

# Credit for Prior Learning Policy and Procedure

## Document

<b>Document Name</b>	Credit for Prior Learning Policy and Procedure
<b>Brief Description</b>	This Policy and Procedure guides the granting of Credit towards satisfying the requirements of a program at Sydney Institute of Business and Technology (SIBT).
<b>Responsible Officer</b>	Academic Director
<b>Delegated Approver</b>	Academic Board
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## Version Control

Date Approved	Version No.	Summary of Changes	Approver
15/4/2025	14	Added My eEquals as an alternative to certified transcripts and added Advanced Standing in the Definitions, Policy and Application Form name change for alignment and clarity.	Academic Board

## Related Documents

Name	Location
Admissions Policy	<a href="#">SIBT Website</a>
Assessment Policy	<a href="#">SIBT Website</a>
Student Complaints and Appeals Policy	<a href="#">SIBT Website</a>
Student Complaints and Appeals Resolution Procedure	<a href="#">SIBT Website</a>
Advanced Standing Application Form	<a href="#">SIBT Website</a>
AQF Credit Transfer Explanation	<a href="https://www.aqf.edu.au/">https://www.aqf.edu.au/</a>
AQF Recognition of Prior Learning Explanation	<a href="https://www.aqf.edu.au/">https://www.aqf.edu.au/</a>
Higher Education Support Act 2003	<a href="https://www.legislation.gov.au/">https://www.legislation.gov.au/</a>
Higher Education Standards Framework (Threshold Standards) 2021 – Domain 1	<a href="https://www.legislation.gov.au/">https://www.legislation.gov.au/</a>
Education Services for Overseas Students Act 2000	<a href="https://www.legislation.gov.au/">https://www.legislation.gov.au/</a>
National Code of Practice for Providers of Education and Training to Overseas Students 2018 – Standard 2	<a href="https://www.legislation.gov.au/">https://www.legislation.gov.au/</a>

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## 1. Purpose

- a) This Policy and Procedure sets out the principles guiding the granting of Advanced Standing that contributes towards satisfying the requirements of a program at Sydney Institute of Business and Technology (SIBT).
- b) It facilitates the transfer of students between institutions, qualifications, and levels.
- c) Its sets out a fair, transparent, and flexible process in order to grant Advanced Standing for prior learning while maintaining SIBT's commitment to ensure the quality, integrity and academic standing of SIBT qualifications.
- d) This Policy is to be read in conjunction with the Admissions Policy.

## 2. Definitions

Term	Meaning
<b>Advanced Standing</b>	A form of credit for any previous learning, including articulation arrangements, credit transfer and recognition of prior learning.
<b>AQF level</b>	An indication of the relative complexity and/or depth of achievement and the autonomy required to demonstrate that achievement. (AQF Glossary of Terminology).
<b>Articulation Arrangements</b>	Articulation arrangements enable students to progress from one completed qualification to another with admission and/or Credit in a defined qualification pathway. See also Credit transfer (AQF Glossary of Terminology).
<b>Block Credit</b>	Credit granted towards whole stages or components of a program of learning leading to a qualification. (AQF Glossary of Terminology).
<b>Certified Translation</b>	A translation of documents conducted by a translator who has received accreditation from a professional association such as National Accreditation Authority for Translators and Interpreters (NAATI), Institute of Translation and Interpreting (ITI) or American Translators Association (ATA)
<b>Credit</b>	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. (AQF Glossary of Terminology).
<b>Credit Precedent Database</b>	A database containing records of SIBT's approved Credit transfer arrangements and qualification equivalency.
<b>Credit Transfer</b>	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. (AQF Glossary Terminology)
<b>Confirmation of Enrolment (CoE)</b>	The CoE provides evidence of a student's enrolment with a provider registered on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS). This evidence is required before the Department of Home Affairs (DHA) issue a student visa. The CoE contains information about the provider, course, and duration of study in which the student has enrolled.
<b>Equivalent Unit</b>	Units that are considered substantially the same in content and learning outcomes between programs.

