

RPL and Credit Transfer Policy

Commencement Date

1 June 2014

1.0 Purpose

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

2.0 Scope

This policy applies to all members of the Guild's higher education community.

3.0 Objectives

The following objectives underpin this policy:

- To provide a process for students to achieve recognition of prior study towards the AGME Bachelor of Music
- To provide criteria for making RPL and credit decisions that comply with the AQF
- To facilitate movement of students between institutions, whilst maintaining integrity of awards

4.0 Implementation

Recognition of Prior Learning (RPL) is an assessment process used to determine the extent to which a student has achieved the required learning outcomes entitling them to receive credit towards some units within the Bachelor of Music course of study. The Guild recognizes qualifications, award certification, and statements of attainment received by students from other education and training organisations.

Principles

The Australian Qualification Framework (AQF) provides for examples of limits for the granting of credit. These examples are taken into account in granting credit at the Institute. Other factors include consideration of:

- Objectives and duration of the course
- Entry requirements for the course
- Assessment and performance requirements
- Currency of prior study

Credit will not be granted for units where the level of achievement is a Pass Conceded or lower. The grades achieved in prior learning will not be used by JMI in the calculation of a grade point average.

Where relevant, performance ability will be assessed against audition requirements to ensure that an appropriate level has been maintained. This will be done on a case by case basis to ensure that students have adequate prior knowledge to successfully complete the course.

Types of credit

RPL will be granted for the following:

- specified credit for AGME units
- block credit resulting in exemption from a term of study
- advanced standing resulting in exemption from the first or second year of study, allowing a student to commence in the second or third year of the course.

Applying for RPL or Credit Transfer

Students who wish to apply for RPL or Credit Transfer should complete a Recognition of Prior Learning application form. Supporting documentation should also be attached to the application form. The application should be brought along to your audition/interview for enrolment.

The Dean will review all details within the application; compare it to the AGME course to determine if prior study is considered equivalent; organise for a performance audition if appropriate; have regard for credit precedents; make a decision on the application. This may result in advanced standing where a student is permitted to enter the course in second or third year. The Credit Transfer Register will be referred to and updated accordingly to assist with future decisions.

The Dean will write to the student and inform them of the decision. For applications made within the specified application timeframe, students will be notified before the commencement of the course. For students granted extenuating circumstances, notification will be provided before the end of the third week of term.

Where an application is considered borderline, the Dean will make a recommendation, and forward it to the Academic Board for final approval. Students may lodge an appeal following the process provided in the Student Grievance Policy.

Students may have:

- 1) Previous related study with certified copies of evidence of a completed award, or partial study comprising either one of the following:
 - a. completed subjects, or courses from a recognised higher education provider such as a University or HEP; or
 - b. completed subjects/units, or courses from a recognised VET provider such as a TAFE or RTO.

Support documentation required: Resumes/CV's; certified copies of: transcripts; testamurs; reports and statements of attainment; copies of subject/unit descriptions associated with previous study.

OR

- 2) Related industry experience and/or courses completed with a training organisation that is not recognised.

Support documentation required: Students are required to demonstrate evidence of related industry experience, including a portfolio of work completed which demonstrates that the learning outcomes of AGME unit/s have been met; or a portfolio of work completed in a non-

accredited course which demonstrates the learning outcomes of AGME unit/s have been met; a performance recording; letters of reference from professionals; other details of prior experience.

Applications for RPL after course start

Students should apply prior to course start (at least 10 days). Under extenuating circumstances, AGME considers applications for RPL submitted after the commencement of the course. A written request must be sent to the Dean to be considered for special circumstances no later than the end of the first week of term. The student will be notified of the decision prior to or at the end of the third week of term.

Maximum exemption granted

The maximum number of units for which credit may be granted is 1 – 2 years for the Bachelor of Music. Granting of RPL or credit transfer is based on the guidelines provided under the Australian Qualifications Framework.

Note: A fee of \$250 applies for RPL to assess previous knowledge.

Exit points

Students who wish to exit the Bachelor of Music may be able to receive credit towards another AGME course. Students can apply for credit towards another course, such as the AGME Diploma, and formally withdraw from the Bachelor course, but may need to complete compulsory core units within the Diploma of Music.

Students must fill out the Withdrawal form for the Bachelor of Music, and then complete an RPL application form to request credit towards the other AGME course. Upon completion of those units, the student may then be placed on the graduand list for the Diploma. Credit can only be given for successfully completed units of study. A fee applies.

5.0 Definitions

Advanced standing

The granting of block credit of a semester or more. Advanced standing indicates that the student is deemed to have satisfied all the program requirements that are embedded in the semester(s) for which block credit has been awarded. Advanced standing reduces the number of courses the student must undertake to successfully complete the program.

Block Credit

Credit granted towards whole stages or components of a program of learning leading to a qualification. For example when a group of courses undertaken at another institution is recognised as broadly equivalent to the learning outcomes of a group of courses within a Griffith program block credit is granted.

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 transfer

A process that provides students with agreed and consistent credit outcomes for components of a qualification based on identified equivalence in content and learning outcomes between matched qualifications.

Recognition of prior learning (RPL)

An assessment process that involves 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.

Specified credit

Credit granted for one or more specific courses in a program, exempting students from those courses, and awarding the appropriate credit points in their place. Specified credit may be granted where the applicant has met the learning outcomes, attained the knowledge and/or developed the skills related to a specific course.

6.0 Related policies and procedures

The following policies and procedures are related to this policy:

- Admissions and Entry Requirements Policy
- Student Grievance Policy

7.0 Review

Three years from commencement.

8.0 Accountabilities

The Academic Board is responsible for review and approval of this policy.

The policy is to be implemented via induction and training of staff and distribution to students and the Guild's community via the website and other publications.

9.0 Revision History

Date Created: 9 May 2014

Approval Authority	Contact Person	Revision Due Date	Revision Date	Approved Date	Version No.	Revision Description
Academic Board	Chair	31/5/2017	31/5/17	16/5/14	1	Addition of principles; further procedural details; additional evidence; definitions; transferred to AGME Policy template.

