

## ACADEMIC POLICY - ACADEMIC CREDIT AND RECOGNITION OF PRIOR LEARNING (RPL)

<p><b>1. Policy Statement</b></p>	<p>SAE Institute Pty Ltd trading as SAE will recognise an individual's prior learning and will grant credit towards satisfying the requirements for a VET or Degree course, where that learning is considered equivalent to the content and learning outcomes prescribed for units within that course.</p>
<p><b>2. Purpose</b></p>	<p>SAE maintains the integrity of its academic courses and protects the academic standards and reputation of its awards. Granting of credit based on the recognition of prior learning will be granted only within the constraints of this principle. The purpose of the granting of credit policy is to:</p> <ul style="list-style-type: none"> <li>• Assist students to progress through award courses with maximum efficiency by recognising that students may attain the objectives of components of the course by means other than formal study and assessment in the course;</li> <li>• Facilitate the movement of students between campuses and between courses of various types and levels; and</li> <li>• Assist in the efficient use of educational resources.</li> </ul>
<p><b>3. Scope</b></p>	<p>This policy applies in the context of SAE Institute Pty Ltd operations in Australia and its approved offshore delivery sites, and is applicable to students enrolled with, or intending to enrol with SAE. Procedures for SAE campuses internationally may vary in compliance with statutory requirements in other countries of operation. Students registered with SAE Institute Pty Ltd who transfer their studies to a campus outside Australia, will have their registration with SAE in Australia terminated and are required to adhere to the guidelines, policies and procedures of the legal entity to whom they have transferred their registration. This policy is applicable to all students or prospective students of SAE, irrespective of their place of residence, campus or mode of study.</p>
<p><b>4. Associated Policies and Procedures</b></p>	<p>This policy should be read in conjunction with the following policies and procedures:</p> <ul style="list-style-type: none"> <li>• Student Selection, Admission and Transfer Policy</li> <li>• Student Selection and Admission Procedure</li> <li>• Processing Credit Transfer and RPL Applications Procedure</li> </ul>
<p><b>5. Associated Documents</b></p>	<p>This policy should be read in conjunction with the following documentation:</p>
<p><b>6. Policy</b></p>	<p>SAE determines eligibility for credit only after students have been admitted to a course. Students who wish to apply for credit are required to provide adequate evidence to enable assessment of their prior learning achievements.</p> <p><b>1.1 Types of Credit</b></p> <p>SAE may award credit, in terms of content and standard of a student's previous studies, and the workload involved therein. Credit may be granted as specified, unspecified or block credit).</p> <p><b>1.1.1 Specified Credit</b></p> <p>Specified Credit may be given for a specified unit or units where prior learning is regarded as having specified both the objectives and the assessment requirements of the unit. Such prior learning may have been gained through previous study, which has already been assessed by an educational organisation (e.g. University or TAFE).</p> <p><b>1.1.2 Unspecified Credit</b></p> <p>Unspecified Credit may be given through recognising a number of credit points rather than a specific unit, where prior learning is regarded to be consistent with the broad outcomes of the course being undertaken. Such prior learning may have been gained through work-based experience, life experience, self-directed learning, non-accredited professional development programs, TAFE or university programs.</p>

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### 1.1.3 Block Credit

Block Credit is granted to students who have completed relevant studies at Advanced Certificate to Advanced Diploma level at TAFE and certain colleges or private providers.

### 1.2 Academic Credit and Recognition of Prior Learning

SAE offers opportunities for prospective students with considerable industry experience and/or previous academic qualifications to apply for Credit Transfer (CT) or Recognition of Prior Learning (RPL). The precise nature of credit will vary according to individual circumstances and will be dependent on the nature of the course being applied for. Outlined below are various typical options.

### 1.3 Applicants From Other Institutions

Applicants who hold a qualification from another accredited Institution, or have formally completed components of another qualification, should submit certified evidence of those achievements to SAE.

Applications for CT will be reviewed by the relevant Campus Academic Coordinator and an appropriate determination made about the amount and kind of work that will have to be undertaken in order to complete the qualification sought.

### 1.4 Applicants Direct From The Industry

Applicants direct from the industry who hold no formal, related qualifications, should submit a résumé with their application form with supporting references included and a comprehensive portfolio documenting their activities and achievements. Applications for RPL will be reviewed by the relevant Campus Academic Coordinator, and an appropriate determination made about the amount and kind of work that will need to do to be undertaken complete the qualification sought.

Applicants direct from the industry may also need to attend an interview with the Campus Academic Coordinator before a final decision can be made on the amount of recognition of prior learning that may be awarded.

### 1.5 Applicants From Within SAE

Any previous award from SAE may be used to substantiate a claim for credit towards a further course of study. Award of the CT or RPL allowance will normally depend on the qualification being sought, and the year in which the previous award (or partial award) was completed.

