

Policy Title

Recognition of Prior Learning Policy

Preamble

The Pathways and Credit for Prior Learning Policy was approved by the Deakin College Academic Board of Studies on 19 April, 2018.

This policy is consistent with the following legislation and regulation:

- The Australian Qualifications Framework (2013)
- The Higher Education Standards Framework (Threshold Standards 2015) Standard 1.2 Credit and Recognition of Prior Learning, 1.3 Orientation and Progression and 1.4 Learning Outcomes and Assessment.
- The Deakin University Assessment (Higher Education Courses) Procedure and the Deakin University Agreement (2017) (Schedule 6)
- Education Services for Overseas Students (ESOS) Act 2000
- The National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code 2018)

Purpose

This policy details:

- The pathways provided by Deakin College;
- The granting of course credit for recognised units of study at Deakin College;
- The pathways to further study at Deakin University;

and Credit for Prior Learning granted to eligible Deakin College students by Deakin University

Scope

This policy applies to all students enrolled in the Foundation and Diploma courses offered at Deakin College.

Policy

1. Deakin College as an Australian Pathway College provides an opportunity for domestic and international students to embark upon a tertiary education pathway through an initial Foundation or Diploma course of study.
2. **Principles**
 - 2.1. Deakin College will maintain the integrity of its courses and protect the academic standards and reputation of its awards. Exemption for prior learning will be granted only within the constraints of this principle.
 - 2.2. Deakin College recognizes that students undertaking pathway courses require additional support in order to succeed in academic study and will make every endeavour to ensure students gain the necessary skills and knowledge as independent learners.

- 2.3. The aim of the Pathways and Recognition of Prior Learning Policy is to assist students to progress through award courses with maximum efficiency by recognising that students may attain the objectives of components of a course by means other than formal study and assessment in the course.
- 2.4. In order to obtain recognition of prior learning applicants must have gained knowledge and skills which help them to meet the learning outcomes and assessment criteria of the qualification for which they are seeking exemption.

3. Pathway Courses Provided by Deakin College include:

- Foundation Studies
- Diploma of Commerce
- Diploma of Computing
- Diploma of Engineering
- Diploma of Health Sciences
- Diploma of Management
- Diploma of Media and Communication
- Diploma of Science

4. Support for Pathway Students includes but is not limited to:

- An enhanced intensive orientation program;
- A program of academic skills workshops which can be optional or compulsory contingent upon individual student progress;
- Class sizes of no more than 30 students;
- Monitoring of absence from class sessions;
- Early identification of poor academic performance and establishment of additional intervention strategies;
- Development of an individualised, proactive action plan where required to address student risk;
- An additional English Language Unit for students identified as requiring further English Language support by the Deakin College Language test;
- Access to a student mentoring program; and
- The provision of a 75% load for late enrolling students who are placed at risk by missing up to the first two weeks of trimester.

5. Credit for Prior Learning at Deakin College

5.1. Admission

- Admission to the College is based on Academic and English entry requirements as published in the College's prospectus and on the College website at <https://www.deakincollege.edu.au/admission-requirements>.

- Applicants will only be granted Exemption towards an award course at the College once they have gained admission to the relevant course of study. Applicants may also seek specific advice from the College prior to admission in relation to possible Exemption transfer.

5.2. Exemption

- Applicants, or students of the College, may be awarded 'specified exemption' towards Diploma level courses where the exemption granted relates to the specific units or components in a course, exempting students from those units or components, and awarding the appropriate credit points in their place. Specified exemption may be given where applicants have met the objectives, attained the knowledge, or developed the skills required by particular unit or course components;
- Deakin College awards exemptions for certain units which are common to more than one Deakin College course, when a student moves from one course to another;
- Applicants, or students of the College, may be awarded exemption for a maximum of half (50%) of the units to be undertaken within a course of study offered at the College. Where a unit has double credit points, the unit is counted as two units for the purpose of calculating 50% of units;
- All exemptions are approved by Deakin University.

5.3. Application for Exemption

- Applicants are encouraged to apply for exemption(s) at least one (1) month prior to the commencement of their studies;
- Applications will not be considered where a unit of previous study for which the exemption is sought was awarded a low pass grade, concessional pass or equivalent;
- All applications must be submitted in the student's first trimester of study by no later than the official trimester finish date using the Exemption Application form;
- In the case of a student transferring to another Diploma, application must be submitted in the first trimester of the Diploma by no later than the official trimester finish date using the Exemption Application form;
- All applications must be accompanied by original or certified official academic record e.g. Academic Transcript, Statement of Attainment, or Statement of Results;
- Where exemption is being sought for prior learning on the basis of courses completed with recognised professional bodies, employers and other authorities, or for demonstrable expertise and relevant experience, appropriate certified samples of work must be submitted. Supporting documentation may include references, samples of work, project briefs, reports, publications, employment history and position descriptions.

