Credit for Recognised Learning Procedures

1. COMPLIANCE OBLIGATION SUPPORTED

Higher Education Standards Framework (Threshold Standards) 2021 (Cth)

Credit for Recognised Learning Policy

2. PROCEDURAL DETAILS

2.1 Credit Limitations

2.1.1   Summary of Credit Limitations is as per the table below:

BASIS FOR CREDIT	MAXIMUM CREDIT that may be approved for an AQF Level 7 course (not exceeding the equivalent credit point value of the previous study)	MAXIMUM CREDIT that may be approved for an AQF Level 8 or AQF Level 9 course (not exceeding the equivalent credit point value of the previous study)
Formal learning: Prior studies at or below AQF Level 4 or equivalent (Certificate IV) Also enabling or foundation courses	**Nil** (see 2.1.3 below for exceptions)	**Nil**
Formal learning: Prior studies at an AQF Level 5 or equivalent	up to 33% credit value of a course or one year (whichever is the lesser)	**Nil**
Formal learning: Prior studies at an AQF Level 6 or equivalent	up to 67% credit value of a 3-year course up to 50% credit value of a 4-year course*	Honours: up to 25% credit value of a course or one year (whichever is the lesser) Other: Nil
Formal learning: Prior studies at an AQF Level 7 or equivalent	up to 67% credit value of course or duration of course less one year (whichever is the greater)	Honours: up to 67% credit value of a course or duration of course less one year (whichever is the greater) Other: not normally approved except in specific circumstances (e.g. Articulation Agreements)
**Formal learning: Prior studies at an AQF Level 8 or AQF Level 9 or equivalents	up to 67% credit value of course or duration of course less one year (whichever is the greater)	up to 67% credit value of a course or duration of course less one year (whichever is the greater)
Non-Formal learning and Informal learning	up to 33% credit value of a course or one year (whichever is the lesser)	up to 33% credit value of a course or one year (whichever is the lesser)

* Where a course duration exceeds 4 years, a maximum of 400 credit points may be granted.

2.1.2   Credit will not be granted where this would allow the student to circumvent course accreditation requirements.

2.1.3   Credit will typically only be granted for studies completed at AQF Level 4 or equivalent.

2.1.3.1 Credit may be granted for study completed at AQF Level 4 or equivalent (Certificate IV) where the syllabus is considered identical to or a directly relevant substitute for a skills-based unit within a Curtin University course.

2.1.3.2 The AQF Level 4 qualification will be fully and successfully completed as evidenced by an award certificate. Credit will not be granted where only modules or components of the qualification have been completed.

2.1.3.3 Approval for a grant of credit under this section will be obtained in accordance with the Non-Standard Credit (Exceptions) Approval Authority (per section 2.6).

2.1.3.4 Credit under this section may only be granted up to a maximum of 100 credit points towards AQF Level 7 introductory units.

2.1.4 Credit towards a course will typically only be granted based on units completed at the same or a higher AQF level.

2.1.4.1 Credit may be granted for study completed at a lower AQF level where the lower-level course syllabus is considered either identical to or a directly relevant substitute for an introductory unit within the higher-level Curtin University course.

2.1.4.2 Except where course approval has been granted for an Accelerated Bachelor Master, approval for a grant of credit under this section must be obtained in accordance with the Non-Standard Credit (Exceptions) Approval Authority (per section 2.6).

2.1.5 Credit for non-formal learning or informal learning may be granted if the learning is considered to be relevant to the course of study, has addressed the syllabus and learning outcomes of the unit/s being exempted, and is directly relevant as a substitute for study.

2.1.6 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.

2.1.7 Credit will not typically be granted for first-year units beyond the maximum allowable for the course, in accordance with the *Course Quality Assurance Manual*.

2.1.8 Credit will not typically be granted for a Designated Academic Integrity Unit (DAIU) except as in accordance with the *Course Quality Assurance Manual*.

2.1.9 Credit for final year or highest level units will only be granted up to a maximum of 50 credit points unless otherwise specified by Articulation Agreement (see section 2.14).

2.1.10 Where a unit of study is taught jointly to both undergraduate and postgraduate students but has been completed at the lower AQF level, credit on the basis of the higher AQF level may not be granted. It is expected that postgraduate students will have different assessment and learning outcomes.

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

2.1.12 Where the basis of the credit is a Vocational Education and Training (VET) qualification, the qualification will be fully and successfully completed as evidenced by an award certificate. Credit will not be considered where only modules or components of the qualification have been completed.

