



## Administration

# Credit Transfer and Recognition of Prior Learning Policy

## 1. Purpose

The Credit Transfer (CT) and Recognition of Prior Learning (RPL) Policy provides Mayfield Education's approach to recognising the prior achievements and knowledge of students seeking to enter a higher education course of study. The policy's objective is to provide an approach that is consistent, equitable and transparent for the purpose of admittance and/or credit handover.

## 2. Background

Mayfield Education recognises that learning happens within and beyond formal education structures and that recognising informal, non-formal and formal learning can assist the organisation's objectives of cultivating lifelong learning in its students.

The key principle in this policy is to preserve the distinctiveness and integrity of the Mayfield Education awards while recognising candidates who bring varied educational experience to admittance into an award. It also seeks to:

- Support flexibility between institutions, and progression via levels of qualification.
- Support a person's lifelong learning objectives by acknowledging prior experiences and learning.
- Ensure transparency and consistency in the exercise of admittance and granting of credit.
- This policy conforms to AQF requirements

## 3. Audience

- This policy relates to all coursework awards presented by Mayfield Education.

## 4. Definitions

**Applicant:** An individual who is applying for credit transfer or recognised prior learning under this policy.

**Articulation:** A procedure that assists students in moving from a completed Award to another Award with determined admittance and/or credit schedules. Articulation is formalised by a ratified Mayfield Education agreement.

**Credit:** 'Credit' is a benefit provided to a student by waiving one or more of the normal requirements for completion of a course of study, such as not having to complete a particular unit of study.

**Credit Transfer (CT):** A process that offers students academic credit points for components or full subjects of a program of study. This is centred on recognised equivalence in assessment and learning outcomes completed.

**RPL (Recognition of Prior Learning):** 'Recognition of Prior Learning' (RPL) is defined in the Australian Qualifications Framework as a process through which eligibility for the award of credit is assessed, through assessment of formal, informal and non-formal learning.

## 5. Policy

Mayfield Education will create an equitable, transparent and evidence-based procedure for the evaluation of students' former learning.

Mayfield Education has the right to set supplementary requirements relating to the acknowledgement of previous learning, as well as interviews, portfolio submissions and testing.

Mayfield Education has the right to charge a nominal administrative fee in the processing of RPL applications as published on the website.

The evaluation of prior learning for the purpose of credit transfer and/or admittance will be done by the Course Coordinator ensuring it is academically defensible, equitable and evidence-based. The exact nature of the evidence-based evaluation may differ from one discipline to another, and evaluations are made on a case-by-case basis. The Course Coordinator will contact the applicant within 15 days of application submission to request for any additional evidence or information if required.

### **Admission of successful applicant**

Mayfield Education assesses all application forms for admittance in line with the Admissions Policy.

Mayfield Education evaluates previous learning to define eligibility for admittance to an Award, so long as the former learning is current and applicable to the admittance provisions of the Award.

Suitability of prior learning does not guarantee that a student will be offered a place in an Award.

### **Credit Transfer (CT) Criteria**

Mayfield Education will assess previous learning undertaken at other institutes or Mayfield Education for the determination of credit concerning an Award, so long as the previous learning is current and appropriate to the education results of the Award.

This may be granted when an individual's previous learning is evaluated as fulfilling the defined learning outcomes for a specific subject unit in a specific course of study and is similar to an acknowledged subject area presented by Mayfield Education.

Credit Transfer will be approved where there is evidence that:

- The candidate has attained a standard and quality of learning appropriate to a higher education standard.
- The candidate can prove the completion of a previous study by providing transcripts and course curriculums to demonstrate equivalence.

Mayfield Education will not grant CT to more than 25% of the total course load.

### **Recognised Prior Learning (RPL) Criteria**

Mayfield Education will recognise informal and non-formal learning, such as work experience, volunteering, or self-directed study.

This may be granted when an individual's skills and knowledge gained outside traditional educational settings fulfil the defined learning outcomes for a specific subject unit in a specific course of study and is similar to an acknowledged subject area presented by Mayfield Education.

Recognised Prior Learning (RPL) will be approved where there is evidence that:

- The candidate has adequate skills and knowledge for a unit to a higher education standard.

- The candidate can submit evidence of their skills and experiences, which may include portfolios, interviews, or competency assessments.

### Currency

Prior learning including formal, informal and non-formal learning that has been achieved within a decade of the date of submission will normally be considered current.

Any appeals for prior learning more than ten years old may be submitted for review and approval by the Higher Education Academic Board (HEAB).

### Quality Assurance

Mayfield Education will protect the integrity of its Awards by ensuring that:

- RPL and CT are evaluated as appropriate in content, breadth, depth, and discipline.
- The evaluation of RPL or CT for admittance to an Award is evidence-based and determines the applicant’s readiness and competency for higher education coursework.
- The evaluation of RPL or CT is evidence-based and ensures that the appropriate learning outcomes have been demonstrated.
- The CT awarded was for a course of study at a recognised provider, and the credit applied for was not itself achieved under recognition of prior learning application with another external provider.
- Credit transfer previously awarded by another institution cannot be further transferred.
- Credit awarded on the basis of previous learning is only awarded for completed units where the final grade is the equivalent of a Pass grade or higher.

### Appeal

An applicant may appeal a decision pertaining evaluation of previous learning for the aim of credit transfer or/and admittance.

Grounds for an appeal are restricted to breaches of procedural fairness. Applicants must follow the Appeals, Complaints and Grievances Policy and Procedure as published on the website.

Appeals will be handled by the delegated Course Coordinator.

### Compliance and Breaches

Mayfield Education may commence applicable disciplinary procedures if an individual to whom this policy applies breaches it or any of its allied procedures.

### 6. Review

This policy will be reviewed every two years, or earlier if deemed necessary.

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