Term	Meaning
<b>Financial Census Date</b>	The final date students can apply for or withdraw from units without financial penalty is the last teaching day in week four (4). The Census date is a minimum of 20% of the way through a unit.
<b>Formal Learning</b>	Learning that takes place through a structured program of learning that leads to the full or partial achievement of an officially accredited qualification. (AQF Glossary of Terminology).
<b>Grade Point Average (GPA)</b>	A numerical index which summarises a student's overall academic performance in a program.
<b>Informal Learning</b>	Knowledge gained through work, social, family, hobby or leisure activities and experiences. Unlike formal or non-formal learning, informal learning is not organised or externally structured in terms of objectives, time or learning support. (AQF Glossary of Terminology).
<b>Internal Credit</b>	Students may be awarded specified Credit for certain units which are deemed equivalent or common to more than one SIBT program when they move from one SIBT program to another.
<b>Non-formal Learning</b>	Knowledge gained through a structured program of learning that does not lead to an officially accredited qualification. (AQF Glossary of Terminology).
<b>Recognition of Prior Learning (RPL)</b>	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. (National Quality Council Training Packages glossary)
<b>Specified Credit</b>	Credit granted for one or more specific units in a program. Students will be exempted from those units, and they will be awarded appropriate credit points in their place.

### 3. Application

- a) This Policy applies to all prospective and enrolled students in SIBT's programs seeking Credit for prior learning and to staff who apply the provisions of the policy, and related procedures.
- b) This Policy also applies to the granting of Advanced Standing covered by block credit and articulation arrangements into SIBT, transition between SIBT programs, and teach out plans.

### 4. Policy Statement

Credit will only be granted if:

- a) SIBT program integrity standards are maintained;
- b) Requirements of this policy and the requirements specific to each program are met;
- c) Clear entry arrangements into SIBT programs are provided;
- d) Students granted Advanced Standing are not disadvantaged in achieving the learning outcomes for the SIBT program; and
- e) The integrity of the SIBT program is maintained.

### 5. Principles

SIBT will ensure the granting of Credit is:

- a) Evidence based, clear, equitable, and transparent;
- b) Applied consistently and fairly with decisions subject to appeal and review;

- c) Academically defensible;
- d) Not disadvantaging to a student in achieving the expected learning outcomes for the Program;
- e) Maintaining the integrity of the course of study;
- f) Recognising learning regardless of how, when and where it was acquired, provided that the learning is relevant and current and relates to the learning outcomes of the SIBT program; and
- g) Made in a timely manner and the student is informed of the outcome which is documented on the student's record.

## 6. Credit Criteria

### 6.1 Validity

- a) Academic transcripts submitted must be certified copies or via a My eEquals link.
- b) Applications for Advanced Standing will not be considered if the grade received was below 50% or was subsequently adjusted to 50%.
- c) Academic Transcripts from overseas training providers must be accompanied by a certified translation of the documents conducted by an accredited translator.

### 6.2 Currency

- a) Credit will normally be granted for a qualification or evidence of other formal learning obtained within five (5) years for the SIBT Foundation Program, and within 10 years for any other program.

### 6.3 Relevancy

- a) When assessing Credit for all forms of learning, SIBT will consider:
  - i. The amount of comparability and equivalence in learning outcomes;
  - ii. The amount of comparability and equivalence in volume of learning;
  - iii. Whether the course is a similar course of study, including content, learning, and methods of assessment; and;
  - iv. Whether the unit learning outcomes from the student's prior learning contain substantial equivalence to SIBT's equivalent unit learning outcomes.

### 6.4 Sufficiency

- a) When assessing evidence, the Program Convenor will ensure sufficient evidence has been provided to reliably verify the learning outcomes achieved are at the appropriate standard.

