

Recognition of Prior Learning Policy and Procedure

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Modification history

Date	Modification	Person responsible
03/01/12	New policy	Dr Ian Whyte

Definitions

Preamble

It is the policy of the International College of Hotel Management to recognise prior learning by granting credit towards the requirements of ICHM award programs. The prior learning may be from:

- a recognised higher education provider
- a TAFE or other Vocational Education Training (VET) provider
- a professional body, enterprise, private educational institution, or other similar body
- work experience or other forms of practical experience, including voluntary work
- life experience

Individual students may apply for credit for prior learning and institutions may apply to ICHM to establish formal credit transfer arrangements for their programs. Institutional level credit transfer is specifically addressed in a later section of this policy.

Policy – for individuals seeking RPL

Credit for prior learning is granted only where the prior study or experience is assessed as equivalent in content and level to the subject for which credit is being sought.

Credit granted must be academically defensible and take into account the student's ability to make satisfactory academic progress and to successfully complete the requirements of the remainder of the program.

Credit decisions should preserve the broad integrity and the intended Graduate Qualities profile of the ICHM degree programs.

Credit will not normally be granted for subjects completed more than ten years before application unless there is evidence of substantial relevant experience during the intervening period.

Advice on possible credit may be provided to future students on request. However a final decision on credit will not be made until the student is admitted to the program.

Eligibility for credit does not guarantee an applicant a place in an ICHM degree program.

The maximum amount of credit allowed is determined by the requirement that a student must complete at least the equivalent of one year of full time study in the ICHM degree program from which they are intending to graduate.

In special circumstances, for example where the applicant is unable to present sufficient documentary evidence to allow for the normal determination of credit, the applicant may be allowed to undertake an assessment process, which may be written. Authority to make this decision resides with the Principal.

Where the granting of credit causes timetable clashes or unacceptable study combinations, ICHM is under no obligation to make individual arrangements for the student.

Procedures for individuals seeking RPL

Students who intend to claim credit for prior learning must obtain the Recognition of Prior Learning Application Form and the Guidelines to Applying for Recognition of Prior Learning document from the ICHM campus administration (see contact details at end of this policy and procedure document)

Applications for credit must be made on the appropriate form and be accompanied by original or certified copies of documentary evidence supporting the application.

Applications for credit may be lodged at any time prior to enrolment. Applications will not normally be accepted after the end of the second week from the commencement of the Degree program.

Applications must be lodged with the Principal through the Admissions Office (see contact details at end of this policy and procedure document).

Assessment of an application may require the applicant to supply further evidence and this may take a number of forms:

- Documentation
- Interview
- Oral or written assessment.

If the student is currently studying the subject in which they have applied for credit they must continue to attend class and complete assessments tasks until officially informed of the credit application outcome.

Following the assessment the student will receive a letter informing them of the outcome of their application.

If credit for prior learning in a subject is granted, a “Status” grade will be recorded in the student management system and show on official academic transcripts or notices. The grade of “Status” is not included in grade point average calculations.

Authority to approve credit

Applications for credit are considered and approved by the ICHM Principal or Vice Principal. The Principal or Vice Principal may involve other academic staff including subject specialists in the evaluation of the application.

Where a credit transfer agreement exists, or there is a recorded clear precedent authorised staff in Admissions may approve the application for credit. However the Principal or Vice Principal must be consulted whenever academic judgment is required.

Credit transfer arrangements with institutions

Policy – for institutions seeking to arrange RPL for programs

Institutions can apply to ICHM to have their programs or components of programs officially recognized through a formal credit transfer agreement.

Procedure - for institutions seeking to arrange RPL for programs

Application and assessment

The institution must obtain an Institution Application to Establish a Credit Transfer Agreement from the ICHM Administration.

The application and supporting documentation must be submitted to the Principal of ICHM.

When an application to grant credit for prior learning is being considered, the primary consideration is whether the prior learning is equivalent in content and level to the program/subject/s for which credit is being sought. The following factors will be taken into consideration when assessing the application from an institution to enter an agreement regarding credit transfer for its program/s

- the educational level and recognition of the institution within the official government framework of the country
- the objectives of the particular program and the methods adopted to achieve these objectives
- admission requirements for the program
- the duration of the program, having regard to entry requirements and program objectives
- the breadth, depth and balance in the program material and the intellectual effort required
- the methods of assessment of student progress,
- the relative emphasis on the teaching of skills in relation to the study of the discipline
- any arrangements for practical training and experience as part of the program
- the teaching staff conducting the program, including numbers, professional qualifications and experience, and educational expertise
- the accommodation and facilities including equipment, library, laboratories, workshops and other instructional resources associated with the particular program
- credit transfer arrangements between the program and other programs

Credit Transfer Agreement

The Credit Transfer Agreement will contain the following sections:

- Name of the institutions entering the agreement
- Name/s of the external program/s for which credit is being sought and name/s of the ICHM program/s where credit is being sought.
- Details of the credit transfer given by ICHM
- Requirement that the external institution advise ICHM of major changes that could impact the credit transfer given, including:
 - addition or deletion of subjects
 - major changes in hours for subject delivery
 - major changes to assessment
- Details of the expiry date of the agreement (3 years) and the requirements to enter new credit transfer agreement

Appeals against an RPL decision

Students who wish to appeal a decision related to this policy should do so in writing to the Principal under the Academic Grievance Policy.