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## Credit and Exemptions Policy

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<b>Policy/Document Approval Body:</b>	Academic Board
<b>Date Created:</b>	17 <sup>th</sup> January 2011
<b>Policy Custodian:</b>	Dean of Engineering
<b>Policy Contact:</b>	Accreditation Manager
<b>File Location:</b>	W:\Data - ALL.Standard\Policies and Procedures\EIT Policies and Procedures
<b>Location on EIT website:</b>	<a href="http://www.eit.edu.au/organisation-policies">http://www.eit.edu.au/organisation-policies</a>
<b>Review Period:</b>	Three years
<b>Revision No:</b>	6
<b>Date of Revision:</b>	18 <sup>th</sup> February 2011
<b>Definitions:</b>	<p><b>Prior Learning:</b> Learning which has taken place prior to enrolment at the EIT, which has allowed a student to achieve the learning outcomes and competency required in a course unit. Prior learning may be either:</p> <ul style="list-style-type: none"><li>• Formal - Learning acquired through a formal learning process, such as successful completion of (part of) a course at another recognised educational institution.</li><li>• Informal – Learning acquired through an informal process, such as employer/workplace based training, and through relevant work and/or life experience.</li></ul> <p><b>Recognition of Prior Learning (RPL):</b> The assessment and formal recognition of prior learning achievements</p> <p><b>Credit:</b> Where a student is accepted as having prior learning equivalent (with written documentation) to a unit, the student may be awarded a credit the unit. The student will therefore have a reduction in the points required to complete an EIT program of study.</p> <p><b>Exemption:</b> Where a student has received credit/exemption for a particular unit, due to either formal or informal prior learning which has enabled the student to satisfactorily meet the specified requirements and outcomes. The student is therefore accepted to have the necessary knowledge and skills and will not be required to complete the unit.</p> <p><b>Advanced Standing:</b> Where a student is able to enter a program of study at an advanced level, based on credits provided for prior learning.</p>
<b>Purpose:</b>	The purpose of this policy is to set out the requirements for assessing and granting credit and exemptions for students undertaking EIT academic programs.
<b>Scope:</b>	This policy is relevant for all EIT students and staff.



**Overview:** This policy outlines the principles for recognising prior learning (RPL). It defines how students who have demonstrable, verifiable prior learning based on previous studies or work-based learning and experience may be awarded credit points towards the requirements of an EIT course and/or unit and thus reduce the number of points the student has to complete to receive an EIT award.

**Essential Supporting Documents:**

**Related Documents:**

- General Credit Award Policy
- Enrolment Options and Pathways

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## 1.0 Types of Prior Learning

The EIT will recognise two broad categories of prior learning:

- 1.1 **Formal Prior Learning** - Learning acquired through a formal learning process, such as the successful completion of (or part of) a course at another recognised educational institution. These institutions include:
- national and international recognised training providers
  - national and international recognised tertiary institutions or universities

Applicants seeking credit for formal prior learning will be required to complete and submit the necessary application form, as well as certified evidence of successful completion of the formal unit/program

- 1.2 **Informal Prior Learning** – Learning acquired through an informal process, such as employer/workplace based training, and through relevant work and/or life experience.
- Credit for informal prior learning will only be awarded if the applicant can demonstrate that they have acquired the skills and knowledge necessary to meet the outcomes and competency requirements of an EIT unit or part thereof
  - Applicants seeking credit for informal prior learning will be required to complete and submit the required application form, as well as evidence of prior learning. Acceptable evidence includes a resume, referees, and certified copies of any training certificates
  - Additional assessment methods may be required, such as an interview with a course co-ordinator for an exemption assessment to ensure the applicant can meet the requirements of the unit

## 2.0 Credit Rules

- 2.1 The EIT programs of study are competitive, with limited places available, and credit or advanced standing will not guarantee acceptance into a specific program.



- 2.2 The submission of an application for RPL does not guarantee that an exemption will be granted.
- 2.3 Credit applications will be assessed by the Dean and the appropriate unit course coordinator.
- 2.4 The type and level of credit that can be awarded to applicants for prior learning will be dependent on the type and level of prior learning undertaken as well as specific course requirements.
- 2.5 Credit will be awarded on an applicant-by-applicant basis, and will be awarded at the discretion of the Dean and appropriate course coordinators. The EIT is committed to awarding due credit to students but will do so bearing in mind the need to also protect the quality of the academic programs of its students and the EIT will therefore only award credit if satisfactory evidence of prior learning can be presented.
- 2.6 Principle factors in the granting of credit are:
  - a. the objectives and requirements of a particular program of study
  - b. level of entry for the award for which credit is sought
  - c. the duration of the program
  - d. the methods of assessment of student progress;
  - e. practical training and experience as part of the program;
  - f. articulation arrangements
- 2.7 Prior learning, both informal and formal, undertaken more than ten years prior to the application may not be recognised, however this is subject to the requirements of specific courses/units.
- 2.8 Specific units/courses may require even more recent knowledge and may have shorter time frame requirements.
- 2.9 Credit shall be granted for the successful completion of accredited awards where the structure for these awards contains subject matter at a level that is considered suitable and comparable to an EIT program, or where the award forms part of an articulation arrangement with the EIT.
- 2.10 In fields where practice and technology are changing rapidly, exemptions may not be granted where knowledge has become outdated.
- 2.11 If an applicant is unable to present satisfactory documentary evidence, they may be eligible to undertake an Exemption Assessment to determine their level of knowledge or skill. This decision will be made by the Dean and the appropriate course coordinator.
- 2.12 Regardless of the nature or amount of credit granted, any specific requirements of a course must be fulfilled.



- 2.13 Applicants who have successfully been awarded credit at another institution will not necessarily be awarded credit at the EIT.

### **3.0 Application for Credit and Recognized Prior Learning (RPL)**

- 3.1 Students are required to apply for Recognized Prior Learning at the time of application for admission, and submit the supporting documents and RPL application forms together with the Application for Admission form.
- 3.2 Supporting documents required with RPL application include certified copies of official transcripts and academic records. In addition, applicants should submit a resume, references, detailed descriptions of prior learning.

### **4.0 Limits of Credit awarded**

- 4.1 The Australian Qualification Framework (AQF) policy where possible applies. Otherwise;
- 4.2 A maximum credit equaling 25% of the total program may be awarded towards Vocational Education Programs
- 4.3 Maximum credit awarded for Higher education programs is dependent on the specific program requirements, and is awarded at the discretion of the Dean.

### **5.0 Notification of outcome**

Administrative staff will formally notify students of the RPL application outcome. The duration of application assessment may vary depending on the level of assessment required, however applicants should be notified no later than six weeks after the application lodgement.

### **6.0 Appeals**

Please refer to *Student Appeals* policy.

### **7.0 Variations to Rules**

- 7.1 Any credit arrangements that fall outside these Rules must seek approval from Academic Board to amend the Rules in order to authorise these arrangements.