6. Credit for Prior Learning at Deakin University

- 6.1. Deakin College Graduates may apply for entry into Deakin University Courses in accordance with Deakin's relevant legislation, policies and procedures relating to admission and selection;
- 6.2. Subject to English proficiency and availability of fee paying places Deakin may offer places to successful Deakin College international students;
- 6.3. Subject to any applicable Commonwealth legislation Australian students who successfully complete a Deakin College Diploma may seek admission to Deakin into a Commonwealth Supported Place (CSP);
- 6.4. Students who have completed a Diploma will be eligible to claim Credit for Prior Learning for:
 - eight (8) equivalent units in a Deakin University course where the Diploma is identified by Deakin University as appropriate;
 - up to eight (8) equivalent units in other Deakin University undergraduate courses;
 - Students who have completed additional Deakin College units will be eligible to claim Credit for Prior Learning for additional equivalent units in an appropriate Deakin University course.
- 6.5. Articulating Deakin College students are required to have minimum Weighted Average Mark (WAM) of 50, or as specified for particular courses in Course Outlines, taking into account all units attempted.

7. Appeals

- 7.1. Applicants who are dissatisfied with the outcome of an exemption application are entitled to review of the decisions under the Deakin College Appeals Policy.
- 7.2. The authority responsible for considering and deciding on the internal appeal is Deakin College Appeals Committee. The appeal must be made within 20 working days from the date when the outcome was advised in writing.

8. Reporting of Exemptions Granted

- 8.1. Deakin College is obliged to notify the Department of Home Affairs if an international student has been or will be granted credit towards a Foundation or Diploma level course offered by the College which leads to a shortening of the student's course of study.

Related Policies

Admissions Policy
Student Support Policy
Students at Risk Policy
Appeals Policy

Procedure

Admissions Procedure
Appeals Procedure

Definitions

For the purpose of this Policy the following definitions apply:

Key Term or Acronym	Definition
AQF levels	The Australian Qualification Framework level summaries are statements of the typical achievement of graduates who have been awarded a qualification at a certain level in the AQF. AQF levels graduate in complexity and depth of knowledge and skills from Levels 1 to 10
Articulation	A defined pathway that enables a student to progress from a completed course of study to another course of study with admission and/or credit.
Credit for Prior Learning	Also referred to as recognition of Prior Learning, Credit for Prior Learning can be used to support admission into a course where the applicant does not have the standard criteria for admission, or for applicants who have met the standard criteria for admission, to support exemption from the need to complete some relevant components of the course.
Diploma Course	Diploma course AQF level 6 is equivalent to first year of an undergraduate degree and enables successful students to proceed to second year study.
Exemption	Exemption is the term applied to all cases involving the granting of credit for prior learning.
Foundation course	The Foundation Course at Deakin College is an AQF level 5 course preparing students for tertiary study enabling admission into a Diploma or first year degree course.
Pathways	Allow students to move through Australian Qualifications Framework (AQF) qualification levels with full or partial recognition for the completed course of study and/or learning outcomes they already have.
Prior Learning	<p>Within this Policy, Prior Learning means</p> <ul style="list-style-type: none"> • formal study undertaken in recognised institutions in Australia, including universities, colleges, TAFE colleges and other post-secondary education institutions; • formal study undertaken in overseas institutions will be recognised to the extent to which they are considered to be equivalent to particular types of Australian institutions; • formal study undertaken within Deakin College, in cases where a student chooses to articulate into another course at Deakin College; <p>And may extend under certain conditions to:</p> <ul style="list-style-type: none"> • courses provided by recognised professional bodies, employers and other authorities, where appropriate certification is available; and • demonstrable expertise and relevant experience.
WAM	A minimum Weighted Average Mark (WAM) of 50 is required by Deakin University for articulating Deakin College students articulating to bachelor degrees or as specified in Course Outlines for examples, 70 for a Deakin Bachelor of Laws (taking into consideration all units attempted).

Status and Details

Status	Current
Domain	Learning and Teaching
Effective date	19/04/2018
Review date	30/04/2020
Approval Authority	Academic Board of Studies
Implementation Officer	Academic Director
Enquiries Contact	Les Hughes