can only be given for subjects that are considered to be equivalent in a course at another accredited institution.

When assessing credit for formal studies the following will be taken into account:

- The general educational practices and standards of the provider(s) or any accreditation obtained by such provider that may be relevant to the course under consideration
- The objectives of the particular course and the methods adopted to achieve those objectives
- Admission requirements to the course, including English entry requirements
- The duration of the course, having regard to entry requirements and course objectives
- The breadth, depth and balance in the course material involved and the intellectual effort required
- The methods and content of assessments
- The relative emphasis on the teaching of skills in relation to the study of the discipline
- Any arrangements for practical training and experience as part of the course.

Credit Transfer

Credit transfer may be granted when a student has completed subjects while undertaking a course with Wentworth Institute of Higher Education and wishes to transfer to another course within Wentworth Institute of Higher Education.

Credit will be granted for those subjects already undertaken which form part of the course to which the student is transferring.

The maximum credit that can be granted in these circumstances is not limited, however, the structure of the course shall be considered.

5. International Students

If the applicant is an international student applying for a study visa, the following applies:

- Where credit or RPL is granted before the issuance of a visa, the actual course duration in the CoE/eCoE issued to the student shall be reduced.

- Where credit or RPL is granted after the issuance of a visa, WIN Higher Education will report the change of course duration to the Department of Home Affairs via PRISMS.

If an international student is granted credit or RPL that shortens their course, it remains a visa condition that they continue the actual net course duration (as reduced by course credit) as full-time study.

6. Articulation Agreements

WIN Higher Education may enter into agreements with other tertiary education providers to provide graduates of specific courses offered by those institutions credit for particular subjects which form part of an institution course.

Subject and Course Mapping

In order to assess the quantum of RPL that may be awarded, WIN Higher Education will map the specified learning outcomes for the course provided by the other institution against the learning outcomes of subjects within the relevant WIN Higher Education course.

RPL for a subject within a WIN Higher Education course will only be granted where there is a substantial or greater match against the learning outcomes of that subject.

RPL will only be provided under the articulation agreement for specific subjects. There will be no unspecified or block credit.

Evidence of the mapping of the learning outcomes of the external course against the WIN Higher Education course underpinning the development of the articulation agreement will be considered and approved by the Academic Board.

7. Limitations on RPL

Undergraduate Courses

Generally, the maximum amount of RPL given for completed awards will be in accordance with the AQF Qualifications Pathway Policy, having taken into account 2.1.9 of the AQF policy:

Degree Type	Maximum RPL
Advanced Diploma or associate degree linked to a three-year bachelor's degree	50% credit
Advanced Diploma or associate degree linked to a four-year bachelor's degree	37.5% credit
Diploma linked to a three-year bachelor's degree	33% credit
Diploma linked to a four-year bachelor's degree	25% credit

The maximum limits on RPL that can be granted in an undergraduate course (including double and combined degree courses), except as specified in clauses below, are:

Degree Type	Maximum RPL (Credit Points)	Maximum RPL (%)
240-credit-point degree	160 credit points	67% of the degree
320-credit-point degree	240 credit points	75% of the degree
400-credit-point degree	320 credit points	80% of the degree

If the RPL is to be counted towards an undergraduate course that is of fewer than 160 credit points in value, the student must, irrespective of any RPL for which they are eligible, complete half (that is, 50%) of the total number of credit points for the course as an enrolled student of the WIN Higher Education.

The exception to this is where the RPL is specified as part of an articulation pathways agreement or nested course sequence.

Postgraduate Courses

The maximum RPL that can be granted towards any postgraduate program is 67% of the total credit points for the course, except when a student is progressing through a nested course sequence.

Subject Mapping

Students who have completed an undergraduate course from a recognised Australian institution or provider may apply for postgraduate RPL, provided they submit complete documentation to enable comprehensive mapping against WIN Higher Education subjects.

Applications will only be considered if the mapping reasonably demonstrates that studying the same subject at a Graduate Certificate level (AQF 8) would be repetitive for the student. Students must be enrolled in the full master's qualification, with a maximum of three exemptions allowed. Mapping must demonstrate compliance with HESF standards and alignment with TEQSA guidelines for RPL.

8. Procedure for Student Appeal

A student may appeal against a decision made under the Credit and Recognition of Prior Learning (RPL) Policy and Procedure.

Appeals must be:

- Made according to the Academic Grievance Handling Policy and Procedure
- Lodged within 20 working days from the date the written notification of the outcome of their RPL application was sent or delivered to the student

The appeal will be reviewed based on procedural fairness in both the conduct of the review process and the original decision regarding the credit or RPL application.

9. Legal and Policy Framework

- [Higher Education Standards Framework \(HESF\)](#)⁹
- [TEQSA Guidance Note: Credit and Recognition of Prior Learning](#)¹⁰
- [Australian Qualifications Framework \(AQF\)](#)¹¹

10. Related Documents

- Recognition of Prior Learning Application Form¹²
- Academic Grievance Handling Policy and Procedure for Students¹³

11. Version History

Version / Date	Changes	Approval
2.0 / 10.2020	Work experience	Academic Board
2.1 / 06.2021	Terminologies and work experience	Academic Board
3.0 / 03.2022	Timely submission of RPL application Granting of RPL in a postgraduate program based on completed subjects in a completed undergraduate degree from a recognised Australian institution or provider Case-by-case review of RPL from a non-cognate degree	Academic Board
4.0 / 04.2023	Change application submission date from Census Date to Week 2 (last day to enrol)	Academic Board

⁹ www.teqsa.gov.au/how-we-regulate/higher-education-standards-framework-2021

¹⁰ www.teqsa.gov.au/guides-resources/resources/guidance-notes/guidance-note-credit-and-recognition-prior-learning

¹¹ www.aqf.edu.au/

¹² WIN Higher Education 'Policy & Procedure & Forms': www.win.edu.au/policy-procedure-and-forms/

¹³ WIN Higher Education 'Policy & Procedure & Forms': www.win.edu.au/policy-procedure-and-forms/