



Recognition of Prior Learning and Credit Transfer Policy

Governing authority	Academic Board
Responsible officer	Academic Director
Date of approval	8 February 2018
Date of effect	8 February 2018
Review date	February 2021

1. Purpose

This policy provides a framework for students seeking Recognition of Prior Learning (RPL) or credit transfer towards a higher education course at AGME. It outlines the process to ensure that decisions are made in a fair, equitable and transparent manner, guided by the Australian Qualifications Framework (AQF) Pathways Policy.

2. Scope

This policy applies to academic staff and students in AGME's higher education community.

3. Objectives

The following objectives underpin this policy:

- To provide a consistent, clear and documented process for students to achieve recognition of prior learning (RPL) and academic credit towards AGME's accredited Bachelor of Music course;
- To provide criteria for making RPL and academic credit decisions that comply with the AQF Pathways Policy; and
- To facilitate the movement of students between institutions and AQF levels, whilst maintaining the integrity of AGME's accredited Bachelor of Music course.

4. Implementation

The granting of RPL and academic credit is based on an assessment process used to determine the extent to which students with prior learning or professional experience have achieved the required learning outcomes and are entitled to receive credit towards units in the Bachelor of Music course. AGME recognises qualifications, award certification, and statements of attainment received by students from other education and training organisations in granting credit based on previous formal study.

Principles

The following principles are followed in assessing RPL and academic credit applications: RPL and credit transfer decisions will:

- be evidence-based, equitable and transparent;
- be applied consistently and fairly with decisions subject to appeal and review;



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- recognise learning regardless of how, when and where it was acquired, provided that the learning is relevant and current and has a relationship to the learning outcomes of the qualification;
- be academically defensible and consider students' ability to meet the learning outcomes of the Bachelor of Music successfully;
- be decided in a timely way so that students' enrolment in the Bachelor of Music is not unnecessarily inhibited;
- allow credit outcomes to be used to meet prerequisites or other specified requirements for entry into the Bachelor of Music, or for the partial fulfilment of the requirements of a qualification, and
- be formally documented for the student including any reasons for not giving credit.

Other factors taken into account in assessing RPL and credit applications include:

Entry requirements for the course

Granting RPL or credit transfer will not impinge upon AGME's responsibility to make decisions on admission and students' capacity to successfully complete the qualification.

Currency of prior study

Credit will not be granted for formal study completed more than 10 years prior to the date of application.

Academic achievement

Credit will not be granted for units in the Bachelor of Music where the level of achievement in previously completed units used as the basis for an application for credit is a Conceded Pass or lower (that is, any mark below 50%). The grades achieved in prior learning will not be used by AGME in the calculation of a grade point average.

Performance requirements

Performance ability will be assessed against audition requirements to ensure that an appropriate level has been achieved. This will be done on a case by case basis to ensure that students have sufficient prior knowledge to successfully complete the course.

Maximum amount of credit to be granted

The maximum amount of course credit to be granted to RPL and credit transfer applicants is 50%.

The maximum credit for articulating students is:

- 50% credit for an Advanced Diploma or Associate Degree linked to a 3-year Bachelor Degree; and
- 33% credit for a Diploma linked to a 3-year Bachelor Degree.

Types of credit

RPL may be granted for the following:

- Advanced standing for formal, non-formal and informal learning, resulting in credit for Bachelor of Music units in the first or second year of study, to a maximum of 50% of the course.

Supporting documentation required: evidence of informal and non-formal learning (industry experience), including CV, references, certified copies of certificates of attendance at training and professional development, position descriptions, delivering public lectures, instrumental tutoring, professional workshops, live presentations; performance in concerts, tours, gigs, eisteddfods, regular performance contracts, creation of significant amount of original



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professional compositions and arrangements; demonstration of ability to record a number of professional audio CDs/MP3s/MP4s, demonstration of ability to notate professional scores using Finale or Sibelius, creation of professional website/s and instructional music-related media/PowerPoint, professional publications on music related content.

Credit transfer may be granted for the following:

- Previously completed study with a university, accredited higher education provider, or recognised VET provider, with similar learning outcomes, content and assessment, resulting in specified and unspecified credit for units in the Bachelor of Music, to a maximum of 50% of the course;
- A previously completed qualification with a university, accredited higher education provider, or recognised VET provider, resulting in block credit for AGME units, to a maximum of 50% of the course.

Supporting documentation required: certified copies of academic transcripts, records of results, testamurs, statements of attainment, certificates of completion, subject outlines, and completed assessments.

Process for applying for RPL or Credit Transfer

Prospective students who wish to apply for RPL or credit transfer should complete the RPL and Credit Transfer Application form. Students must complete one application form for each year in which they are seeking RPL or credit transfer, so that AGME can consider whether the learning outcomes for each unit have been achieved, based on the evidence submitted by the applicant.

Supporting documentation must be attached to the application form. Required supporting documentation is specified at the bottom of each unit table of the application form. Students are to bring their completed application and supporting evidence to the entry audition or interview, or 30 days before course commencement. Students are encouraged to submit applications for RPL or credit transfer before the end of Week one of semester. This is to ensure that students are notified of AGME's decision and appropriate arrangements can be made in relation to students' enrolled subjects prior to course commencement.

If prospective students require further guidance on how to apply for RPL or credit transfer, they may contact the Academic Director via AGME's administration office.

Assessment of RPL or Credit Transfer applications

The Academic Director will review the application against the learning outcomes of the Bachelor of Music course to determine if the prior study or experience on which the application is based is considered equivalent, having regard for credit precedents documented in the RPL and Credit Transfer Register. If appropriate, the Academic Director will arrange for a performance audition or interview. Based on the evidence, the Academic Director will make the decision to grant, partially grant or not grant the application. When assessing borderline applications, the Academic Director will make a recommendation to Academic Board for its consideration.

The Academic Director will inform applicants in writing of the decision and the grounds, as well as the avenue for appealing the decision if the application was unsuccessful. Unsuccessful applicants may lodge an appeal to Academic Board.

Register

AGME will maintain an RPL and Credit Transfer Register with the grounds for approving or rejecting all applications, which will be referred to and updated to assist with making evidence-based decisions.



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Fees

A fee of 20% of the unit fee for each individual unit applied for as RPL or credit will be charged.

5. Definitions

Advanced standing

Advanced standing is a form of credit for any previous learning.

Articulation arrangements

Articulation arrangements enable students to progress from a completed qualification to another with admission and/or credit in a defined qualification pathway.

Block credit

Credit granted towards whole stages or components in the Bachelor of Music course.

Credit

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 and may be through credit transfer, articulation, recognition of prior learning or advanced standing.

Credit arrangements

Credit arrangements are formal negotiated arrangements within and between education providers about student entitlement to credit.

Credit transfer

A process that provides prospective students with agreed and consistent credit outcomes for completed units based on identified equivalence in learning outcomes, content and assessment between matched qualifications.

Recognition of Prior Learning (RPL)

Recognition of prior learning is an assessment process that involves assessment of an individual's relevant prior learning (including formal, informal and non-formal learning) to determine the outcomes of a prospective student's application for credit.

Specified credit

Specified credit is credit granted towards particular, specific units in the Bachelor of Music course.

Unspecified credit

Unspecified credit is credit granted towards elective components of the Bachelor of Music.

6. Related policies

The following policies are related to this policy:

- Admissions and Entry Requirements Policy
- Academic Integrity Policy