

CREDIT FOR RECOGNISED LEARNING MANUAL

CONSOLIDATED POLICIES AND PROCEDURES

ISSUED BY: Office of the Academic Registrar
Curtin University

Commencement Date: November 2012

Category: Students
Teaching & Learning

Contents

1.	INTRODUCTION.....	3
2.	EXCEPTIONS.....	4
3.	CREDIT FOR RECOGNISED LEARNING.....	5
4.	GRANTING OF CREDIT	7
5.	CREDIT APPROVAL AUTHORITIES.....	9
6.	SUMMARY OF CREDIT LIMITATIONS.....	10
7.	APPLICATION FOR CREDIT.....	11
8.	CREDIT DOCUMENTATION REQUIREMENTS.....	13
9.	ARTICULATION AGREEMENTS.....	14
10.	PROVISION OF FALSE OR MISLEADING INFORMATION	15
11.	RESCINDING CREDIT.....	16
12.	APPEALS AGAINST CREDIT DECISIONS	17
13.	INTERPRETATION.....	18
14.	DEFINITIONS	19
15.	APPENDICES.....	21
15.1	Appendix A.....	21

1. INTRODUCTION

CREDIT FOR RECOGNISED LEARNING MANUAL

This manual is a consolidation of policies and procedures relating to credit for recognised learning processes at Curtin University.

The full title of the manual is *Credit for Recognised Learning - Consolidated Policies and Procedures*. It can be referred to and cited as the *Credit Manual*.

The *Credit Manual* replaces sections 34 and 35 of the *2009 Admission and Enrolment Manual* with effect from 30 November 2012, the date of approval by Academic Board.

All policies and procedures contained in this edition are effective from this date unless otherwise specified, and will remain in force until amended or repealed by Academic Board.

APPROVAL DETAILS

<u>Produced:</u>	Academic Registrar	August 2012
<u>Endorsed:</u>	Academic Services Committee	7 November 2012
<u>Approved:</u>	Academic Board	30 November 2012
<u>Issued:</u>	Academic Registrar	November 2012



John Rowe
Academic Registrar
November 2012

2. EXCEPTIONS

Nil

3. CREDIT FOR RECOGNISED LEARNING

The Australian Qualifications Framework Council defines credit as follows:

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.

The criteria for granting credit must be applied consistently and equitably to all applications.

Decisions regarding the granting of credit will:

- Be evidence based, equitable and transparent;
- Be applied consistently and fairly with decisions subject to appeal and review;
- Recognise learning regardless of how and where it was acquired, provided that the learning is relevant and current and has a relationship to the learning outcomes of the unit;
- Be academically defensible and take into account the student's ability to meet the learning outcomes of the unit and course successfully;
- Recognise the unique quality of a Curtin award;
- Be decided in a timely way;
- Allow for credit outcomes to be used to meet prerequisites or other specified requirements for entry into a course leading to a qualification or for the partial fulfilment of the requirements of a qualification; and
- Be formally documented for the student including any reasons for not giving credit.

Credit should not be granted where this is likely to result in the student experiencing difficulty in making satisfactory academic progress in, or if their English competency is not appropriate for the remainder of the course.

The student's point of entry to the course and assessed competency to commence studies at Curtin from that point must be taken into account. Credit should not be granted when it is known it may affect the attainment of accreditation or registration in any related profession.

Credit may be granted through the recognition of:

Type of Learning	Summary Information
Formal learning	Learning that takes place through a structured program of learning that leads to the full or partial achievement of an officially accredited qualification.
Non-formal learning	Learning that takes place through a structured program of learning but does not lead to an officially accredited qualification.
Informal learning	Learning gained through work or other appropriate experience.

Students may receive credit in the form of:

Type of Credit	Summary Information
Specified credit	Credit granted towards particular or specific unit(s) within a course.
Unspecified credit	Credit granted towards unspecified optional or elective unit(s) of a course.
Block credit	Credit granted towards whole stages (study periods) or components within a program of learning leading to a qualification. Block credit may be stated in an articulation agreement but must be recorded against individual units on the Student Management System.

Credit will be determined through processes including:

- Articulation Agreements;
- Credit transfer applications; and
- Recognition of prior learning (RPL).

