



TIIS
THE INSTITUTE
OF INTERNATIONAL
STUDIES



Credit Transfer and RPL Policy & Procedure

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Purpose

The Institute of International Studies (TIIS) Pty Ltd (TIIS) acknowledges the need for clear and effective Credit arrangements to enhance student access to education, improve student mobility between sectors and institutions, and increase the pathways into and between qualifications through recognition of prior forms of learning.

This Policy aims to ensure that TIIS applies a transparent, consistent and equitable approach to the Recognition of Prior Learning for the purposes of determining whether an Applicant meets the requirements for admission into a TIIS Course or to the granting of Credit within a Course.

The Recognition of Prior Learning Policy and Procedure are aligned with the Australian Qualifications Framework (AQF) (including the AQF Qualifications Pathways Policy), and the Higher Education Standards Framework (Threshold Standards) 2021.

Scope

This Policy applies to all prospective and enrolled students in TIIS Courses.

Definitions

Unless otherwise defined in this document, all capitalised terms are defined in the Glossary of Terms.

Credit Transfer

Credit Transfer is the process by which TIIS formally recognises and grants credit for equivalent units of study that a student has successfully completed at another registered education provider, either in Australia or overseas.

Credit is granted where the learning outcomes, volume of learning, and content are deemed equivalent to the corresponding unit(s) within the TIIS course. Credit Transfer is based on formal qualifications and certified transcripts and does not require reassessment of prior learning.

Recognition of Prior Learning (RPL)

Recognition of Prior Learning (RPL) is the process by which TIIS assesses a student's informal and non-formal learning—gained through work experience, training, volunteer activities, or other life experiences—to determine whether it meets the learning outcomes of a specific unit or course.

RPL involves an assessment of evidence submitted by the applicant to demonstrate they have achieved the required skills, knowledge, and competency levels, even though they may not have completed formal studies.

Example: A student with extensive industry experience in financial planning may be granted RPL for a unit on financial advisory practice, based on a portfolio of work, employer references, and professional certifications.

Policy Principles of RPL and Credit Transfer at TIIS

Support for Lifelong Learning

Recognition of Prior Learning (RPL) promotes lifelong learning by enabling students to receive credit for relevant prior formal, non-formal, or informal learning, where it aligns with course outcomes.

Integrity of Qualification

All credit decisions are made to ensure the academic integrity and quality of the course of study and the associated AQF qualification, while safeguarding students' ability to meet expected learning outcomes.

Relevance, Currency, and Equivalence

Credit is only granted where prior learning is deemed relevant, current, and equivalent to the learning outcomes of TIIS courses and subjects, and within the maximum limits prescribed in the RPL and Credit Transfer Procedures.

Transparent and Timely Decision-Making

Credit decisions are made through an evidence-based and transparent process by a senior academic.

Review Timeframes:

- Credit Transfer: Reviewed within 3 business days; decision provided within 5 business days
- Recognition of Prior Learning: Reviewed within 10 business days; decision provided within 15 business days

Academic Judgement and Variability

Credit is not automatically granted. Each application is assessed based on academic judgement and supporting evidence. Outcomes may vary between students unless a recognised precedent exists.

Non-Duplication of Credit

Credit will not be granted more than once. Once credit has been awarded for specific evidence, it cannot be reused to claim additional credit for other units or courses.

Student Responsibility

The responsibility to apply for RPL or Credit Transfer lies with the student. TIIS does not initiate or process credit unless a formal application is submitted.

Application Deadline and Refund Conditions

Applications for RPL or Credit Transfer must be submitted prior to the census date for the enrolled unit(s). No refund of non-refundable fees or RPL will be granted for applications submitted after the census date.

TIIS Credit Transfer Guidelines

1. Definition and Forms of Credit

Credit refers to the value assigned for recognised equivalence in content and learning outcomes between prior learning and components of a TIIS qualification. Credit may be granted via Credit Transfer or Recognition of Prior Learning (RPL).

Credit outcomes may take one or more of the following forms:

- Specified Credit: Credit granted for clearly equivalent core or elective subjects within a TIIS qualification.
- Unspecified Credit: Credit granted toward elective components (up to three units) where a close match exists in content and level, but not to a specific TIIS subject.
- Block Credit: Normally not granted.

