



## ADVANCED STANDING AND RECOGNITION OF PRIOR LEARNING POLICY: EDUCATION; COUNSELLING, CHAPLAINCY AND SPIRITUAL CARE

<b>Responsible officer</b>	Chief Academic Officer	
<b>Contact</b>	Policy Coordinator	
<b>Approved by</b>	Academic Board	
<b>Responsible body</b>	Academic Board	
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<b>Compliance Reference</b>	HEW_1.2 National Code 2.3	
<b>Superseded documents</b>	Advanced Standing and Recognition of Prior Learning (RPL) Policy, Education and Counselling	
<b>Compliance reference</b>	HES1.2 Credit and Recognition of Prior Learning	
<b>Related documents</b>	None	
<b>Policy classification</b> <i>Select a General OR an Academic option</i>	<b>General</b>	<b>Academic</b> Learning & Teaching

### 1. PURPOSE

- 1.1 To specify the criteria for determining Advanced Standing and Recognition of Prior Learning in courses in Education, Counselling, Chaplaincy and Spiritual Care.
- 1.2 To ensure:
  - 1.2.1 students granted such credit are not disadvantaged in achieving the expected outcomes for the course of study or qualification, and
  - 1.2.2 the integrity of the course of study and the qualification are maintained.

### 2. DEFINITIONS

<b>Key Term - Acronym</b>	<b>Definition</b>
Advanced standing	The transfer of credit from another award (Morling or otherwise) to a Morling award.
AQF Level	Award level defined in the Australian Qualifications Framework
AS	Advanced Standing
Recognition of Prior Learning	The process through which eligibility for the award of credit is determined, through assessment of formal and informal learning.

RPL	Recognition of Prior Learning
Specified Credit	Where the prior learning is considered equivalent to a specific Morling unit and credit is granted for that unit.
Unit Exemption	Where prior learning can be established for a particular unit, and that unit is not required to be undertaken, however, no credit towards course completion is awarded.
Unspecified Credit	Where the prior learning is not considered equivalent to a specific Morling unit. Unspecified credit may be approved to count towards an elective component of a Morling course.

### 3. SCOPE

This policy applies to students enrolled in, or seeking to enrol in, courses in Education, Counselling and in Chaplaincy and Spiritual Care.

### 4. POLICY STATEMENT

Morling College will grant advanced standing and credit prior learning where evidence demonstrates the student has achieved equivalence to the part of the course of study for which credit is being sought.

### 5. PRINCIPLES

#### Applications

- 5.1 There are no fees associated with applications for Advanced Standing or RPL.
- 5.2 The applicant is responsible for providing appropriate evidence and demonstrating the relevant knowledge and understanding of the unit content, for which credit is sought.
- 5.3 Applications are to be submitted before the student enrolls in a MC course and will not normally be considered once the student has commenced study.
- 5.4 Applicants seeking Advanced Standing or RPL for study to be undertaken concurrently, must make a written application prior to undertaking the study.

#### Outcome

- 5.5 Possible outcomes of an assessment of Advanced Standing or RPL include:
  - Specified credit
  - Unspecified credit
  - Unit exemption
  - No credit nor exemption

#### Limits

- 5.6 No Advanced Standing or RPL will normally be granted for work or study completed more than **ten years** prior to the application for credit (RPL or

Advanced standing).

- 5.7 No more than **50%** of units can be granted in credit from prior study or learning towards a MC award.
- 5.8 Advanced Standing towards a Master's degree or Graduate Certificate or Graduate Diploma shall not be granted for units completed at a lower AQF level.
- 5.9 A unit successfully completed for which credit has been granted in a MC award cannot be attempted in another award of MC.
- 5.10 No unit already passed or for which credit has been granted in a MC award can be repeated in that award for an additional merit grade.

## **6. EXEMPTIONS**

- 6.1 An exemption may be granted from a MC unit where the Faculty Dean deems that the unit learning outcomes and content overlaps significantly with a completed unit.
- 6.2 Exemptions from units at graduate and postgraduate level will only be considered based upon units undertaken at undergraduate level or higher.
- 6.3 An exemption does not entail credit. Where an exemption is granted, the student must undertake study of the same credit point value as the exempt unit. This may be an elective unless the exemption requires undertaking a unit specified by the Faculty Dean.

## **7. CREDIT**

- 7.1 Advanced Standing will normally be awarded for units obtained from a TEQSA-accredited higher education provider, or equivalent.
- 7.2 Specified Credit can be given when the AS or RPL can be mapped to a specific unit within the relevant degree. Specified Credit can be applied to core or elective units.
- 7.3 Unspecified Credit can be given when the AS or RPL is equivalent to the general topic area of units in the degree, but does not match a specific unit, or matches parts of multiple units. Unspecified Credit will normally only be applied to elective units.