4. GRANTING OF CREDIT

Study below AQF Level 4 (Certificate IV) may not be used in any circumstances as a basis for granting credit. Credit will not normally be granted for studies completed at AQF Level 4 (Cert IV). In exceptional circumstances, and only when authorised by the Academic Registrar via the University Admissions Committee, credit may be granted based on study completed at AQF Level 4 (Cert IV), if the AQF Level 4 course has been fully and successfully completed and the content is either identical to or directly relevant to a skills-based unit within a Curtin University course. Such credit may be granted up to a maximum of 100 credit points at AQF Level 7 only. Credit cannot be granted based solely on modules of an AQF Level 4 (Certificate IV) course.

A previously completed unit must not have been completed more than ten years previously. A shorter timeframe of less than ten years may be applied where there have been recent or significant changes in the relevant field of study since the prior study occurred.

The granted credit point load must be equal to or less than the credit point load of the previously studied unit.

Decisions on granting credit must take into account learning outcomes, curriculum content and assessment requirements.

Credit will not be granted for a unit completed at a lower AQF level that has been jointly taught to both undergraduate and postgraduate students as it is expected that postgraduate students will have different assessment and learning outcomes. If a student has been granted credit in a particular course the majority of the remaining study at Curtin must be at a level above the level of the credit granted in that course, e.g. a student may not complete their course through study at first year level if they have received credit for second and third year units.

Credit granted should be aligned with the course structure of the student's course. Course structures must not be changed in order to accommodate the granting of credit transfer.

Credit may not be granted where this would result in the student undertaking less than the prescribed minimum amount of study at Curtin University. The minimum amount of study required to be completed at Curtin University is 33% of the total credit points for the course or one year (200 credit points), whichever is the lesser. The study completed at Curtin must consist of the highest-level units of that course.

If credit has been granted based on a specific previously completed unit, credit may not be granted again in the same course based on the same previously completed unit.

Credit for work/life experience or non-formal learning may be granted if it is relevant to the course of study, has addressed the curriculum content and learning outcomes of the unit/s being exempted and is directly relevant as a substitute for study.

Credit in a course may only be granted based on units completed at the same or a higher AQF level, unless specifically approved by the University Admissions Committee.

Limited credit may be granted for study completed at a lower AQF level where the lower level unit content and outcomes is considered either identical or directly relevant to the content and outcomes of the higher AQF level course and this is specifically approved by the University Admissions Committee. Credit based on previous study at a lower AQF level must only be granted for introductory level units at the higher level.

Units totalling more than the maximum allowed credit limitation (see Section 6: Summary of Credit Limitations) may be transferred from an incomplete course to a newly commenced course if they form part of the new course structure. The transfer will normally be for units completed within ten years of the transfer. A unit may be transferred if exactly the same unit has been successfully completed in another completed course. This transfer must be taken into account within the maximum allowed credit limitation.

Credit may not be granted based on study within the same course.

5. CREDIT APPROVAL AUTHORITIES

The authority to approve credit in all courses, across all AQF levels, rests with the relevant Pro Vice-Chancellor.

The Pro Vice-Chancellor may delegate his or her authority to approve credit to designated staff.

The Pro Vice-Chancellor or delegate may only approve credit in accordance with this policy.

In order to effectively manage assessment of applications for credit, the Pro Vice-Chancellor may separately authorise:

- Staff to assess applications and recommend the granting of credit
- Staff to approve the granting of credit

The Pro Vice-Chancellor is responsible for ensuring that all staff assessing and approving credit are aware of and comply with this policy and accompanying business processes.

Exceptional Circumstances – Approvals of Credit Beyond Limits Specified Above

Any proposal to grant credit for recognised learning beyond the limits outlined within this policy must be supported by the relevant Faculty Pro Vice-Chancellor and submitted in writing to the Manager, University Admission Centre.

The submission must provide full documentation as required by the Manager, University Admission Centre, and justify why granting credit beyond the stated limits is considered academically defensible and equitable and aligns with the University's expectations in valuing the unique quality of a Curtin course and a Curtin graduate.

On receipt of such a submission, the Manager, University Admission Centre, shall arrange to have it considered by the University Admissions Committee.