### 6.5 Comparability for Informal and Non-formal Learning

- a) Advanced Standing may be granted for informal learning (e.g., gained through work-related, social, family, hobby or leisure activities and experiences) or non-formal learning (e.g., undertaken through a structured program of learning but does not lead to a formally recognised qualification) provided the student can demonstrate the following:

- i. Authenticity: the applicant can provide well-documented and appropriate evidence to demonstrate the subject learning outcomes have been achieved.
- ii. Quality: the type of prior learning is deemed comparable to the subject learning outcomes.
- iii. Transferability: the learning outcome attained through non-formal and informal prior learning can be applied outside the context in which it was learned.
- iv. The prior learning must be regarded as comparable to AQF level criteria or recognised overseas equivalencies.
- v. The volume of learning is deemed comparable to the subject learning hours.

## 7. Credit Types

### 7.1 Internal Credit

- a) Students may be awarded Advanced Standing for units which are common to more than one (1) SIBT program when they move from one program to another or are subject to transition arrangements approved by the Academic Board.
- b) Previous marks and grades will only be recognised in the new program for units that were successfully completed.
- c) Students eligible for internal credit will have the Credit applied to their record automatically. An Advanced Standing Application is not required.
- d) For students transferring between SIBT courses, maximum Credit limits do not apply.

### 7.2 Credit Transfer

- a) Applicants' prior formal learning evidence may be assessed as equivalent in content and learning outcomes and thereby satisfy the requirements of a specific SIBT unit, and are from:
  - i. Accredited courses (AQF Level 5 and above or equivalent recognised overseas qualifications) offered by a registered vocational training provider or equivalent;
  - ii. Non-award courses offered by a recognised higher education institution;
  - iii. Courses provided by a professional association (or other similar body), or training delivered by employers or other similar training, accredited by a professional accreditation body or equivalent.
- b) Students are granted specified Credit for units and exempted from undertaking the unit/s and awarded the appropriate Credit points in their place.
- c) Grades achieved in prior studies at external institutions are not included in the SIBT academic transcript and are not included in the calculation of the Grade Point Average (GPA).

### 7.3 Recognition of Prior Learning (RPL)

- a) Applicants' prior learning includes:
  - i. Formal learning;
  - ii. Informal learning; and
  - iii. Non-formal learning
- b) Evidence provided must satisfy the rules for validity, authenticity, currency, and sufficiency.

- c) Program Convenors may request the Applicant undertake additional assessment if it is determined that the evidence provided does not clearly demonstrate the requisite knowledge and skills requirements.
- d) An educational judgement concerning equivalence will be based on the extent to which the applicant can demonstrate they have achieved the required learning outcomes. Refer to [Appendix A](#).

#### 7.4 Block Credit Arrangements

- a) Credit is granted where there is an approved block credit or articulation arrangement which details:
  - i. The SIBT program the Credit is being granted towards;
  - ii. The previously completed formal qualification or completed AQF level (or equivalent);
  - iii. The units for which Credit is granted; and
  - iv. The units that the student must complete to be awarded the qualification.
- b) The amount of block credit is determined as part of the block credit arrangement and is applied at admission.
- c) Credit limits apply to block credit arrangements.
- d) Grades achieved in prior studies at external institutions are not included in the SIBT academic transcript and are not included in the calculation of the Grade Point Average (GPA).
- e) All block credit arrangements are noted on the Credit Precedents Register and details published on SIBT's website.

#### 8. Credit Limits

- a) To ensure the integrity of SIBT's awards, applicants or students may be granted Credit for a maximum of half (50%) of the units to be undertaken within an SIBT Program.
- b) The maximum limit on Credit does not apply to the granting of internal credit.

#### 9. Advanced Standing Applications

- a) SIBT encourages students to apply for Advanced Standing at least two (2) months prior to the commencement of their studies and no later than 10 working days before the Financial Census Date.
  - i. Advanced Standing Application should be submitted before the student commences their first term in an SIBT program.
  - ii. If a student's class commences prior to the outcome of their Advanced Standing Application for that unit, they must attend the classes for that unit until they receive written notification of the outcome of their Advanced Standing Application.
- b) Advanced Standing Applications received less than 10 working days before the Financial Census Date will be considered at the discretion of SIBT.
- c) Advanced Standing Applications may not be finalised prior to the Financial Census Date of that session, which may impact on the Credit that can be granted.
- d) No applications will be considered on or after the Financial Census date for a unit.



