

## 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:** 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.

**Block Credit** is the award of Credit for a particular component of a program (i.e. for all of the units in a Semester or a Year) on the basis of Academic Credit and/or Recognition of Prior Learning (RPL).

**Credit:** Includes both Academic Credit and Recognition of Prior Learning. 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.

**PRISMS:** Provider Registration and International Student Management System. This site provides Australian education providers with the Confirmation-of-Enrolment (CoE) facilities required for compliance with the Education Services for Overseas Students (ESOS) Legislation

**Recognition of Prior Learning (RPL):** The Australian Qualifications Framework defines RPL as 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 credit..

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

**Unit Coordinator:** The academic staff member who is responsible for the design and overall management of a unit .

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

### PURPOSE

This Procedure is designed to ensure a consistent approach to the award of Credit to students in recognition of their successful completion of studies and/or relevant prior work experience prior to enrolment in College award programs, whilst at the same time maintaining the standards required of students to satisfy program and unit objectives and learning outcomes. The Academic Credit Policy and the Associated Academic Credit Procedures are designed to ensure that the assessment of Credit

are consistent with the recognition of credit and RPL policy in the Australian Qualifications Framework (AQF).

## SCOPE

These Procedures applies to all prospective and enrolled students and across all units offered in College award programs.

## PROCEDURE

### Eligibility for Credit

Eligibility for Credit is assessed by the General Manager in consultation with the Academic Dean and relevant Unit Coordinator(s) 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 and/or evidence supporting RPL.

A current student requesting additional Credit, is required to complete and submit an Application for Academic Credit form to the General 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
- 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 approved Credit to be included in the student's enrolment and student 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

The General Manager is responsible for approving the total Credit applied in the student's enrolment.

The General Manager will:

- 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;
- Liaise with the prospective student/student to provide additional supporting documentation, where necessary;
- 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 General Manager will forward the details of the request for credit to the Unit Coordinator/s responsible for each Unit to assess the request;
- Ensure the Credit request, the supporting documentation, 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 (Customer Relationship Management System) on the student's record;
- Inform the Finance Manager and the Academic Dean of approved Credit.

### Unit Coordinator

The Unit Coordinator will:

- 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 General Manager.

## Finance Manager

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

### IMPLEMENTATION and MONITORING

The General Manager is responsible for the implementation of the Academic Credit Procedure.

### REVIEW

The ACC's Academic Credit Procedure is normally reviewed every three years.

It is a policy of the ACC that any Policy or Procedure may be reviewed earlier as indicated by internal or external factors (including but not limited to such factors as changes in the guidelines of regulatory authorities, accreditation/registration requirements of the profession, or relevant legislation at state or federal level) as determined the Board of Directors and/or Academic Board.

### VERSION CONTROL

<b>Document:</b> Academic Credit Procedure		
<b>Responsible Officer:</b> Marketing and Student Engagement Manager		
<b>Approved by:</b> Chair Academic Board		<b>Date:</b> 6 July 2022
<b>Approved by:</b> Chair Academic Board		<b>Date:</b> 29 March 2023
<b>Version:</b> V2.0	<b>Replaces:</b> V1.0	<b>Next Review:</b> March 2026
<b>HESF</b>	1.2 Credit and Recognition of Prior Learning	
<b>Nature of Change</b>	February 2023 <ul style="list-style-type: none"><li>• Clarified definitions</li><li>• Changed responsibilities from Marketing and Student Engagement Manager to the General Manager</li><li>• Clarified the Academic Dean's responsibilities</li><li>• Included the Implementation and Monitoring section, the Review section and added the HESF reference to the Version Control Table.</li></ul>	