2.1.13 Credit will not be granted for units exempted or waived at another institution.

2.1.14 Partial credit will not be awarded for units and credit will not be considered for partially complete or failed units.

2.1.15 Credit will not be granted in excess of the equivalent credit point load of the previous study.

2.2 Granting of Credit

2.2.1 Decisions regarding the granting of credit will:

a) Be evidence based, equitable and transparent;

b) Be applied consistently and fairly with decisions subject to appeal and review;

c) Recognise learning regardless of how and where it was acquired, provided that the learning is relevant, current, and is consistent with the syllabus and learning outcomes of the unit;

d) Be academically defensible and take into account the student's knowledge of the syllabus and ability to meet the learning outcomes of the unit and course successfully;

e) Be decided in a timely way;

f) 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

g) Be formally documented for the student including any reasons for not giving credit.

2.3 Time Limits for the Recognition of Credit

2.3.1 Credit for units will not be granted for prior learning completed more than ten years previously. For example, for units completed in Semester 1, these units may be considered valid until the completion of Semester 1, ten years from the original year the unit was studied.

2.3.2 A shorter time limit of less than ten years may be applied to meet professional accreditation requirements or where there have been significant changes in the relevant field of study since the prior study occurred.

2.4 Unit Transfer

2.4.1 Internal credit transfers of units successfully completed at Curtin may be exempt from credit limitations providing that the student has transferred from a course to a newly commenced course at the same level, the unit was completed within ten years of the transfer and forms part of the new course structure.

2.5 Standard Credit Approval Authority

2.5.1 The authority to approve standard credit in all courses, across all AQF levels, rests with the relevant Faculty Pro Vice-Chancellor. Where block credit is to be applied against unspecified credit, this will be notified to the Admissions Office who will report as required to the Academic Registrar.

2.5.2 The relevant Faculty Pro Vice-Chancellor may give their authority to approve credit to designated staff.

2.5.3 The relevant Faculty Pro Vice-Chancellor is responsible for ensuring that all staff assessing and approving credit are aware of and comply with the *Credit for Recognised Learning Policy*, these procedures and accompanying business processes.

2.6 Non-Standard Credit (Exceptions) Approval Authority

2.6.1 Any proposal to grant credit beyond the credit limitations will be supported by the relevant Faculty Pro Vice-Chancellor (or authorised officer) and be submitted in writing to the Manager Admissions.

2.6.1.1 Where further information becomes apparent that would substantially change or impact the outcome of a previous submission, the relevant Faculty Pro Vice- Chancellor may re-submit the proposal.

2.6.2 The submission will provide full documentation as required by the Manager Admissions and will explain why granting credit beyond the stated limits is considered:

a) academically defensible;

b) consistent with external accreditation body requirements; and

> c) aligned with the University's expectations in valuing the unique quality of a Curtin course and a Curtin graduate.

2.6.3   On receipt of such a submission, the Manager Admissions, will arrange to have it considered by the University Admissions Committee for recommendation to the Deputy Vice-Chancellor Academic.

2.6.4   The Deputy Vice-Chancellor Academic is responsible for approving or not approving these submissions.

2.6.5   The decision of the Deputy Vice-Chancellor Academic is final.

2.6.6   Learning and Student Experience Committee will be notified of all decisions relating to non-standard credit approvals or non-approvals.

2.6.7   All non-standard credit will be recorded on the student management system by the Admissions Office.

2.6.8   It is the responsibility of the relevant Faculty Pro Vice-Chancellor (or authorised officer) to ensure academic and professional staff do not advise applicants of the granting of non-standard credit until this has been approved by the Deputy Vice-Chancellor Academic.

2.7   Application for Credit

2.7.1   An applicant for credit may be required to undertake assessment to support their application. This may take the form of an examination, interview, challenge test or other means of evaluation. A fee may be charged for this assessment.

2.8   Assessment of Applications for Credit

2.8.1   Recognition of external prior learning, credit for articulation arrangements and other credit as applicable will normally be assessed prior to the offer of a course place. Assessments for other ongoing CRL may be considered after commencement of the course.

2.8.2   Informal responses to credit application enquiries are not a binding decision on the University.

2.8.3   Where a student switches course or selects to change their major, stream or specialisation, the transfer of awarded credit may not be guaranteed.