Approval of such submissions may only be given by the University Admissions Committee.

Any decision of this Committee, whether an approval or non-approval, is final and shall be reported to Academic Services Committee at the next available meeting.

All approved non-standard credit will be recorded on the Student Management System by the University Admission Centre.

6. SUMMARY OF CREDIT LIMITATIONS

BASIS FOR CREDIT	MAXIMUM CREDIT able to be approved for a: Bachelor (AQF Level 7) Course	MAXIMUM CREDIT able to be approved for a: Grad Cert, Grad Dip, Bachelor Honours, Masters (i.e. AQF Level 8 or 9) Course
Prior studies at Certificate IV level (i.e. AQF Level 4) or below including enabling or foundation courses	Nil (see "Credit for Study at or Below AQF Level 4")	Nil
Prior studies completed at Diploma level (AQF Level 5)	33% credit value of a 3-year Bachelor course or 25% of a 4-year Bachelor course	Nil
Prior studies completed at Advanced Diploma or Associate Degree level (AQF Level 6)	50% credit value of a 3-year Bachelor course or 37.5% of a 4-year Bachelor course	Nil
Prior studies completed at Bachelor level (AQF Level 7)	* 67% credit value of course or duration of course less one year (whichever is the greater)	Not normally approved except in specific circumstances
Prior studies completed above Bachelor level (AQF Level 8 or 9)	* 67% credit value of course or duration of course less one year (whichever is the greater)	* 67% credit value of course or duration of course less one year (whichever is the greater)
Prior professional (work) or life experience	* 33% credit value of a 3-year Bachelor course or 25% of a 4-year Bachelor course	* 33% credit value of course or one year (whichever is the lesser).

* Not exceeding the equivalent credit point value of the previous course

In all cases, including combinations of credit for prior study and professional or life experience, the maximum credit awarded in a course shall be no greater than two thirds of the credit value of the course or the duration of the course, less one year, whichever is the greater.

7. APPLICATION FOR CREDIT

The Academic Registrar shall publish application procedures. All applications must be received by the published deadlines and be on the approved application form with the required supporting documentation or as otherwise directed. Application fees, where applicable, must be submitted with the application.

Student May be Required to Undertake Additional Assessment

An applicant for credit may be required to undertake further assessment to support their application. This may take the form of an examination, interview or other means of evaluation. If appropriate, a fee may be charged for this assessment.

Assessment of Applications for Credit

Applications for credit from Domestic students will be formally assessed after an applicant has accepted their offer of a place at Curtin.

Applications for credit from International students will be formally assessed prior to an offer being made.

Informal responses to enquiries with regard to credit transfer are not a binding decision on the University.

University staff involved in the assessment and granting of credit must have appropriate experience and/or be provided with appropriate training and support to enable them to properly assess credit applications.

It is the responsibility of the relevant Faculty Pro Vice-Chancellor (or delegate) to identify training needs and ensure that these are met. The University Admission Centre will provide training as required.

It is the responsibility of the relevant Faculty Pro Vice-Chancellor (or delegate) to ensure academic and professional staff do not advise applicants of the granting of non-compliant credit until this has been approved by the University Admissions Committee.

Applications for credit should be submitted in the first study period of enrolment in that course. Applications may be considered after this period if they could not be submitted earlier due to extenuating circumstances or to a change in the course structure. Applications submitted in the final study period of that course will not be accepted.

Credit Does Not Guarantee Eligibility for Entry

The granting of credit within a course does not in itself constitute eligibility for entry. The student must still meet the prescribed entry requirements.

Credit Does Not Guarantee Student Will Meet Requirements to Graduate from Course

The granting of credit within a course does not in any way constitute a guarantee that the applicant will meet the requirements to graduate from the course.

Timetable Clashes and Other Consequences

Where the granting of credit causes issues in terms of timetable clashes or unacceptable study combinations, the University is under no obligation to make individual arrangements for the student.

International Onshore Students – Compliance with National Code

Any approval of credit for International Onshore students must comply with the provisions of the *National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students (the National Code)*.