- e) Advanced Standing Applications can be submitted through the form on the SIBT website.
- f) Advanced Standing Applications must be accompanied by authenticated documentary evidence that meets the criteria. Refer to [Appendix A](#).
- g) Credit granted will only be applied to a student's academic record after confirmation of enrolment in an SIBT program has been finalised.
- h) Incomplete Advanced Standing Applications will not be processed.
- i) There is no charge for Advanced Standing Applications.

## 10. Advanced Standing Application Assessments

- a) The delegated Academic Administrator will confirm the Credit granted against block credit or articulation arrangements within the provisions of this policy.
- b) The relevant Program Convenor will determine the Credit to be granted, within the provisions of this policy.
- c) Assessment tools will ensure the principles of assessment, being fairness, flexibility, validity, and reliability, are upheld.
- d) The evidence assessed will ensure the rules of evidence, being validity, sufficiency, authenticity, and currency, are upheld.

## 11. Advanced Standing Application Outcome and Notification

- a) The student will receive notification of the Advanced Standing Application outcome in writing within 10 working days from the application submission date and/or receipt of supporting documentation.
- b) The outcome notification will include:
  - i. Confirmation of Credit granted;
  - ii. Confirmation of Credit not granted and a detailed reason;
  - iii. Where applicants were granted Credit for units that include the Academic Integrity Module, the student will be advised they are still required to undertake SIBT's Academic Integrity Module;
  - iv. Provision for the acknowledgment and acceptance of the outcome.
- c) Following receipt of acceptance of outcome and a signed acceptance of offer, the Administration team will:
  - i. Apply the granted Credit/s to the program the student is enrolled in by:
    - Recording Credited unit/s with a grade of "EX" (Exemption);
    - Applying standard Credit points to the Credited unit/s.
  - ii. Once Credit is awarded to an international student, SIBT will:
    - Inform the student of the reduced course duration following the granting of Credit;
    - Amend the electronic Confirmation of Enrolment (eCoE) issued to reflect only the reduced duration of the course;
    - Notify the Government via the Provider Registration and International Student Management System (PRISMS) of the change of program duration if an international student has been awarded Credit towards their intended course after the visa was granted.



## 12. Roles and Responsibilities

- a) The Marketing and Admissions team are responsible for providing information to prospective students on arrangements for Credit for prior learning and standing Credit Transfer arrangements and timeframes.
- b) Prospective and enrolled students are responsible for providing information to SIBT that is sufficient, honest, and accurate to support their Advanced Standing Applications (refer [Appendix A](#)).
- c) Admissions and Student Administration is responsible for:
  - i. Guiding applicants through the Advanced Standing Application process;
  - ii. The administration of Advanced Standing Applications and for advising applicants and students of outcomes in accordance with this policy;
  - iii. Assessing Advanced Standing Applications and applying Credit where there are approved block credit or articulation arrangements, and
  - iv. Advising applicants and students of outcomes in accordance with this policy;
  - v. Ensuring all Credit granted is accurately recorded in a Student's Academic Enrolment Record and transcript; and
  - vi. Maintaining a record of all Credit granted in the Credit Precedence Register.
- d) Program Convenors are responsible for:
  - i. Determining the level of Credit for block credit articulation agreements prior to an agreement being enacted by SIBT or when unit learning outcomes change for a Program with an agreement in place;
  - ii. Assessing Advanced Standing Applications from students or applicants for programs for which the Program Convenor is responsible;
  - iii. Ensuring that applications based on formal learning for Diploma level units are for units studied at or above an equivalent AQF level at an accredited higher education provider;
  - iv. Requesting, through the delegated Academic Administrator, additional documentation, information, and/or for the applicant to attend a meeting with the Program Convenor or nominee at any time during the Credit assessment process;
  - v. Checking Credit precedents to ensure consistency and fairness in Credit granted whilst ensuring the precedent is still valid and current;
  - vi. Approving requests for extension to time limit on Advanced Standing Applications as appropriate;
  - vii. Determining the Credit to be granted, ensuring that the evidenced level of knowledge and skills is substantial equivalence of the learning outcomes of the unit for which the Credit for prior learning is sought; and
  - viii. Providing detailed explanations for the student on all Credit not granted.
- e) The Learning and Teaching Committee is responsible for:
  - i. Monitoring the performance of students with Credit granted; and
  - ii. Reviewing and recommending amendments to the Policy.
- f) The Academic Board is responsible for:
  - i. Maintaining oversight of Credit granted to ensure the integrity of SIBT programs has been maintained; and
  - ii. Ensuring students have not been disadvantaged by the Credit granted.
- g) The Senior Management Team are responsible for identifying and developing opportunities for reciprocal credit arrangements, consistent with SIBT's goals and strategic plans.

