

## **Academic Policy**

### **A06 Academic Credit and Recognition of Prior Learning (RPL)**

#### **1. Policy Statement**

SAE Institute will recognise the appropriate and assessed prior learning of a prospective student and will grant credit towards satisfying the requirements for a degree programme, where that learning is considered equivalent to the content and learning outcomes prescribed for modules or courses within that programme.

#### **2. Purpose**

The Institute maintains the integrity of academic programmes and protects the academic standards and reputation of formal awards. Granting of credit based on the recognition of prior learning will be granted only within the constraints of this principle.

The purpose of the granting of credit policy is to:

- assist students to progress through award programmes with maximum efficiency by recognising that students may attain the objectives of components of the programme by means other than formal study and assessment in the programme;
- facilitate the movement of students between institutions and between programmes of various types and levels; and
- assist in the efficient use of educational resources.

#### **3. Scope**

This policy applies in the context of SAE Institute programmes, and in particular, collaborative programmes and operations with Middlesex University, and is applicable to all students enrolled with, or intending to enrol with SAE Institute. This policy is applicable to all students or prospective students, irrespective of their place of residence, campus or mode of study.

Procedures for SAE campuses internationally may vary in compliance with statutory requirements in the respective countries of operation. Students registered with a particular SAE Institute campus who transfer their studies to a different SAE campus, may have their registration with the SAE Institute in the country of origin terminated and will be required to adhere to the guidelines, policies and procedures of the legal SAE entity to whom they have transferred their registration.

#### **4. Associated Policies and Procedures**

This policy should be read in conjunction with the following policies and procedures:

- A05 Student Selection and Admission Policy

## **5. Policy**

The Institute determines eligibility for credit in the course of normal admission procedures. Students applying for credit need to provide sufficient evidence to enable appropriate and comprehensive assessment of their prior learning achievements.

### **5.1. Types of Credit**

The Institutes may award credit, in terms of content and standard of a student's previous studies, and the workload involved therein. Credit may be granted as an exemption, or as advanced standing (special, unspecified or provisional).

#### **5.1.1. Specified Credit**

Specified Credit may be given for a specified module or units or parts of a module or unit where prior learning is regarded as having specified both the objectives and the assessment requirements of the module. Such prior learning may have been gained through previous study, which has already been assessed by an educational establishment (e.g. a University or FE college).

#### **5.1.2. Unspecified Credit**

Unspecified Credit may be given through recognising a number of credit points rather than a specific module or unit, where prior learning is regarded to be consistent with the broad outcomes of the course being undertaken. Such prior learning may have been gained through work-based experience, life experience, self-directed learning, non-accredited professional development programmes, or FE programmes.

#### **5.1.3. Block Advanced Standing**

Block Advanced Standing may be granted to students who have completed relevant studies at an appropriate level at other recognised institutions.

### **5.2. Academic Credit and Recognition of Prior Learning**

The Institute offers opportunities for prospective students with considerable industry experience and/or previous academic qualifications to apply for credit transfer (CT) or recognition of prior learning (RPL). The precise nature of advanced standing will vary according to individual circumstances and will be dependent on the nature of the course being applied for. Outlined below are various typical options.

### **5.3. Applicants from other Institutions**

Applicants who hold a qualification from another accredited institution, or who have formally completed components of another qualification, should submit certified evidence of those achievements to the Institute.

Applications for CT will be reviewed by the relevant Campus Academic Coordinator and an appropriate determination made about the amount and kind of work that will have to be undertaken in order to complete the qualification sought.

#### **5.4. Applicants direct from the Industry**

Applicants direct from the industry who hold no formal, related qualifications, should submit a résumé with their application form with supporting references included and a comprehensive portfolio documenting their activities and achievements. Applications for RPL will be reviewed by the relevant Campus Academic Coordinator, and an appropriate determination made about the amount and kind of work that will need to do to be undertaken complete the qualification sought. Applicants direct from the industry may also need to attend an interview with the Campus Academic Coordinator before a final decision can be made on the amount of recognition of prior learning that may be awarded.

