



Advanced Standing and Credit Transfer

Policy

Carrick Higher Education is committed to develop open and accessible guidelines to grant advanced standing (credit) with respect to specific subjects that constitute a course of study on the basis of prior learning, whether from formal studies or professional work or life experience.

The Institution's policy on the granting of credit is based on the following broad principles:

- granting maximum credit for prior learning consistent with a student's chance of success in a course;
- furthering articulation with other higher education and vocational training providers;
- the facilitation of transfer between courses at the Institution;
- a consistent approach to the granting of credit.

Recognition of prior learning involves assessment for credit of a range of prior learning from:

- a recognised higher education institution;
- an accredited vocational education provider;
- a professional association or other similar body;
- work experience or other forms of practical experience, including voluntary work;
- life experience.

Students are also permitted to transfer between courses within the Institution after they are admitted and before their courses are completed and are granted credit transfer for this purpose.

Definitions

Accreditation – The process of giving official recognition or approval to a course or the provider of courses.

Articulation Agreement – An agreement between the Institution and another education provider in which credit granted is specified.

Credit - Recognition granted towards meeting the requirements of a course, either on the basis of prior study or of prior experience. Credit is granted for specific subjects that constitute a course of study for which recognition is being sought.

Credit Assessment – An academic assessment of prior learning where there is no articulation agreement.

Credit Transfer - The granting of advanced standing for identical units completed successfully in another course at the Institution.

Recognition of Prior Learning - Recognition of an individual's knowledge and skills whether from formal studies, professional, work or life experience.

Guidelines

1.0 General

Entry to the Institution's courses is based on specific published entry criteria and decisions regarding student selection will be in accordance with Institution policy.

- 1.1 An offer of credit does not guarantee admission into a specific course.
- 1.2 The assessment of the amount of credit to be granted in particular courses shall be determined by the Academic Director or nominee within the framework of this policy and must be ratified by the Teaching and Learning Committee.
- 1.3 Regardless of the credit granted, the requirements of each course must be fulfilled.
- 1.4 Credit will be granted for specified subjects in a course of study.
- 1.5 Candidates for an award from the Institution are required to complete a minimum amount of the course through the Institution. Other than where specific articulation arrangements have been approved by the Academic Advisory Board, the total credit granted for prior learning external to the Institution shall not exceed 50% of the total credit points required for the award toward which credit is sought. The 50% may comprise a mixture of advanced standing for formal study and credit for work and life experiences.
- 1.6 Credit granted for a specific course cannot automatically be transferred from one course to another.

2.0 Credit for formal studies

Credit will not normally be granted for formal study completed more than ten years prior to application unless there is evidence of continued relevance of this study for the course towards which credit is sought.

- 2.1 Subjects which are part of accredited courses provided by recognised higher education institutions shall be recognised for credit towards appropriate courses of the Institution.
- 2.2 Credit may also be granted for non-award courses offered by recognised higher education institutions where appropriate.
- 2.3 Credit may be granted for study in accredited courses with vocational training providers.
- 2.4 Credit may be granted for study in courses provided by a professional association or other similar body.
- 2.5 Credit may be granted for training delivered by employers or other similar training.
- 2.6 Credit shall be granted where there is substantial overlap with content and/or learning outcomes as the Institution subject for which credit is claimed.
- 2.7 When assessing credit for formal studies the following will be taken into account:
 - 2.7.1 the general educational practices and standards of the provider(s) or any accreditation obtained by such provider that may be relevant to the course under consideration;
 - 2.7.2 the objectives of the particular course and the methods adopted to achieve those objectives;
 - 2.7.3 admission requirements to the course;
 - 2.7.4 the duration of the course, having regard to entry requirements and course objectives;
 - 2.7.5 the breadth, depth and balance in the course material involved and the intellectual effort required;
 - 2.7.6 the methods of assessment of student progress;
 - 2.7.7 the relative emphasis on the teaching of skills in relation to the study of the discipline;
 - 2.7.8 any arrangements for practical training and experience as part of the course.

3.0 Credit for learning from work or life experiences

Credit may be granted for work or life experience where that learning can be documented to the satisfaction of the Academic Director.