## **8. RPL FOR NON-ACCREDITED COURSES AND INFORMAL LEARNING**

- 8.1 RPL may be granted for professional learning e.g. certificates or diplomas in non-accredited courses; for programs of study delivered by professional associations, private providers, employers and non-award courses according to the following principles of assessment.

## Principles of assessment

- 8.2 The evaluation will be made of the extent to which the course of study conforms to the national standards in tertiary courses.
- 8.3 The course of **study** will be measured against the following contextual factors:
- 8.3.1 the general educational practices and standards of the institution or system;
  - 8.3.2 the objectives of the particular course and the methods adopted to achieve these objectives;
  - 8.3.3 admission requirements to the course
  - 8.3.4 the duration of the course, having regard to admission requirements and course objectives; the breadth, depth and balance in the course material involved and the intellectual effort required.
- NB. Credit for one unit is usually 150 hours of learning. Full-time = 1200 hours = 8 units = 8x150 hours (AQF Volume of Learning);*
- 8.3.5 the procedures for approval of research projects, where appropriate;
  - 8.3.6 the methods of assessment of student progress, including the use of external examiners for higher degrees;
  - 8.3.7 any arrangements for practical training and experience as part of the course; the teaching staff conducting the course, including numbers, professional qualifications and experience, educational expertise and ability to service the particular mode(s) of offering the course;
  - 8.3.8 the facilities necessary for the particular course;
  - 8.3.9 transfer arrangements between the course in question and other courses.
- 8.4 MC will use the following principles to assess un-credentialed learning, including that acquired in an informal context, such as through work experience or general life experience:
- 8.4.1 Authenticity: the applicant has actually demonstrated the learning outcome that is being claimed;
  - 8.4.2 Currency: the learning outcome is still valid and performable;
  - 8.4.3 Quality: the learning has reached the acceptable level;
  - 8.4.4 Relevance: the learning is applicable to the area claimed;
  - 8.4.5 Transferability: the learning outcome can be applied outside the specific context in which it was learned;
  - 8.4.6 Comparability: the assessment mechanisms adopted should ensure that the prior learning is comparable in content and standard with the unit(s) in which credit is sought; the standards applied in assessing prior

learning should not be greater than those required to pass the unit/s.

- 8.4.7 Professional learning acquired performing normal duties does not usually qualify for RPL.

## **9. APPLICATIONS FOR AS OR RPL**

- 9.1 Applicants seeking Advanced Standing or RPL must make a written application to the relevant Faculty Dean on the required form, and must provide satisfactory documentary evidence in support of their application including official transcripts if applying for AS.

### **Assessment of Applications**

- 9.2 The assessment of applications for Advanced standing or RPL requires evidence-based academic judgment together with a practical appreciation of the requirements of the students' specific course of study.
- 9.3 In each instance, the academic/s making this assessment must have the level of relevant knowledge and understanding required to make a competent judgement about equivalence of learning.
- 9.4 Decisions about granting of Advanced Standing or RPL to applicants will be made by the appropriate Faculty Dean.
- 9.5 If a request for Advanced Standing or RPL falls outside this policy, it may be referred to a committee appointed by the MC Academic Board for consideration and determination. The decision of this committee will be final.

## **10. APPEALS**

- 10.1 An applicant shall have the right of appeal to an Appeals Committee against a decision on the granting of Advanced Standing or RPL. An appeal may be made only on the grounds that the decision has failed to follow established policy and must be made within seven (7) days from the notification of the decision.
- 10.2 The Appeals Committee shall be a Committee of the Academic Board with a membership of three academic staff nominated by the Academic Board. It shall report to the Academic Board, whose decision is final.

## **11. COURSE LENGTH ADJUSTMENT**

- 11.1 Where a student is granted credit due to Advanced Standing and/or RPL, then the length of time available to the student to complete the Course will be adjusted in proportion to the amount of credit granted. For example, a student who receives credit equal to 50% of a Course will have the time available to complete the course reduced by 50%.

## 12. RELATED DOCUMENTS AND LEGISLATION

Higher Education Standard 1.2 (Credit and Recognition of Prior Learning)

National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code)

## 13. REFERENCES

TEQSA (15 March 2019), [Guidance Note: Credit and Recognition of Prior Learning](#)

Australian College of Theology (26 July 2019), [Prior Learning Policy](#)

AQF (May 2014) [Volume of Learning: An Explanation](#).

## 14. VERSION HISTORY

Version	Approved by	Approval Date	Effective Date	Changes made
3	Academic Board	4 March 2020	4 March 2020	Moved into template, expanded Purpose. Corrected the approval date of Version 1. Included details re volume of learning. Revisions to improve clarity. Added 8.4.7.
2	Academic Board	July 2016	July 2016	Definitions added; policy revised to comply with TEQSA standards. Specified and unspecified credit. Credit arrangements with third parties.
1	Academic Board	March 2011	March 2011	New policy

*Always **download** this policy anew from the Policies folder on the Morling share drive Policies/MC Policy Templates, as it may have changed.*