8. CREDIT DOCUMENTATION REQUIREMENTS

All credit approvals must be supported by appropriate documentation and properly recorded in accordance with timelines and processes authorised by the Academic Registrar.

Documentation should clearly show that the applicant has achieved and maintained the competencies and/or knowledge and/or skills inherent in the qualification being recognised. It is particularly important that any credit that is granted on the basis of prior professional (work) or life experience is properly documented with a full description of the competencies on which the credit is being granted.

Appropriate documentation includes, but is not limited to:

- official academic transcripts;
- award certificates;
- a CV or resume outlining relevant work history;
- statements from employers or other organisations outlining how previous experience relates to demonstration of the required competencies;
- results of any relevant examinations or tests which identify that the required competencies have been met; and
- a record of any relevant interview that academic staff have held with the applicant regarding required competencies.

Advice on appropriate documentation and minimum documentation requirements is available from the University Admission Centre.

Documentation must be provided in the manner as prescribed by the Academic Registrar or documentation may not be accepted.

9. ARTICULATION AGREEMENTS

An Articulation Agreement is a formal agreement between Curtin and another educational institution to provide admission and a specified amount of credit to students who have completed prior studies at the other institution. All studies must adhere to the courses listed in the articulation agreement.

All Articulation Agreements must comply with the full provisions of University Entry Requirements and the credit for recognised learning policies, including limits on the amount of credit that may be granted.

Approval of Articulation Agreements

All Articulation Agreements with Australian educational institutions must be approved by the relevant Faculty PVC. This authority may not be delegated.

All Articulation Agreements with overseas educational institutions must be approved by the relevant Faculty PVC and the DVC, International. This authority may not be delegated.

Final paperwork for Articulation Agreements must be signed and authorised by the Vice-Chancellor. This authority may not be delegated.

The DVC, International shall publish procedures for obtaining approval of Articulation Agreements with overseas educational institutions.

All Articulation Agreements must be in the form approved by Legal and Compliance Services. Once signed by all parties the Articulation Agreement must be referred to the University Admissions Committee via the Manager, University Admission Centre, for noting on a Register of Approved Articulation Agreements and recording onto the student management system.

All Articulation Agreements must be registered on the Contracts Register maintained by Legal and Compliance Services.

It is the responsibility of the relevant Faculty Pro Vice-Chancellor to ensure all requirements of the Articulation Agreements are correctly managed and complied with including the review period and any changes to course structures at Curtin and the external institution.

10. PROVISION OF FALSE OR MISLEADING INFORMATION

If an applicant for credit provides any information that is false or misleading in relation to the application, the Academic Registrar may, but is not limited to:

- Refuse an application for credit, or if already granted, revoke the approval of credit; or
- Refuse admission or if already offered admission, revoke the offer of admission; or both.

11. RESCINDING CREDIT

Rescission of Credit at Request of Student

Credit may be rescinded at the request of the student.

A fee may be applied for rescinding credit transfer.

A request to rescind credit must be submitted in a manner prescribed by the Academic Registrar.

It is at the discretion of the Academic Registrar whether to approve a request to rescind credit.

If credit is approved and then formally rescinded, the student may not apply in the future for credit based on the same previous study for the same Curtin units.

The student must acknowledge that rescinding credit may affect their course progress due to the availability of units.

International students must acknowledge that rescinding credit will increase their duration of study in the course and hence increase their course costs and living expenses.

International students must acknowledge that the University cannot guarantee an extension of their visa that may be required due to the increased duration of study.

Rescission of Credit in Other Circumstances

Credit may be rescinded by the University:

- Where false or misleading information has been provided; and
- As a result of a penalty.

12. APPEALS AGAINST CREDIT DECISIONS

Appeals

Appeals may only be lodged in relation to decisions on credit made by the relevant Pro Vice-Chancellor or delegate.

Appeals may not be lodged against decisions not to grant credit in non-standard circumstances (those decisions requiring approval by the University Admissions Committee).

An applicant, who believes their credit for recognised learning application has not been fully or fairly assessed, may request a review of their application and may lodge a formal appeal provided that the application for credit for recognised learning was lodged on time, with all required documentation, as prescribed.