#### **5.5. Applicants from within the Institute**

Any previous award from SAE Institute may be used to substantiate a claim for advanced standing towards a further program of study. Award of the CT or RPL allowance will normally depend on the qualification being sought, and the year in which the previous award (or partial award) was completed.

#### **5.6. Block credit towards Degree Programs**

Block Credit may be awarded towards the Institute's HE courses based on previously completed academic studies.

The completion of an SAE International Diploma programme (or equivalent) in a relevant subject may qualify an applicant for a maximum advance standing claim of up to one half (180 credit points) of an undergraduate degree award.

#### **5.7. Credit Transfer Agreements**

The Institute may utilise approved Credit Transfer Agreements (CTA) for students that have completed recognised awards to provide a structured pathway into degree courses. Where an approved CTA is in place students will normally follow the prescribed pathway as outlined in the agreement. Applicants should request further information about applicable current CTAs prior to lodgement of an application.

#### **5.8. Withdrawal of Credit**

The Institute reserves the right to withdraw credit where an error has been made in assessing an application, when false or misleading information has been provided by the applicant or when a subsequent application changes the type of credit which may have been given under these regulations. However, where a change is made to a provision of these regulations, or where a precedent or planned articulation is reviewed and changed, credit already granted may not be withdrawn. Failure to complete subsequent modules or

units that rely on the credited units as a prerequisite could cause a review and withdrawal of credit.

## **6. Implementation**

In implementing this policy the Institute will:

- a) provide relevant, responsive quality assurance and record-keeping systems for the accreditation of learning, including experiential learning, short courses, prior learning, work-based learning and autonomous learning;
- b) implement a range of methodologies for identifying and recognising learning achievements from experiential and credit-based learning;
- c) provide staff training as necessary in techniques for the accreditation of short courses, prior learning and work-based learning;
- d) consider credit for full time Institute courses of one week or more duration and planned programs (clusters) of short courses for those who demonstrably achieve the expected learning outcomes of such courses and programmes;
- e) facilitate opportunities for those not in employment (e.g. family responsibilities) or those working in a voluntary capacity to have appropriate level learning in these situations recognised;
- f) ensure that its admissions procedures take full account of and accredit appropriate prior learning and experience achieved by applicants;
- g) provide advice to students entering the Institute from a background of non-traditional learning to maximise the value of their prior learning;
- h) monitor the intake and progression of students awarded credits for prior learning;
- i) include matters relating to this policy in the annual reporting mechanisms to the University as appropriate.

## **7. Appeals**

Any student who is dissatisfied with the outcome of a review of a credit decision may appeal. Refer to the Academic Grievance Policy, A07.

## **8. Records**

*13 July 2007 policy implemented (Approved Academic Board)*

*9 September 2009 policy amendment (Approved by Chair Academic Board)*

*15 February 2011 policy approved (by the CEO & Managing Director)*

*28 February 2011 policy approved (by the CEO & Managing Director)*

*April 2013: Policy reviewed and approved: Director of Academic Affairs, SAE Global*

## **Appendix A: Recognition of Prior Learning Procedure**

The relevant Campus Academic Co-ordinator will be responsible for implementing the provisions of A05 Student Selection and Admission Policy and A06 Academic Credit and Recognition of Prior Learning (RPL) and ensuring that applications are dealt with fairly and in accordance with the approved admissions criteria.

In the event where an applicant wishes to claim specified or unspecified credits for prior learning, he/she should submit a portfolio containing the following components:

- (1) For specified credits: Diploma Supplements or transcripts, document outlining learning outcomes, national level descriptors, translations of the above documents where appropriate;
- (2) For unspecified credits: Reflective report on learning experience (maximum of 1000 words); record of time spent learning; reference letters to support claim; any additional evidence;

Credits should be claimed within 5 years of obtaining them.

The Campus Academic Coordinator and admissions team will map the applicant's learning outcomes against the modules and learning outcomes of the preferred programme and propose a plan of study taking into consideration and accepted credit points. Being exempt from some of the assignments or part of the modules may not directly correlate to course duration or fees.

In the event where an entire module is exempted, upon completion of the programme, the diploma supplement will record this as Recognition of Prior Learning. Exemption would normally not record a grade or where a grade is required, an average pass grade will be awarded for the purpose of classification.