



Recognition of Prior Learning Policy and Procedures

Scope

This policy is applicable to Holmes Institute Pty Ltd, (“Holmes”) and is to be used when seeking recognition of prior learning towards Holmes’ Higher Education and Vocational Education programs.

Purpose

These Policy and Procedures:

- Provide a streamlined framework for the Recognition of Prior Learning (RPL) towards Holmes qualifications, consistent with the Australian Qualifications Framework (AQF) and the AQF Qualifications Pathways Policy
- Outline the principles used in determining whether credit or recognition will be given towards Holmes qualifications
- Outline how Holmes undertakes RPL for the purposes of granting credit or admission
- Ensure the academic integrity and standards of Holmes qualifications are safeguarded.

Definitions

Recognition of Prior Learning (RPL) is defined in the AQF as an assessment process that involves assessment of an individual’s relevant prior education, skills and experience to determine entry or credit outcomes.

RPL can result in the following outcomes:

Credit Transfer - when a student's previous academic work or study is deemed to be equivalent to a subject, or component of a subject or course offered by Holmes.

Articulation Agreements – predetermined credit arrangements towards Holmes programs that apply within Holmes and between Holmes and other specified education providers.

Block credit - credit granted towards a whole stage or component of a qualification. Block credit is normally considered to fulfil progression requirements for a stage of a program.

Specified credit - credit granted towards core and/or specific components of a qualification. At Holmes, specified credit is given for a specific subject or unit of competency.

An exemption - a type of specified credit where the student is waived the requirement to complete a subject but is required to complete another unit of the same credit point value.

Unspecified credit is general credit granted towards elective subjects or components in a qualification. Only the credit point value and level of the subject credited are identified on the student’s transcript.

Policy Principles

- RPL aims to negate the need for a student to undertake a subject or unit of competency for which they can demonstrate satisfactory achievement of the required competency or learning outcome for entry into, and/or partial or total completion of a qualification.
- RPL seeks to facilitate the movement of students' between education providers and between various programs of study and achieves this by duly considering students' relevant previous experience in relation to their proposed study at Holmes.

Policy Statements

- Students can attain learning experiences relevant to their study at Holmes through formal, non formal and informal experiences, such as through previous or current training, work experience and / or life experience.
- RPL is granted for subjects deemed to be equivalent to Holmes subjects or units of competency.
- Students who possess relevant prior learning may apply for RPL by submitting evidence of their prior learning for assessment.
- All RPL decisions are considered on a case by case basis with due regard to the qualification and its relevance to the program a student wishes to articulate into.
- All RPL decisions are undertaken by appropriately qualified staff.
- Students are required to have achieved a pass grade for credit to be granted.
- Holmes does not guarantee the transferability of credit granted by other educational institutions. A new RPL application must be made for credit to be granted at Holmes.
- Credit will generally not be awarded for studies completed more than 10 years prior to the date of application.
- Holmes Institute will not grant partial credit for a subject or unit of competency.
- Credit is not normally awarded for studies undertaken at overseas institutions as Holmes awards focus on gaining grounding in contemporary Australian business practices and issues. However, prospective students are encouraged to apply for an assessment should they want an RPL assessment undertaken (*refer to the Procedures section, for more information about how to apply*).
- Qualifications from overseas institutions are assessed according to the Department of Education and Training's guidelines (sought via Country Education Profiles (CEP) online tool) and contemporary knowledge of conditions at particular institutions in particular countries.
- Holmes will not grant RPL where the grant of credit will disadvantage the student in future study or where credit will jeopardise the academic integrity or credibility of a Holmes qualification. To this end, Holmes has credit limits that apply in giving credit towards its programs.

Credit Limits for qualifications from other education providers

- Applicable limits on the maximum credit to be granted towards a Holmes Institute program of study are outlined in the table below.

