

# Credit and Recognition of Prior Learning Procedure

## Purpose

1. This Procedure gives effect to the Credit and Recognition of Prior Learning Policy and outlines the processes and responsibilities for the recognition of prior learning in Global Higher Education (GHE) courses including applying for, assessing, granting, monitoring and reviewing credit.

## Scope

2. This Policy applies to all individuals applying for credit towards higher education courses delivered by GHE, including:
  - a) prospective students, including those that are enrolled in a pathway course for which GHE has a formal articulation arrangement;
  - b) current students transferring from one GHE course to another.

## Definitions

3. Definitions for key terms are presented in the Glossary of Terms which may be accessed on the GHE website at <https://www.globalhe.edu.au/policy>

## Suite documents

4. This Procedure is linked to the Credit and Recognition of Prior Learning Policy.

## Procedure

### Applications for credit

5. Applications for credit must be submitted on the GHE Credit Application Form and be accompanied by evidence that demonstrates achievement against the learning outcomes of the component/s of the course for which credit is sought. Evidence may include:
  - a) extracts from institutional handbooks, unit outlines and other official documentation giving sufficient details to allow an assessment of the application;
  - b) evidence that certifies successful completion of formal academic study, MOOCs, and/or training courses or courses;
  - c) evidence of learning associated with professional work or other experiences which may include:
    - i. resumés;
    - ii. references from employers outlining responsibilities and achievements;
    - iii. letters from clients;
    - iv. evaluations from supervisors;
    - v. publications;
    - vi. relevant products of work aligned to position descriptions;

- vii. documented work tasks.
6. If the documentation is not in English, certified translations must be supplied.
7. If additional information is required from the applicant and a delay in the granting of credit would impact negatively on the applicant's progression in their chosen course, Conditional Credit may be granted.
8. Where Conditional Credit is awarded the applicant must supply their final verified supporting documentation two weeks prior to the first census date after commencement of the course or the Conditional Credit will be revoked.

### **Assessment of applications for credit**

9. Applications for credit are assessed by the relevant Course Coordinator and approved by the Academic Director.

#### *Credit on the basis of prior formal study*

10. Credit may be granted based on prior study undertaken as part of a complete or incomplete higher education award course.
11. When determining credit on this basis the assessor will reference:
  - a) course requirements;
  - b) unit content;
  - c) learning outcomes;
  - d) assessment methods;
  - e) contact hours;
  - f) volume of learning;
  - g) credit point weighting;
  - h) for international applications, the [Department of Education's Qualifications Recognition Policy](#), or the [National Academic Recognition Information Centres \(NARIC\) database](#).
12. Credit for prior studies will not be awarded where the content of a unit taken in the previous course is deemed to be superseded or no longer valid. Content is generally deemed to be superseded or no longer valid when:
  - a) the unit was completed more than five years prior to the application for credit;
  - b) the unit content and/or assessment no longer accords with professional accrediting body requirements.
13. Eligibility for credit is not affected by the grades received in a unit, providing a pass grade has been achieved. A conceded or compensatory pass does not constitute a pass for this purpose.
14. In assessing an application for credit on the basis of prior study the assessor must be assured that the granting of credit will not disadvantage the applicant in achieving and demonstrating the expected learning outcomes for the course.

#### *Credit on the basis of informal learning*

15. Credit for informal learning may be granted based on:
  - a) the following studies where accredited by a registered higher education provider or professional body:
    - i. study completed as part of a MOOC;
    - ii. a professional development course;
    - iii. a short course.
  - b) examples of the student's work drawn from the workplace, social, community or other settings in which the applicant applies their learning or skills;

- c) references, endorsements and evaluation demonstrating that the applicant successfully applies their learning, skill or competency;
  - d) the submission and publication of reflective papers and journal articles.
16. When determining credit on this basis the assessor will reference:
- a) course requirements;
  - b) unit content;
  - c) learning outcomes;
  - d) assessment methods;
  - e) contact hours;
  - f) volume of learning;
  - g) credit point weighting; and
  - h) the reputational standing of the body delivering informal learning.
17. Learning and skills are no longer valid when the applicant's learning, skills or competency have not been demonstrably applied in the five years prior to the application.
18. Eligibility for credit for informal learning is not affected by the grades received in a course, providing a pass grade has been achieved.
19. In assessing an application for credit on the basis of informal learning the assessor must be assured that the granting of credit will not disadvantage the applicant in achieving the expected learning outcomes for the course.

