

ACADEMIC CREDIT PROCEDURE

DEFINITIONS

Terms in this document, for which definitions are not provided in the text or may not be self-evident or for which usage at the College may differ to that in other higher education institutions are as follows:

Academic Credit (or Credit): Award of Credit for previous formal studies which are considered 'equivalent in the academic level of content, the hours of study required and the learning outcomes' to a particular unit in the relevant College award program (degree or diploma). Without having to enroll in that unit, the student will be awarded the credit points associated with that unit, towards completion of their degree, diploma or other award program. Academic Credit is also awarded on the basis of RPL (See Definition below).

Block Credit is the award of Academic Credit for a particular component of the program (i.e. for all of the units in a Semester or a Year) on the basis of prior studies and/or recognition of prior learning.

Recognition of Prior Learning (RPL): (As defined in the Australian Qualifications Framework) An assessment 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 Academic Credit.

Stream: A scientific or professional discipline or body of knowledge which forms an essential part of the degree program curriculum. Streams at the College comprise one or more units of study.

Unit Coordinator: The academic staff member who is responsible for the design, delivery and assessment of a scientific or professional discipline or body of knowledge which forms an essential part of the degree program curriculum.

Unit (or Unit of Study): An element of a stream (as defined above), that has specified student learning outcomes and requires satisfactory performance in assessments that measure student performance regarding learning outcomes.

PROCEDURE

Eligibility for Credit

Eligibility for Credit is assessed by the Marketing and Student Engagement Manager in consultation with the Academic Dean and relevant Unit Coordinator responsible for the unit(s) for which Credit is being sought.

Students may apply for Credit where they have successfully completed units at a similar AQF level or equivalent standard in previous studies and can provide an official transcript. Students may also apply for Credit on the basis of Recognition of Prior Learning (RPL), which is assessed on the basis of relevant prior learning, including formal, informal and non-formal learning.

Application for Credit

A prospective student can request a Credit assessment upon application for enrolment. The application for enrolment form requires prospective students requesting Credit to indicate prior qualifications commenced or completed and corresponding Official Transcripts.

A current student requesting additional Credit, is required to complete and submit an Application for Academic Credit form to the Marketing and Student Engagement Manager.

When applying for Credit on the basis of previous relevant formal study, attach supporting documentation including:

- official Transcripts from previous Higher Education Institutions indicating the course(s) or program(s) of study, year completed and grade obtained (including details on the grading system); and
- as required by the Marketing and Student Engagement Manager, a copy of course/program and subject/unit descriptions, including syllabus or handbook outlines and learning outcomes.

When applying for Credit on the basis of RPL, attach evidence of prior learning and relevant experience to support their application, including:

- evidence of practice that demonstrates knowledge and skills;
- a clear chart or diagram, showing the alignment between the levels of knowledge and/or skill demonstrated in the studies already completed and those for the units for which RPL is sought.

All documents must be certified and translated into English.

Applications for Credit must be submitted upon application for enrolment or at least 20 working days prior to commencement at the College or commencement of the Unit. This timeline allows for application of approved Credit transfer to the student's record prior to the commencement of week one.

Applications received after this point but more than 5 working days prior to the commencement of the first semester will be assessed as soon as possible and prior to the census date. In such instances, students will be required to enroll in those units for which Credit has been requested, until the outcome of their application is known.

In line with Standard 2 of the National Code of Providers of Education and Training to Overseas Students 2018, when granting Credit to international/overseas students, the College will provide a written record for the overseas student to accept and will retain the written record of acceptance for two years after the overseas student ceases to be an accepted student. Whilst not a legislative requirement, this process of written record, acceptance and retention is also applied to domestic students.

If the College grants Credit which reduces an international/overseas student's program length, the College will inform the student of the reduced program duration and issue a Confirmation of Enrolment (CoE) for the reduced duration of the program. The College will report any change in program duration in Provider Registration and International Student Management System (PRISMS) where Credit is granted after the overseas student's visa is obtained.

RESPONSIBILITIES

General Manager

Where a prospective student requests Credit on the enrolment application form, the General Manager will provide the details to the request to the Marketing and Student Engagement Manager

Marketing and Student Engagement Manager

The Marketing and Student Engagement Manager is responsible to:

- Review the supporting documentation provided with the application for enrolment or the Application for Credit Form to confirm sufficient and appropriate documentation has been provided.
- If additional supporting documentation is required, the Marketing and Student Engagement Manager will liaise with the prospective student/student to provide the information.
- Review the request for Credit against the approved credit transfer table to determine if the requested Credit is pre-approved.
- Where the requested Credit is not covered in the approved credit transfer table, the Marketing and Student Engagement Manager will forward the details of the request for credit to the Unit Coordinator/s responsible for each Unit to assess the request.
- Confirm approved Credit in writing to the General Manager for prospective students or directly to current students.
- Ensure the Credit request, the supporting documentation, the Credit Assessment Form, the written confirmation of approved Credit, written acceptance and, where applicable, the CoE reflecting the reduced course duration for an international/overseas student are stored in Salesforce against the student
- Inform the Finance Manager of approved Credit.

Unit Coordinator

The Unit Coordinator is responsible to:

- Assess if the requested Credit is equivalent to level of learning, learning outcomes, volume of learning, learning and assessment approaches and the approved content of the relevant unit.
- Complete the Credit Assessment Form, indicating if the Credit is approved or denied, and provide it to the Marketing and Student Engagement Manager.

Finance Manager

The Finance Manager is responsible to record approved Credit in Wisenet (Student Management System) against the student and manage enrolment accordingly each semester.

VERSION CONTROL

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