Qualification Level	Percentage Maximum Credit	Required Subjects
Bachelor	50%	At least 12 subjects of the 24 required must be completed at Holmes Institute**

Qualification Level	Percentage Maximum Credit	Required Subjects
Graduate Diploma	50%	At least 4 subjects of the 8 required must be completed at Holmes Institute
Master	50%	At least 6 subjects of the 12 required must be completed at Holmes Institute

- In limited circumstances, the Academic Board can waive the credit limits listed above. These circumstances include but are not limited to:
 - Where there is a formal articulation arrangement between Holmes and another provider**
 - reducing the allowable maximum credit where this is necessary to fulfill professional accreditation requirements
 - Credit transfer between Holmes courses in similar disciplines
 - In the case of transitional arrangements due to a merger or acquisition,
 - Where another provider closes or stops delivering a program of study and Holmes agrees to teach those students to completion, or
 - Where Holmes is teaching out students from a provider under the terms of an Agreement.

Holmes Institute Articulation Arrangements

The following outlines current credit/ articulation arrangements at Holmes. The articulation arrangements outline the maximum credit applicable for each Holmes degree.

Australian Qualifications

Students in possession of a qualification awarded by Holmes or a similar qualification awarded under the AQF in Australia are eligible for credit as outlined below.

Credits awarded for a Diploma

Up to 8 credits (subjects) can be awarded towards a Holmes Institute Bachelor degree.

AQF award	Holmes Institute Degree	Maximum Credit Allowable
Diploma of Accounting	Bachelor of Business Bachelor of Professional Accounting	8 subjects credit
Diploma of Hotel Management / Hospitality	Bachelor of Business Bachelor of Professional Accounting	8 subjects credit
Diploma of Information Technology	Bachelor of Business Bachelor of Professional Accounting	8 subjects credit
Diploma of International Business	Bachelor of Business Bachelor of Professional Accounting	8 subjects credit
Diploma of Marketing	Bachelor of Business Bachelor of Professional Accounting	8 subjects credit

AQF award	Holmes Institute Degree	Maximum Credit Allowable
Diploma of International Management	Bachelor of Business Bachelor of Professional Accounting	8 subjects credit
Diploma of Leadership and Management	Bachelor of Business Bachelor of Professional Accounting	8 subjects credit

Credits awarded for an Advanced Diploma

Up to 12 credits (subjects) can be awarded towards a Holmes Institute Bachelor degree.

Credits awarded for a Degree

Up to 16 credits (subjects) can be awarded towards a Holmes Institute Bachelor degree.

Credits awarded towards a Postgraduate Degree

- Candidates who have completed a relevant Bachelor degree at a recognised Australian education provider, in an area directly related to the course the student wishes to enrol in, may be eligible to apply for credit transfer.
- Holmes also recognises prior learning in postgraduate subjects completed at Australian higher education providers in professional degrees in accounting, business, IT, finance and engineering.

AQF Award	Holmes Institute Degree	Maximum Credit Allowable
Postgraduate Certificate in cognate award	Master of Business Administration Master of Professional Accounting	4 subjects credit
Postgraduate Diploma in cognate award	Master of Business Administration Master of Professional Accounting	6 subjects credit for awards from other providers and 8 in the case of a Holmes Graduate Diploma in Business.

Overseas Articulation Arrangements:

Qingdao University	Holmes Institute Degree	Maximum Credit Allowable
Bachelor of International Trade	Bachelor of Business	16 subjects credit**

Procedures

- At admission, RPL applications will be assessed and verified by the Admissions Office according to precedents and guidelines set down by senior academic staff and the Academic Board.
- For an RPL assessment to be undertaken, the RPL applicant/ student must provide copies of qualifications, Statement of Attainments and/or Results.
- Where an application is based on work or life experiences (and not formal study), applicants may

be required to demonstrate attainment of learning outcomes or the relevant units of competency using Holmes specified application form. Please contact Student Administration for a copy of the RPL Application form.

