



AIBI

Australian Institute of
Business Intelligence

What you need to know about Credit Transfer & Recognition of Prior Learning

Welcome to AIBI HE!

It is exciting that you are interested in studying at AIBI and exploring whether you are eligible for credit for prior learning whether formal, informal, or non-formal.

Formal learning takes place through a structured program leading to the full or partial achievement of an accredited qualification. **Informal learning** is gained through work, social, hobby or leisure activities. **Non-formal learning** takes place through a structured program of learning that does not lead to an officially accredited qualification, for example short courses or work experience.

If your application is successful, you will be granted credit for subjects when you complete your enrolment. However, to assess whether we can grant you credit we need sufficient evidence that your prior learning has occurred and aligns with the subjects in your course of enrolment.

Some Key Points:

Credit for Prior Learning

- Academic credit is up to 50% of a course for CPL and only at 100 or 200 level that is units in the first or the second year of your studies.
- *CPL assessment* generally takes 10 working days from the time we receive all of your evidence. The cost of CPL is \$150 application fee (non-refundable) and where CPL is granted, the cost of the subject is \$250.

Credit Transfer

- Students granted credit in accordance with a formal credit agreement, or credit decisions recorded in the Credit Register, will not be charged a fee as this does not require the assessment of a credit application.
- Credit transfer can be granted for up to 8 units with entry pathways. More information can be found on AIBI HE Credit for Prior Learning
- For credit applications that require an individual assessment, the cost associated with assessing the application will be incurred by the student. The fee for this assessment is \$250 per unit of study within the Institute program for which credit is being applied for. This fee is to be paid when the application is submitted. The application will not be processed unless the fee is paid and is not refundable if the application is unsuccessful.



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We aim this process to be simple so follow the detailed information below on how to submit your application. If you have any questions, do not hesitate to contact our Admissions team at admissions@aibihe.edu.au. The main steps are as follows:

1. Understand

Read the information below carefully. If you believe you are eligible for CPL, review what documentation is required, and how it will be assessed.

2. Collect

Collect your documentation and supporting evidence and certify them by the relevant person or authority (more information on how to certify documents here).

3. Submit

Submit your online application (both the CPL application AND your enrollment form). If you need help, contact our admissions department at admissions@aibihe.edu.au

4. Assess

AIBI HE Academic Department will assess your application for CPL and contact you if we need any further supporting evidence or to clarify any questions.

5. Outcome

We will notify you by email of the outcome of your application usually within ten (10) working days of you submitting the correct and complete documentation. If you disagree with our decision, you can appeal following the guidelines in our *Student Complaints and Appeals Policy* and *Student Complaints and Appeals Procedure*.

We look forward to your application and we are looking forward to welcoming you to AIBI HE.

Christophe Doche
Academic Dean
AIBI HE



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CPL (RPL) PACK

SECTION 1: CPL in detail

This is the Credit for Prior Learning (CPL) Pack for the Australian Institute of Business Intelligence Pty Ltd (AIBI HE) ABN 82 613 610 763; Provider ID PRV14316; CRICOS 03844J. This pack includes a CPL application form sample, and detailed guidelines about what you need to do to submit your application. Please:

1. Carefully read the entire CPL Application Pack before you begin.
2. Follow the guidelines in each section.
3. Complete all relevant sections of this application in full.
4. Ensure that you complete and sign the declaration page (applications submitted without a signed Student Declaration will not be assessed).
5. Save the completed CPL Application Pack as a digital file changing the file name to include your name and date of submission.
6. **Submit your CPL online application found here.** If you have issues, please contact our Admissions Department at admissions@aibihe.edu.au.

What is Credit for Prior Learning (CPL)

Specified credit may be granted based on prior formal learning that is deemed to be equivalent when considering the learning outcomes, volume of learning, program content, and learning and assessment approaches of a specific unit/s of study within a program. The degree of equivalence needs to be at least 80%.

When approved, specified credit will be applied to specific units of study within the program being undertaken, which exempts the student from taking the unit to meet program requirements. As specified credit recognises that the student has achieved equivalent unit learning outcomes, it can be used to meet pre-requisites.

Who can apply for CPL

All students can apply for CPL. If you feel that you have studied or already covered the materials within specific subjects of your course, you may be eligible. Please check AIBI HE website for the unit outlines.

What happens if you are granted CPL

You will be exempt for each subject that you are granted credit for. This means you will not have to complete the subjects to complete your qualification.

Note: A fee of \$250 per unit is charged.



