
Credit and Recognition of Prior Learning Policy

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1.0 Purpose

The purpose of this policy is to set out the requirements for assessing and granting credit for prior learning that contributes to the satisfaction of completion of entry and/or award requirements for students undertaking EIT's higher education courses.

2.0 Scope

This policy applies to all members of EIT's higher education community.

3.0 Objectives

EIT is committed to maintaining the integrity of its higher education courses and protecting the standards of those awards. Credit will only be granted if:

- it maintains EIT's standards and has regard for the requirements of this policy; the Admissions Policy and the specific course and/or entry requirements.
- students granted such credit are not disadvantaged in achieving the expected learning outcomes for the course of study or qualification
- the integrity of the course of study and the qualification are maintained.

The results of credit assessments will be recorded and students will receive timely written advice of the outcome.

Admission to a course offered by EIT is based on merit within approved criteria as set out in the Admissions Policy. An applicant who is eligible for credit is not guaranteed an offer of a place on a course.

The aims of this policy are to:

- Approve credit based on prior learning only if the prior learning outcomes meet the relevant entry requirements and/or course objectives
- Permit students to progress through the course in a reduced timeframe, if they have been granted credit
- Enable students to transfer between courses if their prior learning is recognised
- Outline the rules for determining credit, including maximum levels of credit that can be granted for higher education courses.

4.0 Implementation

4.1 Granting of credit

Credit outcomes may allow for entry into a qualification and/or provide credit towards the qualification. Credit given may reduce the time required for a student to achieve the qualification.

Credit may be granted as specified credit, unspecified credit, block credit, and advanced standing. EIT may grant credit for two broad categories of prior learning:

Credit Transfer / 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.

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/course. Credit may be granted for formal study undertaken at EIT, other recognised tertiary institutions in Australia and overseas.

The credit transfer process involves:

- mapping, comparing and evaluating the extent to which the learning outcome, discipline content, duration and assessment requirements of the individual components of one qualification are equivalent to the learning outcomes, discipline content, duration and assessment requirements of the individual components of an EIT qualification,
- making a judgment about the credit to be assigned between the matched components of the two qualifications.

Credit will not be granted for entry or units where the level of achievement is a Pass Conceded or lower. The grades achieved in an applicant's prior learning will not be used by EIT in the calculation of a grade point average.

Students receiving credit on the basis of credit transfer agreements should receive the same form and amount of credit as set out in the public register, providing they can provide the relevant official evidence. However, the total amount of credit will vary from individual to individual, based on which qualification(s) or combinations of qualification components have been successfully completed.

Informal Prior Learning – Learning acquired through an informal process, such as employer/workplace based training, and through relevant work and/or life experience. Applicants seeking credit for recognition of informal prior learning will be assessed taking account of the following:

- Credit for informal prior learning will only be awarded if applicants can unequivocally demonstrate that they have acquired the skills and knowledge necessary to meet the entry requirements and/or the outcomes 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 all required evidence of prior learning. Acceptable evidence includes a verified resume, referees, and certified copies of any training certificates
- Additional assessment methods may be required for an exemption assessment, such as an interview with the College Manager, Deputy Dean or Dean for an exemption assessment to ensure applicants can meet the entry requirements and/or the requirements of the unit.

The onus will be on applicants to demonstrate that they have the relevant skills, knowledge and understanding and to provide the required evidence. EIT staff are not responsible for collecting or formulating the required evidence or associated submissions.

The maximum level of credit granted for formal and/or informal prior learning is one-third of the requirements of the course (i.e. 1/3 of the credit points required for graduation).

Articulation Agreements

Articulation pathways will be developed that enable students to progress from one completed qualification to another with admission and/ or credit in a defined pathway. This may be between courses offered at EIT or for courses completed at other tertiary institutions.

Articulation agreements will be sought between EIT and other institutions to document approved pathways for students to progress between the two institutions. These may include provisions for block credit or advanced standing, specified or unspecified credit, which are subject to the credit limits in this policy, or for admission into a course.

