

RECOGNITION OF PRIOR LEARNING PROCEDURE

Policy Code	ACA08
Policy Lead	Academic Dean
Approving Authority	Academic Board
Approval date	14 February 2024
Commencement date	08 March 2024
Next Review Date	February 2027
Version	2024.1
Relevant legislation or external requirements	<p>National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code) (NC: 2.3-2.5, 6.7)</p> <p>Higher Education Standards Framework (Threshold Standards) 2021 (HESFs: 1.2, 1.5.7(b), 7.2.2(a), 7.2.2(a, d), 7.3.2(g))</p> <p>Australian Qualifications Framework (AQF) AQF Qualifications Pathways Policy Tertiary Education Quality and Standards Agency Act 2011 (TEQSA Act) Education Services for Overseas Students Act 2000 (Cth) (ESOS Act) Education Services for Overseas Students Regulations 2019 (Cth) (ESOS Regulations)</p>
Related ASA Documents	<p>Quality Assurance Framework Student Admissions Policy Student Admissions Procedure Recognition of Prior Learning Policy Student Enrolment and Attendance Policy and Procedure Student Progression and At Risk Policy Student Progression and At Risk Procedure Student Grievance Policy Student Grievance Procedure</p>

1. Purpose

This procedure supports the *Student Admissions Policy* and associated procedure. It provides procedural information for recognition of prior learning by the Australian School of Accounting (ASA), in accordance with the Australian Qualifications Framework (AQF) and AQF Qualifications Pathways Policy.

2. Scope

This policy applies to all ASA applicants, students, and staff who support these processes.

3. Procedure

3.1 Recognition of Prior Learning

The process for applying for advanced standing based on recognition of prior learning is:

1. Applicants should lodge their application for Advanced Standing concurrently with their application for admission. The latest time an application for Advanced Standing can be made is two (2) weeks prior to the first census date after commencement.
2. Applicants must submit the relevant Recognition of Prior Learning application form and supporting documentation such as unit outlines, transcript, or other evidence to demonstrate unit equivalency to the Admissions team. Documentary evidence must be verified and sighted by staff at ASA.

3. Applicants must demonstrate a minimum result of a pass grade to receive credit.
4. ASA does not guarantee transferability of credits from other education providers. Eligibility for advanced standing does not guarantee admission to a course.
5. The application will be considered by the Academic Dean, or delegate, and an outcome will be determined. The Academic Dean, or delegate, will advise the Admissions team of the outcome and, if relevant, the basis on which credit has been granted.
6. The Admissions team will upload all evidence supplied by the application in their request, and the outcome of the application on the applicant's profile on the Student Management System (SMS).
7. All units that are exempted on the basis of recognition of prior learning will be graded as Advanced Standing (AS) and recorded on the student's profile in the SMS by Admissions staff upon advice from the Academic Dean or delegate.
8. The Admissions team will advise the applicant in writing of the result of their application within ten (10) working days of the application being received and will ensure that the communication is recorded on the applicant's profile.

3.2 Credit Transfer

The process for applying for a Credit Transfer:

1. Any student wishing to transfer courses at ASA should contact their course coordinator and receive advice regarding transferable credit and key dates, including census dates, so that they are not unduly disadvantaged. Current ASA students must meet the entry requirements of the new course.
2. Students should lodge their application to transfer from their enrolled ASA course to a different ASA course as soon as possible to ensure that there is sufficient processing time prior to the next enrolment period.
3. Students must submit the Course Transfer Request form and any supporting documentation that may support their request and indicate that they have carefully considered the impact of such a request.
4. An assessment will be undertaken by the Academic Dean and the Admissions Manager, or delegate, and an outcome will be determined. The Academic Dean, or delegate, will advise the Admissions team of the outcome.
5. The Admissions team will upload all evidence supplied by the application in their request, and the outcome of the application on the applicant's profile on the Student Management System (SMS).
6. All units that are exempted on the basis credit transfer will have the results and grades from the existing course transferred to the new course. Units that were assessed as Advanced Standing will be transferred as Advanced Standing (AS). All credit, regardless of origin will be and recorded on the student's profile in the SMS by Admissions staff upon advice from the Academic Dean, or delegate.
7. The Admissions team will advise the applicant in writing of the result of their application within ten (10) working days of the application being received and will ensure that the communication is recorded on the applicant's profile.

4. Conditions for International Students

If the applicant is an international student, and credit is granted before the issue of a Student Visa, and if this varies the actual course duration, the electronic Confirmation of Enrolment (eCoE) issued to the student will show the reduced course duration.

Where credit is granted after the issue of a visa, and if this varies the actual course duration, ASA will report the change of course duration via PRISMS in accordance with section 19 of the *Education Services of Overseas Students (ESOS) Act 2000*.

If ASA grants credit to an international student, ASA will give a written record of the decision to the student to accept and retain the written record of acceptance for two years after the international student ceases to be an accepted student of ASA.

5. Progression

Students who have received recognition of prior learning will be monitored during their course enrolment to ensure that they are not disadvantaged due to the application of credit and that they make satisfactory course progress.

6. Version Control

This Procedure has been reviewed and approved by the Australian School of Accounting Academic Board as at February 2024 and is reviewed every three years.

The Procedure, with associated policy, are published and available on the Australian School of Accounting website <https://www.asahe.edu.au/policies-and-forms/>.

Change and Version Control				
Version	Authored by	Brief Description of the changes	Date Approved:	Effective Date:
2024.1	Academic Dean	Updated policy to include HESF references, changes in regulatory compliances. Benchmarked against 6 other Higher Education Providers.	14/02/2024	08/03/2024
Previous version archived. New Policy code and numbering system implemented.				
4.0		Academic Board approval	14/07/2021	
3.0		Academic Board approval		
2.0		Academic Board approval		
1.0		Academic Board approval		