### **Granting of credit**

20. Where all required documentation has been submitted in satisfactory form, applications for credit will normally be processed within 14 working days.
21. Applicants will be given written advice of the outcome of their application, including reasons for granting or not granting credit. which must be accepted by the student.
22. Students are required to formally accept the decision in relation to credit. Acceptance of the decision may take the form of a signature from the student on the written advice provided and/or electronic acknowledgement and acceptance.
23. The written record of acceptance must be retained for two years after the student ceases to be enrolled at GHE.

### *International students and implications for Student Visas*

24. If the applicant is an international student, the following provisions apply:
- a) where credit is granted before the issue of a visa and varies the actual course duration, the electronic Confirmation of Enrolment (eCoE) issued to the student will show the reduced course duration;
  - b) where credit is granted after the issue of a visa and varies the actual course duration, GHE will report the change of course duration via PRISMS in accordance with Section 19 of the *Education Services of Overseas Students (ESOS) Act 2000*.

### **Record keeping and review**

25. The Registrar will ensure that all credit decisions are recorded in the Credit Database.
26. Grades for units taken at other institutions are not recorded on a student's record except where credit is granted for studies undertaken as part of student exchange or study abroad courses.
27. All credit decisions are subject to cyclical review, and ad hoc review following any change to GHE courses.

28. Analyses of the impact of credit decisions on student progress and success, via Student Cohort Monitoring, will be conducted by the Academic Director after each teaching period and reported to Academic Board via the Teaching, Learning and Quality Committee, according to the provisions in the **Quality Assurance and Academic Progress policies**.

### **Complaints and appeals**

29. If an applicant considers that they have been unfairly or improperly treated in respect of an application for credit they have the right to lodge a complaint in accordance with the **Student Complaints, Grievances and Appeals Policy** and related procedure.

### **Roles and responsibilities**

30. Academic Board is responsible for the overarching governance of this Procedure.
31. The Course Coordinator is responsible for assessing applications for credit.
32. The Academic Director is responsible for approving applications for credit.
33. The Registrar is responsible for:
  - a) ensuring that applications for credit are forwarded to the relevant academic area in a timely manner;
  - b) the processing of student records and eCoEs following a decision in relation to credit;
  - c) maintenance of the Credit Database;
  - d) all records management arising from this Policy and Procedure.
34. The Manager, Quality and Compliance is responsible for:
  - a) ensuring compliance with this Procedure;
  - b) ensuring that students are adequately notified of the existence of this Procedure;
  - c) benchmarking GHE policy and standards with those adopted elsewhere in the higher sector;
  - d) the monitoring of information available from the review of records relating to the implementation of this Procedure.
35. All staff are responsible for becoming familiar and complying with this Procedure and related policies.

## Associated information

<b>Related Internal Documents</b>	Credit and Recognition of Prior Learning Policy Academic Progress Policy Admissions Policy Enrolment Policy Quality Assurance Policy Student Complaints, Grievances and Appeals Policy Glossary of Terms
<b>Related Legislation, Standards and Codes</b>	<i>Tertiary Education and Quality Standards Agency Act 2011</i> <i>Higher Education Standards Framework (Threshold Standards) 2021</i> <i>Education Services for Overseas Students (ESOS) Act 2000</i> <i>National Code of Practice for Providers of Education and Training to Overseas Students 2018</i> <i>Australian Qualifications Framework 2013</i> TEQSA Guidance Note: Credit and Recognition of Prior Learning, Version 1.1
<b>Date Approved</b>	7 February 2020
<b>Date Endorsed</b>	21 February 2020
<b>Date of Effect</b>	21 February 2020
<b>Date of Review</b>	June 2026
<b>Approval Authority</b>	Academic Board
<b>Policy Custodian</b>	Academic Director
<b>PinPoint DocID</b>	2571

## Change history

<b>Version Control</b>		Version 1.3
<b>Change Summary</b>	6-Mar-20	V1.0 Draft approved by Academic Board (AB) 7 Feb 20 and endorsed by Board of Directors (BoD) 21-Feb-20 plus administrative updates
	10-Jul-20	V1.1 administrative updates
	29-Nov-21	V1.2 administrative updates for HESF 2021
	7-Jul-23	V1.3 administrative updates following TEQSA registration

Warning - Document uncontrolled when printed! The current version of this document is maintained on the GHE website at <https://www.globalhe.edu.au/policy>