



Recognition of Prior and Concurrent Learning Policy and Procedures

Policy Id	T002
Previous versions	19 June 2013, 8 November 2016, 4 December 2019, 14 June 2022
Current version	Approved by Academic Board, 5 March 2024
Scheduled review date	March 2027
Threshold Standard	1.2, 7.2.2
Responsible person/s	CEO
Appendix A	List of amendments

1. INTRODUCTION

Adelaide Central School of Art (ACSA) is committed to providing transparent, effective, and timely processes for recognising prior or concurrent learning. This policy supports student access to education and student mobility between institutions.

2. PURPOSE

This policy describes the principles and procedures for assessing and awarding recognition of prior or concurrent learning in the form of credit towards an Award.

3. SCOPE

This policy applies to all applications for recognition of prior or concurrent learning (cross-institutional study) for the DVA, ADVA and BVA..

4. DEFINITIONS

- 4.1 **Award:** A diploma, associate degree, bachelor degree or honours degree of the School granted at the completion of a course of study or other award of another tertiary institution such as described in the Australian Qualifications Framework (AQF).
- 4.2 **Concurrent learning** is limited to formal study that occurs at another institution as approved cross-institutional study while enrolled in an ACSA course.
- 4.3 **Credit** is the value assigned for the recognition of equivalence in content and learning outcomes between different types of learning and/or qualifications. Credit reduces the amount of learning required to achieve a qualification.
- 4.4 **Cross-institutional study (CIS)** is study at another institution that is concurrent with the applicant's enrolment in an ACSA course.
- 4.5 **Formal learning** is learning that takes place through a structured program of learning that leads to the full or partial achievement of an officially accredited qualification.
- 4.6 **Informal learning** is learning gained through work, social, family, hobby or leisure activities and experiences.
- 4.7 **Non-formal learning** is learning that takes place through a structured program of learning but does not lead to an officially accredited qualification.
- 4.8 **Recognition of prior learning (RPL)** is the assessment of an individual's relevant prior learning (including formal, informal and non-formal learning) to determine the credit outcomes of an individual application for credit.
- 4.9 **Specified credit** is granted for work completed that is of similar content and standard as required for a passing grade in a unit of study.
- 4.10 **Total point value:** The minimum number of points needed to fulfil the requirements of an award, eg, 48 points per year (full time study).

4.11 **Unspecified credit** is credit granted towards elective components of a qualification or program of learning.

5. POLICY

5.1 The Adelaide Central School of Art will consider applications for recognition of prior or concurrent learning in accordance with this policy and in compliance with requirements of the Australian Qualifications Framework *AQF Qualifications Pathways Policy*.

5.2 Credit for prior or concurrent learning is granted only where the prior study or experience is assessed as equivalent in content and level to the course for which the credit is being sought.

5.3 Credit granted will ensure:

- the integrity of the ACSA's award qualification,
- the relevance and currency of the prior learning to the academic requirements of the ACSA's award, and
- equity for applicants.

5.4 Specified or unspecified credit may be granted to a student on account of formal, informal, or non-formal learning undertaken elsewhere to partially fulfil the requirements of the DVA, ADVA or BVA.

5.5 Credit will not normally be granted for courses completed more than 10 years before application unless there is evidence of substantial relevant experience during the intervening period.

5.6 Approval of credit for CIS will only be granted if:

- a. The unit for which credit is sought is not a core unit, and
- b. the content of the selected unit is not provided by ACSA as part of their enrolled course.

5.7 The maximum amount of credit granted cannot exceed:

- 33% (16 Credit Points) for the Diploma of Visual Art
- 50% (48 Credit Points) for the Associate Degree of Visual Art
- 50% (72 Credit Points) for the Bachelor of Visual Art

5.8 The maximum amount of credit granted for CIS cannot exceed:

- 8 Credit Points for the Associate Degree of Visual Art
- 8 Credit Points at Level 2 and 4 Credit Points at Level 3 for the Bachelor of Visual Art

5.9 Credit awarded for CIS contributes to the maximum credit specified in Item 5.7.

5.10 Limits on maximum credit may be waived only with the approval of the Academic Board.

5.11 Exceptions to the maximum credit specified in Item 5.7 are:

- a. Students who apply and gain readmission into their prior course of study
- b. Students who have completed a nested or exist qualification and seek entry to the associated higher qualification.