2. Maximum Credit Allowed

The maximum amount of credit that may be granted is:

- Bachelor's Degree (AQF 7): up to 50%
- Graduate Certificate (AQF 8): up to 50%
- Graduate Diploma (AQF 8): up to 50%
- Master's Coursework Degree (AQF 9): up to 50%

For Higher Degree by Research courses, coursework credit is assessed as per standard policy, while thesis-related credit is assessed under the Higher Degrees by Research Procedure.

3. Credit Restrictions

Credit will not be granted for:

- Third-year subjects in a Bachelor course (AQF 7)
- Capstone subjects in any TIIS qualification
- Master's coursework units based on undergraduate studies, though substitutions may be permitted where learning content is highly similar
- Studies completed more than 8 years prior to application, unless supplemented by current relevant professional experience approved by the Dean (or nominee).

4. International Students – Credit Acceptance and Course Duration

A written record of the credit granted must be provided to the international student and retained for 2 years after the student ceases study.

If credit shortens course duration, the CoE must reflect the reduced duration, and the change must be reported in PRISMS if it occurs after visa grant.

5. Credit Transfer Process

Credit Transfer is based on completed AQF-recognised studies at the same or higher level.

No credit is granted unless there is at least 80% equivalence to a TIIS subject.

Equivalence is assessed based on:

- Learning outcomes
- Content
- Learning and assessment processes
- Volume of learning
- Qualification level

Applicants must provide evidence that clearly demonstrates equivalence across these criteria.

All credit decisions require academic judgement and will be made by a senior academic in consultation with relevant subject coordinators.

TIIS Recognition of Prior Learning (RPL) Guidelines

1. Overview

Recognition of Prior Learning (RPL) at TIIS acknowledges non-formal and informal learning gained through work, voluntary service, or life experience. RPL may result in credit toward a qualification or direct entry into a TIIS course.

2. Eligible Learning Types

RPL applies to learning from structured and unstructured experiences, including:

- Professional or volunteer work
- Workplace or professional association training
- Family, social, or hobby activities

3. RPL Assessment Process

Assessment includes evaluation of learning outcomes against unit learning objectives and may involve:

- Interviews (oral or written)
- Workplace or simulated observations
- Reflective assignments
- Portfolio review (e.g., reports, videos, presentations)
- Third-party evidence (references, testimonials, performance reviews)
- Structured assessments addressing unit criteria

4. Assessment Responsibilities

- Program Coordinator(s) assesses individual applications with subject specialists and recommends to the Academic Dean.
- Academic Dean (or nominee) makes the final decision on RPL applications.
- Organisational RPL arrangements are negotiated and approved by the Dean.
- Precedent-based RPL assessments follow established formats.

5. Evidence Requirements

Applicants must provide a resume and role descriptions. Other supporting evidence may include:

- Manager certification of responsibilities

- Short course or PD certificates
- Continuing education qualifications
- Referee reports, psychometric assessments
- Business/project plans, journals, diaries
- Employer statements, presentations, work samples, reflective journals

6. Additional Evidence and Precedents

- Additional evidence may include interviews, challenge exams, or structured reflections.
- Where possible, precedents will be established to ensure consistent decisions.

7. Course Entry via Work Experience

Students who meet Academic Board-approved work experience criteria and provide an evidence portfolio approved by the Academic Dean may be admitted to a course without a formal RPL process.

8. Recordkeeping and Communication

All RPL outcomes, including granted, denied, or partially approved credit, will be recorded in the TIIS RPL Register. Applicants will be notified of the outcome in writing.

Articulation Arrangements

TIIS does not enter formal Articulation Arrangements with other education providers due to the inherent risk that changes to those providers' courses may not be communicated to TIIS in a timely or reliable manner. Instead, TIIS assesses Recognition of Prior Learning (RPL) applications on a case-by-case basis, with established precedents used to ensure a consistent and equitable approach across all assessments.

Responsibilities in the RPL and Credit Transfer Process

Here is a structured list of roles and responsibilities in the Recognition of Prior Learning (RPL) and Credit Transfer process at TIIS, aligned with good practice in higher education and regulatory expectations under the *Higher Education Standards Framework (Threshold Standards) 2021*, particularly Standard 1.2 (Credit and Recognition of Prior Learning).