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How much credit you can apply for

Students may obtain up to 50% of their subjects/credit points for an AIBI HE qualification. You may apply for additional credit if you are not granted all the units in your first application. This will incur an additional cost of \$100 for the application and \$250 per unit if the CPL is granted.

What happens if AIBI HE has an articulation agreement or credit transfer arrangements with my previous institution of study

AIBI HE currently has agreements based on qualifications from other institutions (please find the full details on AIBI HE website). This process is credit transfer, and it is easier than CPL. Our Sales team and/or your agent can provide detailed information.

Types of learning you can be given credit for and the types of credit

All the information about the types of learning that can grant you credit of prior learning and the types of credit are easily accessible in our **Credit for Prior Learning Policy**.

Evidence you can use to demonstrate formal learning

When applying for credit based on formal study, you need to submit a copy of:

- Qualification/testamur/parchment.
- Academic transcript.
- Relevant unit/subject outlines (applicable to higher education qualifications only); and
- Relevant units of competency (applicable to vocational qualifications only)

Testamur and Transcripts - The Testamur is the formal certification of your award and includes the University seal and signatures of the Chancellor and Vice-Chancellor. Honours levels (e.g., First Class Honours), Majors (e.g., Chinese) and prizes will not appear on the testamur but will be listed on your academic transcript and Australian Higher Education Graduation Statement (AHEGS). An **Academic Transcript** is a formal record of your studies at a Higher Education Institute or university. You receive an official academic transcript when you graduate.

Unit Outlines - Unit Outlines are a key source of information to help you understand what you will study, how you will learn and the way in which you'll be assessed in a particular unit of study.

NOTE: Supporting documents in a language other than English must be accompanied by a certified English translation.

NOTE: An overseas qualification issued by an institution must be listed in the AEI NOOSR Country Education Profiles, all supporting documents must be in English and be certified copies, unless AIBI HE sees the original.



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Evidence you can use to demonstrate non- formal learning

When applying for credit based on non - formal learning that is learning that takes place through a structured program of learning that does not lead to an officially accredited qualification, for example short courses, the applicant needs to submit a copy of:

- Statement of attainment/completion; and
- Program/course details.

Evidence you can use to demonstrate informal learning

Informal learning is learning gained through work, social, hobby or leisure activities. Unlike formal or non-formal learning, informal learning is not organised or structured in terms of outcomes or time.

Work experience

When applying for credit based on work experience, the applicant needs to submit:

- Resume/curriculum vitae, setting out educational qualifications and work experience.
- Details of relevant positions: o position title; o type of employment (e.g., full time, part-time, casual).
- Duration of employment.
- Employer.
- Job description.
- A description of the tasks for which the applicant was responsible, and how they relate to the disciplinary area.
- Organisation name, department and URL.
- At least one reference from the employer organisation.
- Portfolio of work completed that relate to the relevant skills and knowledge of the Program (if applicable).
- Project Reports (if available).
- Third party assessments of the applicant's work skills (if available); or
- Other evidence that demonstrates relevant discipline skills and knowledge.

Work experience as a self-employed person

When applying for credit based on work experience as a self-employed person, the applicant needs to submit:

- Evidence of operating as self-employed e.g., a copy of business certificate of registration or a business tax file number; and
- A letter from the student's accountant or solicitor stating how long the applicant has been continuously engaged in the business, and the nature of the business.



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Life experience

When applying for credit based on life experience, the applicant needs to submit:

- Details of relevant life experiences.
- Portfolio of work completed that relate to the relevant skills and knowledge of the program (if applicable); or
- Reference/s from relevant colleagues, managers or the like.

NOTE: All supporting documents must be in English and be certified copies.

NOTE: When applying for credit using informal or non-formal learning, as part of the formal evaluation of your evidence, an interview may be arranged. The interview could be used to clarify and confirm the information provided and the acquired knowledge.

NOTE: In some cases, students may have to perform a task relative to the unit to further demonstrate their prior learning.

Assessment of your application

In assessing both your formal and informal learning, consideration is given to currency, authenticity and relevancy criteria.

Currency

Prior learning that has been completed within the last five years is generally considered to be current. If there is a variation in this period, the nature of the learning and the relevant discipline will be taken into consideration and assessed on a case-by-case basis on current academic, professional, and industry requirements. The program Coordinator will be determining the period variations based on the reflection in the delivery of units of study.

Relevancy

All previous learning is checked to ensure it was achieved at a quality and standard of learning equivalent to the appropriate AQF level. The Academic team will also evaluate the learning outcomes of your previous studies to the learning outcomes of the subject you are applying for.