- The RPL application form will ask the student to complete the application form by identifying the subjects or units of competency they wish to be assessed for and demonstrating how they address the elements and performance criteria for each unit of competency or learning outcome.
- The applicant must also submit associated evidence in support of their application. This may include portfolios of work and so on.
- In making an RPL assessment the following will be considered:
 - Relevance and nature of evidence provided by the applicant
 - Scope of subject matter covered by the evidence
 - Whether the evidence is sufficient to enable a judgement of competent to be made in regard to the unit or subject, taking into account the required knowledge and skills and the critical aspects of evidence in the relevant units.
- Where evidence and documentation requires additional information or clarification, this will be discussed with the applicant via a phone call or via a scheduled meeting.
- In some instances, Holmes may set other assessment tasks to validate a student's eligibility for credit such as challenge tests.
- A fee for service may be charged where a student applies for RPL after more than one study period at Holmes or where the RPL requires extensive skills testing rather than assessing of evidence provided. Where a service charge is to be included, the applicant will be notified before the assessment is undertaken.
- All original documents such as certificates, workplace reports, etc, should be copied after being sighted by the assessor and then the copy signed with a date, signature, printed name of the assessor.
- Subject to the conditions and limits stated above, Holmes will grant credit or admission to a student where a student's prior learning experiences are assessed as equivalent to the AQF level, content and learning outcomes of a Holmes subject or unit of competency, or assessed as equivalent to the pre-requisite qualification for admission to a program of study.
- Equivalence is deemed to be a content coverage including weighting and a learning outcome match of 80%.
- Equivalence of content and learning outcomes is measured by:
 - (a) In the case of previous formal learning, a comparison of the AQF level, volume, depth and breadth of content and assessment requirements between the previous successfully completed component of study and the Holmes Institute subject.
 - (b) In the case of previous informal and non-formal learning, an evidence-based assessment between the previous learning experiences and the relevant Holmes Institute subject or Holmes entry requirement.
- Holmes will endeavor to consider relevant matters such as professional accreditation requirements in assessing an RPL application. Applicants are however responsible for ensuring that their RPL application does not jeopardise future professional accreditation outcomes. Holmes will endeavour to advise students where a grant may negatively impact professional accreditation.
- Credit outcomes are expressed as block credit, specified credit or unspecified credit, as appropriate. When making RPL decisions, Holmes Institute will seek to allocate specified credit where possible. For partially completed previous study, credit may be awarded on a pro-rata basis, that is, according to the percentage of the award completed. Credit is only awarded for a total subject or unit of competency (no partial credit will be awarded)
- Where credit is granted, the applicant's record will be updated with granted credit noted against relevant units. Credit transfer reduces the number of subjects required to complete an award

course.

- Where credit is granted for an international student, the student's actual net program duration will be adjusted to accommodate the change in the length of program as reduced by the Credit Transfer. This change will be reflected on the student's Confirmation of Enrolment. Where Credit is granted after visa issue, Holmes will report the change of program duration to the Australian Government via the Provider Registration and International Student Management System (PRISMS) system. NOTE – The grant of credit does not allow an international student to study less than a full-time load of study.
- RPL applicants will be informed of the outcome of their application in writing generally within 10 days of their application being received.
- Where RPL is denied the applicant will be notified of the outcome in writing including a reason for refusal.
- In all cases, a copy of the RPL documentation and outcome will be kept in the learner's file.
- Where an RPL applicant is dissatisfied with the outcome, they may seek a review of the decision utilising the Holmes Institute Complaints and Appeals process.

Withdrawal of Credit

- Holmes Institute reserves the right to withdraw credit where an error has been made in assessing an application or where the documentation provided by the applicant is incomplete, misleading or invalid.
- A withdrawal of credit must be approved Dean (or delegate). However, where a change is made to a provision of this policy, or where a precedent or articulation is reviewed and changed, credit already granted may not be withdrawn.