Role	Responsibilities
Student	• Submit a formal application for RPL or Credit Transfer prior to the census date. • Provide complete and verifiable evidence (e.g. transcripts, portfolios, resumes, references, work samples). • Respond to any requests for additional information or clarification in a timely manner. • Ensure all claims of prior learning or qualifications are authentic and accurate.

Admissions/Student Services Team	• Provide clear information to students about RPL and Credit Transfer policies, procedures, deadlines, and required documentation. • Acknowledge receipt of applications and check for completeness. • Maintain student records, including application outcomes and any granted credits in the student management system.
Academic Dean (or Nominee)	• Assess Credit Transfer requests by mapping prior study to TIIS units and ensuring alignment with learning outcomes. • Oversee RPL assessments for rigour, fairness, and consistency. • Approve final decisions on credit/RPL to ensure academic integrity and compliance with HESF standards. • Ensure decisions are documented and communicated appropriately.
Subject Matter Experts / Assessors	• Review and evaluate RPL applications and supporting evidence against unit learning outcomes. • Conduct interviews or request additional evidence if necessary. • Recommend outcome to the Academic Dean for approval.
Registrar	• Record approved RPL and Credit Transfer outcomes in the student record. • Ensure that granted credit is reflected on the academic transcript where appropriate. • Monitor compliance with course rules (e.g., minimum study load or residency requirements).
Marketing and Admissions Manager (if applicable)	• Ensure offshore recruitment agents and prospective students are informed of the RPL and Credit Transfer process and deadlines. • Liaise with academic staff where necessary for offshore applicant assessments.
Academic Board	• Oversee the academic governance of RPL and Credit Transfer practices. • Monitor trends, risks, and consistency across the institution. • Approve or review policies related to RPL and Credit Transfer.

Appeals

Applicant may lodge Appeals against Credit and RPL assessments and admission decisions. For further information, please refer to the **Student Grievance Policy and Procedure**.

Related Policies

- Admissions Policy
- Higher Degrees by Research Policy
- Privacy Policy
- Records Management Policy
- Student Grievance Handling Policy
- Student Refund Policy
- Withdrawal and Deferral Policy
- Higher Education Support Act 2003
- Student Identifiers Act 2014
- HESF 1.2, 1.4.4, 1.5.1, 7.3.2g
- National Code: 2.3, 2.4, 2.5

Policy Review

This policy will be reviewed every three years or earlier if required due to changes in regulatory requirements or institutional priorities.

Version History

Policy title	RPL-Recognition of Prior Learning Policy
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Policy Sponsor or Owner	CEO, Academic Dean or delegate
Endorsement Bodies	Academic Board, LTC
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Date of next review	Three years or earlier from date of implementation

Version	Approved by	Approval Date	Details
1.0	Academic Board	25 February 2016	Policy Name: Credit for Prior Learning (CPL)
2.0	Academic Board	18 April 2019	Major changes
3.0	Academic Board	7 October 2020	Major changes
3.1	Academic Board	16 February 2021	Minor Changes
3.2	Academic Board	03 March 2022	Minor Changes
3.3	Academic Board (Chair)	18 May 2022	Minor Changes
3.4	Academic Board	30 June 2022	Minor Changes
3.5	Academic Board	05 October 2023	Changes made as per TIIS Health Check Audit Report and revisions as per Academic Board Meetings 20 September 2023 and 05 October 2023.
4.0	Academic Board	27 January 2026	Policy Name: Credit Transfer and RPL Policy & Procedure

*****END OF POLICY and PROCEDURE*****

Appendix A: TIIS Credit Transfer Guidelines, which forms part of the policy without triggering a review of the policy itself.

Recognition of Graduate Diploma of Management from VET Providers

The Graduate Diploma of Management (GDM) awarded by Australian VET providers (AQF Level 8) will be accepted as meeting the academic entry requirements for admission into the TIIS MBA program. However, due to significant differences in the learning outcomes, academic rigour, and volume of learning between a VET-sector GDM and the TIIS MBA, direct credit or Recognition of Prior Learning (RPL) can only be granted for elective units—and only where there is clear and demonstrable alignment of learning outcomes.

- Credit will not be granted for any core MBA units under any circumstances.