Informal Resolution

The applicant should initially discuss their concerns with the decision maker. The applicant may be accompanied by another person from within the University during these discussions. A student may also seek assistance and advice from the University Counselling Services, the Curtin Student Guild, academic staff, and/or Student Services in preparing an appeal.

Formal Appeal

A formal appeal must be submitted, in writing, within ten working days of notification.

Receipt of the appeal will be provided to the student within five working days.

Where a delegated officer is responsible for the assessment of the relevant credit for recognised learning application, the appeal will be assessed and decided by the relevant Faculty Pro Vice-Chancellor.

The decision of the Relevant Faculty Pro Vice-Chancellor is final.

Where the Faculty Pro Vice-Chancellor has made the original decision, the appeal will be decided by the Provost.

The decision of the Provost is final.

In considering the appeal, the decision maker will:

- Investigate the claims outlined in the appeal;
- Determine whether the appeal should be upheld or denied; and
- Notify the student, in writing, of the appeal outcome within ten working days of the acknowledgement.

Right to Lodge Grievance

If an applicant or student considers that they have been unfairly or improperly treated in respect of such a decision, they have the right to lodge a grievance in accordance with the *Complaints Procedures*.

13. INTERPRETATION

Where there is any doubt as to the interpretation or administration of any of the policies and procedures contained in this manual, the Academic Registrar is responsible for determining the correct or intended interpretation.

14. DEFINITIONS

Advanced Standing is a term previously used to describe Recognition of Prior Learning (RPL) (no longer used).

An **Applicant** is a person who is applying for entry to a course or enrolment in a unit, which leads to, or is capable or leading to, an academic award of the University.

An **Articulation Agreement** is a formal agreement between Curtin and another educational institution to provide admission and a specified amount of credit to students who have completed prior studies at the other institution.

Block credit is credit granted towards whole stages (study periods) or components within a program of learning leading to a qualification. Block credit may be stated in an articulation agreement but must be recorded against individual units on the Student Management System.

A **component**, when referred to as part of a program of learning for the purpose of granting block credit, can also be referred to as a **unit** which is a discrete entity of study within a subject area or a certain number of units with a similar characteristic(s) which form a section of a course of study.

Credit (for recognised learning) (CRL), 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.

Designated credit is granted based on completion of an identical Curtin University unit through one of the partners of Curtin University. The identical unit will show on a student's Academic Transcript with the unit name, credit points and a grade/mark.

An **Exemption** is granted based on completed study or work experience, which relates specifically to the content of a particular unit. Such credit exemption will show on a student's Academic Transcript as the unit title and credit in the "RPL" section.

Formal learning is a type of recognised learning that takes place through a structured program of learning that leads to the full or partial achievement of an officially accredited qualification.

General or Option/ Elective credit is granted based on completed study or work experience but is not unit specific. Such credit will show on a student's Academic Transcript as a specific number of credit points. **General or Option:** credits towards the course or optional units. **Elective** credit towards the elective units in the course.

A **Head of School** means the senior academic position in charge of a School.

Informal learning is a type of recognised learning gained through work or other appropriate experience.

Non-formal learning is a type of recognised learning that takes place through a structured program of learning but does not lead to an officially accredited qualification.

Specified credit is a type of credit granted towards particular or specific units within a course.

A **Student** is a person who is admitted to a course or enrolled in a unit, which leads to, or is capable of leading to, an academic award of the University.

A **unit** means a discrete entity of study within a subject area that is a component of a course.

Unit Transfer is granted based on completed study equivalent to a specific unit in your current course. If the transfer is of identical units from one Curtin course to another Curtin course the transferred unit will show on a student's Academic Transcript with the unit title, credit points and a grade/mark.

Unspecified credit is a type of credit granted towards unspecified optional or elective units of a course.

A **working day** is defined as all days Monday to Friday including all state, country and religious observances. However, with the exception of the 5-day Easter observance i.e. Good Friday to Easter Tuesday inclusive and the 14-day University Christmas/New Year break i.e. from the Monday of the first week until the Sunday of the second week inclusive.

15. APPENDICES

15.1 Appendix A

University positions given responsibility and authority in this Manual for the following actions.

In all cases, the responsibility and authority may be delegated as listed in the approved [Delegations Register](#) held with the Manager, University Admission Centre.