- 3.1 RPL is available only to staff within recognised education institutions in Australia, initially limited to Carrick staff only*.
- 3.2 The onus shall be on the applicant to provide appropriate evidence or demonstrate the relevant skills, knowledge and understanding.
- 3.3 The maximum credit that can be granted for learning from work or like experiences, including industry training and/or qualification from a non-recognised institution, is 25% of the total credit points required for the course toward which credit is sought.
- 3.4 When assessing credit for work or life experience, the following will be taken into account:
 - 3.4.1 Authenticity - the applicant has actually demonstrated the learning outcomes that are being claimed;
 - 3.4.2 Currency - the learning outcomes are still valid and performable;
 - 3.4.3 Quality - the learning has reached the acceptable level;
 - 3.4.4 Relevance - the learning is applicable to the subject claimed;
 - 3.4.5 Transferability - the learning outcome can be applied outside the specific context in which it was learned;
 - 3.4.6 Comparability - the assessment mechanisms adopted ensure that the prior learning is comparable in content and standard with the subject(s) in which credit is sought and the standards applied in assessing prior learning should not be greater than those required to pass the subject(s).
- 3.5 The Process for attaining RPL is:
 - i. applicant lodges application with copy of CV; and
 - ii. applicant attends an interview where prior learning is reviewed; and
 - iii. subjects are mapped against applicant's "knowledge" and experience.

- 3.6 RPL applications may be made on the basis of one or more of the following:
- a) Formal qualification from a recognised institution; or
 - b) Industry training and/or qualification from a non-recognised institution;
- and**
- At least 2 years experience in the subject field at an appropriate level within an appropriate organisation, evidenced by a statement of service; or
- c) No certified training but extensive experience of at least 5 years at an appropriate level within an appropriate organisation, evidenced by a statement of service.
- 3.7 Qualifications must be sighted, copied and signed.
- 3.8 Where RPL is based on a qualification is from a recognised institution, a BCT value will be credited.
- 3.9 Where RPL is based on a qualification from a non-recognised institution and/or relevant number of years appropriate experience, as stated above, a syllabus match of 50 % of content is required.

* Note: The policy and procedure for giving credit for learning from work or life experiences is being trialled at Carrick Higher Education and only applies to Carrick staff applications for 2010 after which a review will be conducted to evaluate the policy and procedure.

4.0 Credit transfer

Credit transfer may be granted when a student has completed subjects whilst undertaking a course with the Institution and wishes to transfer to another course.

- 4.1 Credit will be granted for those subjects already undertaken which form part of the course into which the student is transferring.
- 4.2 The maximum credit that can be granted in these circumstances is not limited.

5.0 Applications

An application for advanced standing or credit transfer must be made on the appropriate form at the time of application for admission to the course and lodged with the Course Coordinator. The application should be accompanied by sufficient documentary evidence supporting the application.

5.1 Credit assessment will be undertaken by the Academic Director or nominee who will advise the applicant in writing of the result of their application and ensure that the decision is recorded in the student's file.

5.2 It is the intention of this policy that students should be advised of the credit that is offered at the time they accept a place in the course.

6.0 Appeals

A student may appeal against a decision on the award of credit. The grounds for appeal are that the decision is inconsistent with this policy. Appeals must be made in writing and lodged with the Academic Director within seven days of the student receiving written notification of the decision. The Teaching and Learning Committee will normally hear the appeal within ten working days and may confirm or vary the decision. All decisions of the Teaching and Learning Committee will be ratified by the Academic Advisory Board.

7.0 Record Keeping

A record of the decision to grant credit will be signed by the Academic Director and placed on the student's file.

8.0 International Students

Where credit is granted to International Students before the issue of a visa, the actual course duration in the CoE issued to the student will be reduced.

Where credit is granted to International Students after the issue of a visa, the change of course duration will be advised through PRISMS.

Where the granting of credit shortens the length of an international student's course, it remains a visa condition that the student continues to study full-time and their timetable will be reviewed to ensure this condition is met.

9.0 Advanced Standing Guidelines

Please refer to CHESMP 45 Advanced Standing Guidelines for details on applying Advanced Standing.

Related Policy

CHESMP 45 Advanced Standing Guidelines

Related Form

CHESMF 2 Advanced Standing Credit Transfer Request Form

Policy Locations

P:Drive

Website