5.12 The policy on maximum credit also applies to students wishing to exit their enrolled course of study with a lower qualification.

6. RESPONSIBILITIES

6.1 The Academic Board is responsible for ensuring credit arrangements conform with requirements set out in the Australian Standards Framework (AQF) *Qualifications Pathways Policy*.

6.2 The Academic Director is responsible for approving applications and granting credit in accordance with this policy.

6.3 The Student Liaison Officer is responsible for advising students on the application process.

6.4 The Student Services Officer is responsible for recording applications and outcomes in the student management system.

7. PROCEDURES

7.1 Recognition of Prior Learning Applications

- Applications for RPL must be made using the online form and submitted with accompanying evidence.
- Applications will be assessed by the Academic Director, who will consult with relevant academic staff as required.
- Applicants may be required to attend an interview and present a portfolio of their work in cases where the submitted evidence is insufficient to make an assessment. The interview panel will consist of the Academic Director and, if required, another member of academic staff.
- The Academic Director will determine the outcome of the application, in consultation with relevant academic staff as required.
- In granting credit, consideration will be given to the principles outlined in item 5.3.
- The Student Services Officer will notify the applicant in writing of outcome of their application.
- The Student Services Officer is responsible for maintaining a record of RPL applications and outcomes in the student management system.

7.2 Cross-institutional Study Applications

- Applications for credit for CIS must be made using the online form prior to undertaking the selected unit.
- Applications will be assessed by the Academic Director.
- If the application is approved, credit for the cross-institutional unit will be granted upon ACSA's receipt of the student's official record of result.
- The Student Services Officer is responsible for maintaining a record of CIS applications and outcomes in the student management system.

8. APPEALING A DECISION

- 8.1 A student or prospective student may appeal a decision regarding the assessment of an RPL or a CIS application. Grounds for an appeal are limited to procedural error or breach of procedural fairness.
- 8.2 To appeal a decision, the student/prospective student will need to submit their request in writing to the Academic Administration Manager within 7 days of being notified of the outcome of their RPL or CIS application.
- 8.3 The appeal will be considered by the Academic Committee at the next scheduled monthly meeting. The Academic Administration Manager will notify the student/prospective student of the Academic Committee's determination within four weeks of receiving the appeal.
- 8.4 If not satisfied, the student/prospective student may seek an external review (appeal). A complainant seeking an external review should submit a written request to Independent Higher Education Australia, who will appoint external reviewers and/or a professional mediation service as appropriate. For an external review to be approved, a complainant must have exhausted the internal grievances procedures outlined in this policy.

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RELATED DOCUMENTS

- AQF Qualifications Pathways Policy
- Entry Requirements Policy

APPENDIX 1: Policy Amendments

1. Version 1: Approved by the Academic Board on 19 June 2013
2. Version 2: Major amendments: removal of block credit, provision that all applications require portfolio interview, maximum amount of RPL awarded set at one year, policy updated to align with current AQF Qualifications Pathways Policy. Approved by the Academic Board on 8 November 2016.
3. Minor amendments in accordance with new policy template: 3 January 2018. Approval not required.
4. Version 3: Item 5.6 updated to specify the maximum credit that can be granted for each course. Item 8.4 updated to include new name and contact details for South Australian Training Advocate. Approved by the Academic Board on TBC.
5. Minor amendment: changes to the external appeals process. 27 February 2020.
6. Updated to include the Diploma of Visual Art. 14 June 2022.
7. Updated to include concurrent study and revised procedures. 5 March 2023.