### 13. Reporting

- a) Credit Granted cohorts are included in the Student at Risk and Subgroup Report which is compiled by the Board of Examiners and presented to the Learning and Teaching Committee and the Academic Board at each meeting.
- b) Credit Granted cohorts are included in the Annual Student Success and Satisfaction Report presented to the Academic Board and Senior Management Team.
- c) Periodic audits are conducted by the Quality and Compliance Manager and an Audit report presented to the Academic Board.

### 14. Appeal

- a) A student may seek to appeal the decision where they consider the Credit granted was inconsistent with the criteria outlined in this Policy.
- b) Appeals must be made within 20 working days from receipt of the Credit Outcome Notification, in accordance with the Student Complaints and Appeals Policy and Student Complaints and Appeals Resolution Procedure.

### 15. Review

- a) This Policy will be reviewed by the Responsible Officer and the Quality and Compliance Manager a minimum of every three (3) years, or following any changes to the regulatory compliance requirements, legislation, regulation, and guidelines.

## Appendix A: Examples of Supporting Documentation

Assessment of prior learning will be based on an evaluation of the evidence presented, using the following criteria:

- a) **Valid** - the prior learning matches both the qualification type and the discipline learning outcomes for the relevant course. The applicant's standard of achievement in the prior learning is consistent with the qualification level and type specified for the course.
  - i. Advanced Standing Applications will not be considered for a grade below 50% that was subsequently adjusted to 50%.
- b) **Authentic** – the prior learning has been undertaken by the applicant and the standard of achievement in the prior learning is based on the applicant's own work.
- c) **Current** – the prior learning has been achieved within the ten years prior to the time of the Advanced Standing Application. A shorter time limit may be applied where there are professional accreditation requirements limiting the granting of Credit.
- d) **Sufficient** - the evidence of prior learning is sufficient for the Program Convenor to reliably verify the learning outcomes achieved are at the appropriate standard.

Credit type		Documentary evidence
Credit Transfer and RPL	Formal Learning	<ul style="list-style-type: none"> <li>Certified official academic records (e.g. Academic Transcripts, Statements of Attainment, Statement of Results, Testamurs or eEquals)</li> <li>Detailed unit outlines or other documentation giving sufficient syllabus details (including a detailed summary of the content/topics covered by the unit each week with relevant textbook chapters listed, assessment schedule, duration, textbooks and reference books of the studies completed)</li> </ul>
	Non-formal Learning	<ul style="list-style-type: none"> <li>Certificates or Statements of Attainment accompanied by (where applicable):               <ul style="list-style-type: none"> <li>Business plans</li> <li>Photographs/videos of work/projects</li> <li>Projects</li> </ul> </li> </ul>
RPL (only)	Informal Learning	<ul style="list-style-type: none"> <li>Professional certifications</li> <li>Professional references or statement/s from employer/s on a letter head</li> <li>Official email from the employer including company's and manager's details</li> <li>Curriculum Vitae (CV)</li> <li>Job/position descriptions</li> <li>Letter/s from internship or volunteer coordinators</li> <li>Samples of work pertaining to the learning outcomes of the requested units</li> <li>Project briefs</li> <li>Reports</li> <li>Publications</li> <li>Other (at the discretion of SIBT)</li> </ul>

*SIBT will only accept certified translations of the official documents (refer to the definition).*