This table is a summary only. Please refer to the relevant section for complete information regarding the applicable policy and procedures.

	Section	Academic Registrar	Manager, University Admission Centre	Deputy Vice-Chancellor International (DVCI)	University Admission Centre	Relevant Faculty Pro Vice-Chancellor	Other Position	University Committees
GRANTING OF CREDIT								
Authorise for credit to be granted under exceptional circumstances and in accordance with specific criteria for study at or below AQF level 4	4	✓ (via University Admission Committee)						
CREDIT APPROVAL AUTHORITIES								
Approve compliant credit or delegate approval of compliant credit for all courses across all AQF levels in accordance with policy	5					✓		
Delegate authority to approve credit	5					✓		
Separately authorise staff to assess applications and recommend granting of credit	5					✓		
Separately authorise staff to approve granting of credit	5					✓		
Approve non-standard credit exceptions	5							✓ (University Admissions Committee)
Record approved non-standard credit on the student management system	5				✓			
Provide written support for any proposal to grant credit beyond the limits outlined in the policy	5					✓		
Receipt written documentation from relevant Faculty PVC in relation to granting credit beyond the limits outlined in the policy	5		✓					
Approve the granting of credit beyond the limits outlined in the policy	5							✓ (University Admissions Committee)
Receive notification of whether approval has or has not been provided to grant credit beyond the limits outlined in the policy	5							✓ (Academic Services Committee)

APPLICATION FOR CREDIT								
Publish application procedures	7	✓						
Identify granting of credit training needs and ensure they are met	7					✓		
Provide training as required regarding the granting of credit	7				✓			
CREDIT DOCUMENTATION REQUIREMENTS								
Approve processes, application documentation requirements and timelines for credit approvals	8	✓						
Provide advice on the minimum and appropriate supporting documentation for credit approval applications	8				✓			
ARTICULATION AGREEMENTS								
Approve articulation agreements with Australian educational institutions	9					✓		
Approve articulation agreements with overseas educational institutions	9			✓ (joint responsibility with Faculty PVC)		✓ (joint responsibility with DVCI)		
Sign paperwork and provide final authority for Articulation Agreements	9						✓ (Vice-Chancellor)	
Publish procedures for obtaining approval of articulation agreements with overseas educational institutions	9			✓				
Approve the form of articulation agreements	9						✓ (Legal and Compliance Services)	
Note approved articulation agreements on a register	9							✓ (University Admissions Committee via Manager, University Admission Centre)
Maintain contracts register where articulation agreements are recorded	9						✓ (Legal and Compliance Services)	
PROVISION OF FALSE OR MISLEADING INFORMATION								
Refuse an application for credit if false or misleading information is provided in relation to the credit application	10	✓						
Revoke approval of credit or already granted credit if false or misleading information is provided in relation to the credit application	10	✓						

Refuse admission and or revoke an offer of admission if false or misleading information is provided in relation to the credit application	10	✓						
RESCINDING CREDIT								
Approve application requirements for requests to rescind credit	11	✓						
Approve rescission of credit	11	✓						
APPEALS AGAINST CREDIT DECISIONS								
Decide an appeal regarding a credit for recognised learning application where the original decision maker was a delegated officer	12					✓		
Decide an appeal regarding a credit for recognised learning application where the original decision maker was not a delegated officer	12						✓ (Provost if the original decision was not delegated by the relevant Faculty PVC)	

Policy Manager	Deputy Vice-Chancellor, Academic
Contact	Academic Registrar Tel: 9266 7936
Approval Authority	Academic Board
Review Date	1 st April 2016

REVISION HISTORY

Revision / Ref. No.	Approved/ Amended/ Rescinded	Date	Committee / Board / Executive Manager	Resolution	Document Reference
New	Approved	30/11/2012	Academic Board	AB 145/12	Attachment 3 to Document No 001191/12
	Administratively Updated	04/03/2014	Director, Legal and Compliance Services		Title change from Deputy Vice-Chancellor, Academic to Provost and Senior Deputy Vice-Chancellor
	Administratively Updated	06/10/2015	Director, Legal and Compliance Services	EC 76/15	Executive Manager Title Changes