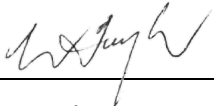


Policy Name	ACADEMIC TRANSFER/CREDIT / RECOGNITION OF PRIOR LEARNING POLICY
Policy Number	A003_PO_HE (Academic)
Purpose	The purpose of this policy is to detail how Academic Transfer/ Credit / Recognition of Prior Learning (RPL) will be applied for students seeking entry in to accredited Higher Education courses at Whitehouse Institute of Design, Australia (Whitehouse), and other RTO's and registered CRICO's providers.
Scope	This policy applies to all applications for academic transfer and credit submitted by students applying for and enrolling in an accredited course at Whitehouse, RTO, and registered CRICOS provider.
Policy Statement	<p>Whitehouse is committed to acknowledging a student's prior learning and professional experience so that the quality and integrity of Whitehouse programs of study are not compromised, and the student's chance of academic success are maximised.</p> <ol style="list-style-type: none"> 1. Academic Credit and Recognition of Prior Learning <p>Whitehouse accepts applications for Academic Credit on the basis of previous study successfully undertaken and on the basis of recognition of prior learning (previous informal studies that involved learning that is less structured in nature; employer-based training and development and/or, relevant life experience).</p> <p>Whitehouse will follow the guidelines and requirements of the AQF, TEQSA and other relevant regulatory requirements and legislation.</p> 2. Credit Transfer Arrangements <p>Whitehouse will approach the process of reviewing applications in a transparent and timely manner and will honour current, valid Credit Transfer Arrangements (CTA) with third party educational institutions where the student meets the requirements as stipulated in the CTA.</p> 3. Direct Entry <p>Direct Entry can be provided to applicants who have completed the following levels of accredited certification: Diploma, Advanced Diploma or Bachelor award in your preferred specialisation and if applying for academic credit of 2 or more study periods</p> <p>Depending on the qualification the applicant has completed, they may be eligible for the following levels of academic credit:</p> <ul style="list-style-type: none"> • Diploma - max 2 study periods • Advanced Diploma - max 3 study periods • Bachelor – up to 5 study periods. <p>3.1. Applicants for Direct Entry will need to supply:</p> <ul style="list-style-type: none"> • a certified copy of their Academic Transcripts showing all subjects undertaken to complete their qualification • copy of their certificate/testamur • course outline/guide detailing learning outcomes of previous study undertaken.

	<p>3.2. Applicants may be asked to supply subject briefs in their course of studies and or submit samples of previously assessed work to assist in the application assessment.</p> <p>3.3. To meet the academic requirements of the Bachelor award – applicants may be required to undertake short courses or specific subjects.</p> <p>4. International Students</p> <p>If an international student submits the request for RPL, Whitehouse will maintain records of the written decision for no less than two years after the international student ceases to be a student.</p> <p>If RPL is granted, Student Administration will ensure the students CoE is only issued for the reduced duration of the course. Any change in duration to a student’s CoE must be recorded in PRISMS.</p>
Relevant Legislation	<ul style="list-style-type: none"> • Higher Education Standards Framework (Threshold Standards) 2021 • 2016 Higher Education Support Act (2003) • Australia Qualifications Framework (AQF) • National Code of Practice for Providers of Education and Training to Overseas Students 2018 • Education Services for Overseas Students Act 2000
Key Related Documents	<p>Application for Academic Credit Form</p> <p>Direct Entry Application Form</p> <p>Academic Transfer / Credit / Recognition of Prior Learning Procedure</p> <p>Selection and Admission Policy</p> <p>Selection and Admission Procedure</p> <p>Whitehouse Institute of Design, Australia Code of Conduct</p> <p>Academic Grievance and Appeals Policy</p> <p>Academic Grievance and Appeals Procedure</p>
Responsible Officer	Academic Directors
Approval Authority/ Authorities	<p>Joint Executive Directors</p> <p>Academic Board</p>
Date Approved	20/12/2023
Date of Commencement	21/12/2023
Date for Review	21/12/2026
Documents superseded by this Procedure	<p>001 – Academic - Academic Credit / Recognition of Prior Learning Policy & Procedure</p> <p>11/2012</p>

Amendment History	02/2019 Addition of Point 4 International Students and RPL.		
	05/2018 Re-branding – Header & Footer only		
	10/2016 Policy and Procedures separated and HE and VET documentations separated. Updated formatting and minor amendments.		
	12/2023 Re-approval.		
Signed and dated for Whitehouse Pty Ltd		Les Taylor	20/12/2023
	Signature	Name	Date

INFORMATION FOR PUBLISHING ON POLICY REGISTER	
Category	Academic
Stakeholders	Academic Board Executive Management Academic Staff Administration Staff Applications to HE Programs Students

Addendum #1

- Application for Academic Credit Form

Addendum #2

- Direct Entry Application Form