### 1.6 Block Credit Towards Degree Programs

Block Credit may be awarded towards SAE higher education courses based on previously completed academic studies.

The completion of an SAE International Diploma (or equivalent) in a relevant discipline area, may qualify an applicant for a maximum credit claim of up to one half (120 credit points) of an undergraduate degree award.

The completion of an Australian SAE VET Diploma in a relevant discipline area, may qualify an applicant for a maximum of one third (80 credit points) credit claim towards a specified undergraduate degree award.

### 1.7 Credit Transfer Agreements

SAE may utilise approved Credit Transfer Agreements (CTA) for students who have completed recognised awards to provide a structured pathway into degree courses. Where an approved CTA is in place students will normally follow the prescribed pathway as outlined in the agreement. Applicants should request further information about current CTAs prior to lodgement of an application.

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### 1.8 Credit Transfer (Vocational Education and Training)

As a Registered Training Organisation, SAE operates within the Standards for NVR Registered Training Organisations which form part of the VET Quality Framework, and includes a commitment to recognise the training qualifications issued by all other RTOs.

Where partial competencies have been completed towards a VET qualification, candidates should request a meeting with the Campus Academic Coordinator so that an assessment can be made of the amount of CT that may be granted based on the evidence provided.

### 1.9 Maximum Credit Transfer and RPL

The minimum amount of course work to be completed under the direct supervision of SAE is one third (80 credit points) of the total credit point value of the bachelor's degree, for which the applicant is a candidate.

### 1.10 Credit Eligibility Time limit

The granting of credit will normally be considered for prior academic achievements completed within the last 10 years.

Where an applicant has academic achievements older than 10 years, but has had further industry related experience which they can demonstrate as contributing to their currency of knowledge or skills, this experience may be considered under RPL provisions.

### 1.11 CT/RPL and International Students

See the 'International Student' policy available on the SAE website. [www.sae.edu.au](http://www.sae.edu.au).

### 1.12 Withdrawal of Credit

SAE reserves the right to withdraw credit where an error has been made in assessing an application, when false or misleading information has been provided by the applicant or when a subsequent application changes the type of credit which may have been given under these regulations. However, where a change is made to a provision of these regulations, or where a precedent or planned articulation is reviewed and changed, credit already granted may not be withdrawn. Failure to complete subsequent units that rely on the credited units as a prerequisite could cause a review and withdrawal of credit.

### 1.13 Lodgement and Processing of Applications for CT/RPL

Students are encouraged to submit all CT/RPL applications as early as possible to ensure that their course progression can be mapped accordingly.

For new commencing students, CT/RPL applications for all units in the first Trimester of study must be submitted by close of business of Friday of week 2. The Campus will ensure the application is assessed and the outcomes are communicated to the student prior to census date. **Students must continue to attend all classes whilst the application is being processed.**

No late CT/RPL applications will be accepted after these deadlines.

CT/RPL applications for units that a student has already attempted will only be considered in exceptional circumstances, where the student has new documented evidence that was not otherwise available, prior to commencement of the unit/s, to support the claim for CT/RPL.

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	<p><b>1.14 Appeals</b></p> <p>Any student who is dissatisfied with the outcome of a review of a credit decision may appeal. Refer to the Student Grievance, Complaints and Appeals policy.</p>												
<p><b>7. Records</b></p>	<table border="0"> <tr> <td>13 July</td> <td>2007 policy implemented (Approved by Academic Board)</td> </tr> <tr> <td>9 September</td> <td>2009 policy update (Approved by Prof. Z. Klich Chair, Academic Board)</td> </tr> <tr> <td>15 February</td> <td>2011 policy update (Approved by Prof. Z. Klich, CEO &amp; Managing Director)</td> </tr> <tr> <td>28 February</td> <td>2011 policy update (Approved by Prof. Z. Klich, CEO &amp; Managing Director)</td> </tr> <tr> <td>19 September</td> <td>2012 policy update (Approved by Prof. Z. Klich, Chair, Academic Board)</td> </tr> <tr> <td>6 December</td> <td>2012 policy update (Approved by Prof. Z. Klich, Chair, Academic Board)</td> </tr> </table> <p><b>Policy to be reviewed: 6th December 2014</b></p>	13 July	2007 policy implemented (Approved by Academic Board)	9 September	2009 policy update (Approved by Prof. Z. Klich Chair, Academic Board)	15 February	2011 policy update (Approved by Prof. Z. Klich, CEO & Managing Director)	28 February	2011 policy update (Approved by Prof. Z. Klich, CEO & Managing Director)	19 September	2012 policy update (Approved by Prof. Z. Klich, Chair, Academic Board)	6 December	2012 policy update (Approved by Prof. Z. Klich, Chair, Academic Board)
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Approved By : Prof. Zbys Klich, Chair, Academic Board  
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