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Authenticity

The validity of the documents provided is paramount. All evidence submitted must be authentic and valid and any claims must be independently verifiable. Any work samples must be your original work and clearly referenced if they are a product of collaboration. All documents provided must be original documents or original certified copies. Before certifying the document, the certifier must ensure the copy to be certified is an identical copy of the original. Suggested wording for the certification is as follows:

*I certify that this is a true copy of
the document produced to me on*

Signature

Name

Qualification (e.g., JP, Pharmacist)

Documents in languages other than English

A certifier should not certify a document in a language other than English unless they can be sure that the original and the copy are identical. A solution to this is to have the original photocopied in the presence of the certifier.



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SECTION 2: APPLICATION FORM AND DECLARATION SAMPLE

If you are ready to submit your application, please ensure you have all the documents ready to be uploaded. Use the following template to help you with *the online application*.

A. Student Details (All fields are mandatory)

First name (include any previous names)	
Surname (include any previous names)	
Home Phone or Mobile	
Email Address	

B. Prior Education Details

In this section, please ONLY input all higher educational or vocational qualifications that you have partially or fully completed.

Name of Institution	Period of study (MM/YYYY)		Name of Qualification	Result
	from	to		



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C. Employment Details (Only if you are applying for informal learning. If not, proceed to section D)

NOTE: Please include only employment details that are related to the CPL you are applying for.

Name, address and phone number of employers	Period of employment (DD/MM/YYYY)		Position/s held	Full-time/ Part-time/ Casual / Volunteer	Description of major duties
	from	to			

D. Non-Formal Study Details (Only if you are applying for informal learning. If not, proceed to section E)

NOTE: Please include only non-formal study details that are related to the CPL you are applying for.

Name, address and phone number of employers	Period of employment (DD/MM/YYYY)		Position/s held	Full-time/ Part-time/ Casual / Volunteer	Description of major duties
	from	to			



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E. Evidence List

In this section you will be naming which subjects you want CPL for, and what evidence you must submit for consideration by AIBI HE. Please ensure that you correctly fill in ALL the STUDENT sections.

Using the link below, you need to insert the following:

1. Find the subjects that you believe you have the evidence to submit by reading the subject description available on AIBI HE website.
2. Copy the subject code and name into the boxes below.
3. Find the learning outcomes for that subject and copy them into the correct cell.
4. Align the name of the document and type of evidence with the learning outcomes.

if you are not sure, please contact our Admissions Department for further support at admissions@aibihe.edu.au

STUDENT TO COMPLETE					OFFICE USE ONLY		
Subject Code	Subject Name	Learning outcomes	Type of Evidence	Name of Document	Checked Authenticity Currency and Relevancy	Learning Outcomes Met	Credit Approved (Yes/No)
Check the register	Check the register	Check the register	Formal, Non-Formal or Informal Learning	Insert the name of the document	Academic Department Only	Academic Department Only	Academic Department Only
BUS100	Accounting For Business	ULO 1: Demonstrate a foundational knowledge of accounting concepts, objectives and principles.	Formal learning	Macquarie University Bachelor of Business Macquarie University Accounting for Business Subject Outline	ULO 1: Demonstrate a foundational knowledge of accounting concepts, objectives and principles.		
		ULO 2: Describe the accounting life cycle and its key components and the likely impact of technological changes on accounting practice.	Formal learning	Macquarie University Bachelor of Business Macquarie University Accounting for Business Subject Outline			



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		ULO 3: Demonstrate the ability to complete common accounting functions such as preparing profit and loss statements and budgets.	Formal learning	Macquarie University Bachelor of Business Macquarie University Accounting for Business Subject Outline			
		ULO 4: Explain the importance of adopting ethical and corporate governance practices to oversee a company's accounting functions.	Formal learning	Macquarie University Bachelor of Business Macquarie University Accounting for Business Subject Outline			



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Comments	
Outcome	
Assessor Name	
Date	

F. Student Declaration

NOTE: ALL students must complete this section.

I declare that all items submitted as part of this CPL Application Pack:

- Have not been copied from another person's work, except where work is appropriately referenced.
- Have been completed by me solely unless where other authors have been clearly stated; and
- The supporting documents are authentic. (Note: failure to provide documents on request, or the discovery of either fraudulent documents or a misrepresentation, may lead to the rejection of your CPL application).

Student Signature: _____

Date: _____

G: Final Steps

Please submit your online application and upload your supporting documentation. If you need further support, please contact admissions@aibihe.edu.au.

Provided you have sent everything discussed in this CPL Pack, you will hear if your application has been successful within 10 working days.