2.8.4   It is the responsibility of the relevant Faculty Pro Vice-Chancellor (or authorised officer) to ensure that staff receive the appropriate training and support to assess and approve credit in compliance with the *Credit for Recognised Learning Policy*, these procedures and any accompanying processes. The Admissions Office will provide training as required.

2.9   Credit Does Not Guarantee Eligibility for Entry

2.9.1   The granting of credit within a course does not in itself constitute eligibility for entry. The student will still be required to meet the prescribed entry requirements to be eligible for entry.

2.10   The Impact of Granting of Credit on Graduation or Accreditation

2.10.1   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 or meet professional accreditation or licensing requirements.

2.11   Timetable Clashes and Other Consequences

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

2.12   International Onshore Students – Compliance with National Code

2.12.1   Any approval of credit for International Onshore students will comply with the provisions of the *National Code of Practice for Providers of Education and Training to Overseas Students 2018 (the National Code)* (Cth). International students are responsible for compliance with their individual enrolment and student visa conditions.

2.13 Credit Documentation Requirements

2.13.1 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 granted on the basis of prior professional (work) or life experience is properly documented with a full description of the competencies for which the credit is being granted.

2.13.2 Appropriate documentation includes, but is not limited to:

    a) official academic transcripts;

    b) award certificates;

    c) a CV or resume outlining relevant work history;

    d) statements from employers or other organisations outlining how previous experience relates to demonstration of the required competencies;

    e) personal statement demonstrating how unit learning outcomes have been met through relevant work experience;

    f) results of any relevant examinations or tests which identify that the required competencies have been met;

    g) a record of any relevant interview that academic staff have held with the applicant regarding required competencies;

    h) unit outlines; or

    i) evidence of professional accreditation.

2.13.3 Advice on appropriate documentation and minimum documentation requirements is available from the Admissions Office.

2.13.4 Documentation will meet the 'Scanned Documentation Certification Guidelines' or 'Certification Guidelines' or both as appropriate and be provided as prescribed by the Academic Registrar (or authorised officer) or documentation may not be accepted.

2.13.5 The University is not responsible for the delayed assessment and processing of credit or impacts of a student being able to enrol in units if the appropriate documentation is not submitted with the credit application.

2.14 Articulation Agreements

2.14.1 All Articulation Agreements with Australian educational institutions will be approved by the relevant Faculty Pro Vice-Chancellor. This authority may not be delegated.

2.14.2 All Articulation Agreements with overseas educational institutions will be approved by the relevant Faculty Pro Vice-Chancellor and the Deputy Vice-Chancellor Global. This authority may not be delegated.

2.14.3 Final paperwork for Articulation Agreements will be signed and authorised by the Vice-Chancellor (or relevant Executive Manager as per the Register of Delegations).

2.14.4 The Deputy Vice-Chancellor Global will publish procedures for obtaining approval of Articulation Agreements with overseas educational institutions.

2.14.5 All Articulation Agreements will be in the form approved by Legal Services. Once signed by all parties the Articulation Agreement will be referred to the University Admissions Committee via the Manager Admissions, for noting on a Register of Approved Articulation Agreements and CRL arrangements will be recorded on the student management system.

2.14.6 All Articulation Agreements and credit transfer letters will be registered on the University approved Contract Management System.

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

2.15 Rescission of Credit at Request of Student

2.15.1 Credit may be rescinded at the request of the student.

2.15.2 A fee may be applied for rescinding credit.

2.15.3 A request to rescind credit will be submitted in a manner prescribed by the Academic Registrar (or authorised officer).

2.15.4 It is at the discretion of the Director Student Management whether to approve a request to rescind credit.

2.15.5 Students are responsible for seeking advice and establishing the possible consequences that any rescission of credit may have on their course progress due to the availability of units.

2.15.6 International students are responsible for seeking advice and establishing the possible consequences that rescinding credit may have on increasing their duration of study in the course, course costs, living expenses and the University being unable to guarantee an extension of their visa due to any increased duration of study.

2.16 Rescission of Credit in Other Circumstances

2.16.1 Credit may be rescinded:

a) by the Academic Registrar (or authorised officer) where false or misleading information has been provided or as a result of a misconduct penalty; or

b) by the Manager Admissions, where there is an administrative error or as a result of a change of course or major.

2.17 Appeal against a Credit Decision: Informal Resolution

2.17.1 The applicant may 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 or Student Services in preparing for a formal appeal.

