

Academic Credit and Prior Learning Policy and Procedures

Policy Purpose

The Academic Credit and Prior Learning Policy and Procedures ensures a consistent and equitable process for granting credit to individuals enrolled in academic programs. This policy delineates the systematic and fair procedures for assessing and awarding academic credit, facilitating successful program completion. Greystone Institute grants credit and recognises prior learning for students who may already have achieved learning outcomes and can demonstrate knowledge, understanding and skills gained through formal learning, non-formal learning and informal learning. The responsibilities of the Academic Dean, or delegate, and the process for granting academic credit are outlined, emphasising sensible, justifiable, and consistent practices across all programs.

Background

Greystone Institute recognises learning both within and beyond formal education settings. Acknowledging informal, non-formal, and formal learning aligns with Greystone Institute's commitment to lifelong learning. The policy maintains the uniqueness of Greystone Institute's awards while accommodating diverse educational backgrounds. It aims to:

- Facilitate flexibility and progression across institutions.
- Support lifelong learning goals by recognising prior experiences.
- Ensure transparent and consistent admission and credit practices.
- Conform to Australian Qualifications Framework (AQF) requirements.

Greystone Institute's Academic Credit and Prior Learning Policy and Procedures outlines transparent steps for the impartial and equitable provision of academic credit to students striving to fulfill educational requirements at the Institute.

Policy Scope

This policy applies to all programs offered by Greystone Institute.

Definitions and Terms

- *Australian Qualifications Framework (AQF)*: National policy governing education qualifications in Australia.
- *Academic Credit*: Recognition of equivalence in program and unit learning outcomes. Includes Exemption, Credit Transfer, Recognition of Prior Learning (RPL), or Advanced Standing.
- *Credit Transfer*: Recognition of units successfully completed at other institutions contributing to the current program.
- *Exemption*: Waiver of pre-requisite subjects based on equivalent skills, knowledge, and experience gained in prior study at Greystone Institute.
- *Recognition of Prior Learning (RPL)*: Assessment of skills, knowledge, and experience for admission or credit.
- *Advanced Standing*: Credit toward a qualification granted for studies completed at another institution.

Policy

The Academic Credit and Prior Learning Policy and Procedures establishes principles for granting academic credit in a fair and equitable manner. Greystone Institute aims to offer earned academic credit through adherence to Australian Qualifications Framework (AQF) specifications.

Academic credit is granted based on various criteria, including completed coursework, programs and units completed at other institutions, work/life experiences, and assessment of equivalence. Requirements may apply and credit qualification standards outlined in this policy must be met.

Credit may be granted based on prior learning that is deemed equivalent when considering the specified learning outcomes, the volume of learning, content, and the learning and assessment approach implemented within a specific unit of study.

Greystone Institute will adopt a degree of equivalence of at least 80% before credit is awarded. This is generally determined on a case-by-case basis. Program-specific supplementary requirements including, but not limited to, interviews, portfolios, and testing may be set.

Greystone Institute reserves the right to charge a nominal administrative fee when assessing applications for credit.

Procedures

Academic credit is primarily obtained through course completion. Credit may be awarded for various forms of coursework and approved transfers from other institutions. Credit is awarded only for completed units with Pass grade or higher. Cases for credit outside regular programs are considered individually, requiring approval by the Academic Dean, or delegate.

Eligibility for academic credit is subject to fulfilling requirements, meeting regulatory standards, and elapsed time. Learning undertaken within the previous ten years of submission is generally considered current.

Where students are applying for credit for prior learning, applications must be made using the relevant form accompanied by supporting documentation and submitted either together with the application for admission or, for currently enrolled students, prior to enrolment in the unit(s) of study for which credit for prior learning is sought.

Documentation submitted in support of the application must include certified copies of certificate/diploma/award (for completed qualifications), academic transcripts, unit outlines and any other documents that can support the assessment and demonstrate the equivalence between respective units. Documents issued in languages other than English must be submitted in official translations into English. Applicants seeking credit based on previous work experience must include a current CV with their application together with copies of relevant position description(s) for the previous role(s) held, and official proof of employment in the role(s) indicating dates and length of employment.

Monitoring of academic credit provision is a requirement, ensuring adherence to stipulated criteria.

International students may receive credit for previous experiences and studies, subject to approval by the Academic Dean or delegate. A maximum of 80 credit points may be awarded.

Approval for credit on admission to a program will be valid for one calendar year. Credit approval will lapse if the applicant does not accept and actively enrol in the program to

which they are admitted within twelve months. Where credit approval has lapsed, the applicant may re-apply, but the original approval is not guaranteed.

Greystone Institute reserves the right to rescind credit where an error has been made or where the documentation provided by the applicant is incomplete, misleading or invalid.

Credit precedents will be stored in Greystone Institute's student record system for the term of their currency.

All credit approvals are dependent on final approval from the Academic Dean or delegate.

Appealing Credit Decisions

Greystone Institute offers the right of appeal against credit decisions. An appeal of a decision concerning a credit application must be made within five working days of the notice of the determination of credit. Appeals must be made and determined in accordance with the Greystone Institute Student Complaints and Appeals Policy.

An appeal on the grounds of outcome alone will not be considered.

The determination of an appeal is final and there is no further avenue of appeal within Greystone Institute. The student may have the right to appeal further appeal outside the Institute.

All academic credit and prior learning applications must meet ESOS Act requirements when applied to Student Visa holders.

Review

This policy undergoes review every 5 years or as deemed necessary by the Academic Board.

Appendix

Recognition of Prior Learning Flowchart

