

CREDIT FOR PRIOR LEARNING

PURPOSE:

The Institute is committed to upholding the integrity of its academic programs and protecting its academic standards and reputation. Credit for prior learning is granted within the constraints of this commitment and where program structures and requirements permit.

This policy describes the process that enables students to obtain credit for prior learning or qualifications obtained through formal/informal training, work experience and/or life experience which can be assessed and demonstrated against established and formalised criteria-based systems.

SCOPE:

Credit can be issued to any successful candidate for any module or parts of modules, where it can be demonstrated the criteria have been met.

Principles:

Key principles guiding the granting of credit for prior learning include:

- The applicant's achievement of learning or acquisition of prior learning outcomes are demonstrated, evidenced and authenticated at the appropriate Australian Qualifications Framework (AQF) level.
- The applicant's learning outcomes are assessed as relevant and current.
- The program's volume of learning, discipline context, content, learning and assessment approaches are considered in determining comparability and equivalence of prior learning.
- The learning for which credit is sought is for a successfully completed prior qualification or for a successfully completed component of learning.
- Further credit is not granted in addition to that awarded on the basis of advanced standing.

DEFINITIONS:

Montessori World Educational Institute (Australia) Inc. (hereafter referred to as the Montessori Institute)

AQF - Australian Quality Framework

Recognition of prior learning (RPL) is a process that involves assessment of an individual's relevant prior learning (including formal, informal and non-formal learning) to determine the credit outcomes of an individual application for credit.

Credit is the value assigned for the recognition of equivalence in content and learning outcomes between different types of learning and/or qualifications. Credit reduces the amount of learning required to achieve a qualification and may be through credit transfer, articulation, recognition of prior learning or advanced standing.

Advanced Standing is commencement of a course with credit granted for a complete module. Advanced standing indicates an individual is deemed to have satisfied all the program requirements embedded in that module. Advanced standing reduces the number of modules needed be taken to successfully complete the program.

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Type	Process	Subject	Recognition of Prior Learning (Skills)		
Version	4	Revision Dates	27/1/2005	24/9/2014	28/4/2017
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RELATED DOCUMENTS: Tertiary Education Quality and Standards Agency Act 2011 Threshold Standards 2015 Education Council AQF National Principles and Guidelines for RPL MCEETYA Principles for Credit Transfer & Articulation	Montessori Institute Code of Practice P.001 Strategic Plan P.002 Assessment Tools P.021 Assessment Appeals P.022 Assessment Moderation P.023 Staff Handbook Student Handbook
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STEP #	PROCESS
1.	<p>Enquiry and Advice to applicants of requirements</p> <p>The Montessori Institute must provide adequate information and support to enable applicants to gather reliable evidence to support their claim for credit for learning outcomes currently held, regardless of how, when or where the learning occurred.</p> <p>All fees associated with Credit will be explained to the applicant, including the appeals process and fee.</p> <p>Applications for Credit for Prior Learning must be received in writing.</p>
2	<p>Receipt of application</p> <p>Upon receipt of application for Credit for Prior Learning (CPL), where a personal file does not exist, this is created at the time of application as required under Enrolment Procedure P.009 and Administration Handbook.</p>
3.	<p>Assessment of Application</p> <p>The Credit for Prior Learning application is to be assessed by a suitably qualified assessor (at least a Masters of Education) and approved by one other Academic Staff Member. Assessors designated by the Academic Board document their decision on the Credit Assessment Form. Decisions must be made in a fair, transparent, academic and professional way in accordance with this policy.</p> <p>Evidence provided may be of formal training or qualification, validated letter, statements of attainment, sample of work or on-the-job assessment. If evidence is not sufficient, the applicant will be invited to provide further evidence before an assessment decision is made.</p> <p>Assessment of a recognition application will be criteria-based (assessment of prior learning against the pre-determined criteria of each assessment task). Credit is assessed by determining the extent to which the applicant's prior studies and assessed standards are equivalent to the content and learning outcomes of one or more courses in the award program. The educational judgement concerning equivalence is based on the discipline context, content, standards and assessment in the program or course the applicant has undertaken.</p> <p>Prior informal and non-formal learning is assessed by determining the extent to which the applicant has achieved the learning outcomes of one or more courses in the award program. The educational judgement concerning equivalence is based on the extent to which the applicant can demonstrate they have achieved the required</p>

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	learning outcomes. Subject matter expert/s will be consulted if necessary.
4.	<p>Credit Limits</p> <p>Students must satisfactorily complete a minimum of not less than half, credit points in a course to be awarded a qualification (e.g. 72 credit points for Graduate Diploma). The upper limit for the granting of credit based on recognition of prior informal and non-formal learning will be one-third of the requirements of the award program</p> <p>All credits for part of a modules are assigned a 'C' grade of 70%. Credit for a complete module appears on the Academic Transcript as Advanced Standing.</p>
5.	<p>Inform applicant of outcome</p> <p>The applicant will be notified of the results of the application.</p> <p>The applicant will be advised of the appeals process, where applicable.</p>
6.	<p>Appeals</p> <p>Appeals against the results and/or process can be made in accordance with 'Assessment Appeals'. Subject matter experts may be called upon to form an Appeals Panel to assist in areas where they have expertise.</p> <p>Fees associated with the appeals process will be explained to the applicant.</p> <p>All Credit for Prior Learning appeals will be responded to promptly in writing.</p> <p>Details of appeals will be recorded in the Appeals Register.</p>

<p>AUTHORISED BY:</p> <p>Board of Management Chairman Jenny Moyles 28/4/2017</p> 	<p>ISSUED BY:</p> <p>National Director</p> 
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