2.18 Appeals

2.18.1 Appeals may not be lodged against a decision to not grant credit if considered under the Non-Standard Credit (Exceptions) Approval Authority process (those decisions requiring approval by the Deputy Vice-Chancellor Academic).

2.18.2 Appeals may only be lodged in relation to decisions on credit made by the relevant Faculty Pro Vice-Chancellor (or authorised officer).

2.18.3 An applicant, who believes their credit application has not been fully or fairly assessed, may request a review of their application and may lodge a formal appeal.

2.18.4 A formal appeal will be submitted, in writing, within 10 working days of notification.

2.18.5 An acknowledgement of receipt of the appeal will be provided to the student within five working days.

2.18.6 Where the person responsible for the assessment of the credit application is not the relevant Faculty Pro Vice-Chancellor, the appeal will be assessed and decided by the relevant Faculty Pro Vice-Chancellor (or authorised officer who did not make the original decision).

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

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

2.18.9 The decision of the Provost is final.

2.18.10 In considering the appeal, the decision maker will:

a) Investigate the claims outlined in the appeal;

b) Determine whether the appeal should be upheld or denied; and

      c)   Notify the student, in writing, of the appeal outcome within 10 working days of the acknowledgement.

3. RESPONSIBILITIES

In addition to any responsibilities set out in section 2.

3.1 Academic Registrar

Is responsible for:

a) Determining the correct or intended interpretation and scope of these procedures.

b) Deciding cases where an issue is not clearly dealt with in these procedures.

4. SCOPE OF PROCEDURES

These procedures apply to all students and individuals who apply for or receive Credit for Recognised Learning for undergraduate and postgraduate coursework units, all staff, university associates, global campuses and partner institutions.

5. DEFINITIONS

(Note: Commonly defined terms are located in the *Curtin Common Definitions*. Any defined terms below are specific to this document)

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

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

Australian Qualifications Framework (AQF)
Specifies the standards for educational qualifications in Australia. AQF levels and the AQF levels criteria are an indication of the relative complexity and/or depth of achievement, and the autonomy required to demonstrate that achievement.

Block credit
A type of credit granted towards whole stages (study periods) or components within a program of learning leading to a qualification. Block credit may be awarded as specified credit or unspecified credit.

Credit (for recognised learning, CRL)
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
A type of credit 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.

Honours

An AQF Level 8 advanced undergraduate qualification, designed to develop research skills and provide a pathway to higher degree research studies. Refer to the *Course Quality Assurance Manual (CQAM)* for details on Honours structures.

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

Formal learning
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

Credit granted based on completed study or work experience that is not specific to a particular unit. Such credit will appear on a student's Academic Transcript as a specific number of credit points and can be applied as follows:

General Credit: Credit that is applied towards the total credit requirements of the course but is not linked to any specific unit.

Option Credit: Credit that is applied towards optional units within the course.

Elective Credit: Credit that is applied towards elective units within the course.

Head of School
The senior academic position in charge of a School.

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

Non-formal learning
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
A type of credit granted towards particular or specific units within a course.

Student
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.

Unit
A discrete entity of study within a subject area that is a component of a course

Unit Transfer
A transfer 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
A form of block credit granted in terms of credit points rather than for specific units within a course. Unspecified credit is not generally awarded to courses with accreditation requirements.

Working day
Any day, Monday to Friday, other than University-observed holidays (including Academic and Professional staff observed public holidays) and formal close down periods of the University.

6. **RELATED DOCUMENTS/LINKS/FORMS**

Admission and Enrolment Manual

Assessment and Student Progression Manual

Awards and Graduation Manual

Course Quality Assurance Manual

National Code of Practice for Providers of Education and Training to Overseas Students 2018 (the National Code) (Cth)

Higher Education Standards Framework (Threshold Standards) 2021 (Cth)

Higher Education Standards Framework (HESF) 2021: 1.2.1, 1.2.2, 2.4.1, 2.4.2, 2.4.3, 2.4.4, 2.4.5 and 7.1.3.

Policy Compliance Officer	Jon Yorke, Academic Registrar
Policy Manager	Deputy Vice-Chancellor, Academic
Approval Authority	Deputy Vice-Chancellor, Academic

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REVISION HISTORY (*filled out by Compliance Services*)

Version	Approved/ Amended/ Rescinded	Date	Committee / Board / Executive Manager	Approval / Resolution Number	Key Changes & Notes
New	Approved	07/09/2020	A/Deputy Vice-Chancellor, Academic	EM2050	Effective 1st January 2021
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