4.2 Credit Limits

The Australian Qualification Framework (AQF) provides examples for negotiating credit agreements negotiated between institutions towards higher level AQF qualifications in the same or related discipline. These examples are to be used as a guide for the maximum limits for granting credit as follows:

- 50% credit for an Advanced Diploma or Associate Degree linked to a 3 year Bachelor Degree
- 37.5% credit for an Advanced Diploma or Associate Degree linked to a 4 year Bachelor Degree
- 33% credit for a Diploma linked to a 3 year Bachelor Degree
- 25% credit for a Diploma linked to a 4 year Bachelor Degree

The AQF also states that, *'These agreements do not preclude any further institutional or individual student negotiations for additional credit.'*

EIT shall apply the following credit limits for its postgraduate courses in the first instance, but will take into account evidence provided by students who wish to apply for additional credit.

- 25% for the Graduate Diploma

- 50% for the Masters
- 50% for Articulated Entry Bachelors
- 33% for Direct Entry Bachelors
- Higher education courses which formally articulate with EIT's higher education courses may be counted towards satisfying the requirements of the relevant course. These arrangements are not limited by the restrictions on the amount of credit that may be granted as set out above.
- Credit may not be granted for any dissertation or unique research component.

4.3 Application for Credit

- 2.1 Students are required to apply for credit for prior learning at the time of application for admission, and submit the relevant supporting documents and application forms together with the Application for Admission form.=
- 2.2 Supporting documents required with the application include certified copies of official transcripts; official academic records and institutional handbooks detailing the course of study for which recognition of formal learning is sought. Documentation for recognition of informal learning should include a resume, references, work samples and detailed descriptions of prior learning that demonstrate how it meets the outcomes for the subjects within the course.
- 2.3 Exceptions to the extent of documentation may be granted for credit precedents that are published on EIT's website.
- 2.4 If a student is applying for a unit(s) that they are enrolled in, or are intending to enrol into, for the upcoming or relevant study period, then the application should be submitted at least 7 days before the start of that study period to ensure sufficient time for evaluation and assessment.
- 2.5 If a census date passes, and a student is still enrolled in a unit for which RPL or credit has been requested, they will be liable for fees or debts associated with the unit.
- 2.6 Students should understand that if applying for RPL they are expected to have recent and relevant evidence of their studies or experience.

4.4 Credit Assessment

Credit applications will be assessed by the Deputy Dean with assistance from a subject matter expert where required.

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 entry and/or course requirements.

Credit applications will be assessed against the evidence provided that it demonstrates equivalence with the entry requirements and/or learning outcomes for which credit is sought. The Deputy Dean may request further information to assess the application.

Principle factors to consider in the granting of credit are:

- The objectives and requirements of a particular course of study or unit
- Level of entry and/or entry requirements for the award for which credit is sought

- The duration of the course or unit
- The methods of assessment of student progress
- Practical training and experience as part of the course or unit
- Articulation arrangements
- Currency of the units or course

If applicants are 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 Deputy Dean with assistance from a subject matter expert where required.

In some circumstances, for example Mathematic units, additional testing or assessment may be required before RPL can be granted.

Credit will be awarded on a case-by-case basis unless there is precedence.

5.0 Notification of Decision

The Course Coordinator (with assistance from a subject matter expert where required) is responsible for assessing credit applications. The Course Coordinator will:

- Make a decision on the credit to be granted within the provisions of this policy and the entry requirements of the course.
- Have regard for credit precedents in making a decision and shall determine if it should be added to the Credit Register.

The Learning Support Officer is responsible for formally notifying applicants of the outcome of their credit application in writing.

The duration of application assessments may vary depending on the level of assessment required, however applicants should be notified no later than six weeks after the application lodgement.

CRICOS Students

If the duration of the program has been reduced for a CRICOS student as a result of the application decision, the following actions must be taken:

- ***before a visa has been granted***, inform the student of the reduced course duration and ensure the confirmation of enrolment (CoE) is issued only for the reduced duration of the course.
- ***after a visa has been granted***, the change in program duration is reported in PRISMS

6.0 Acceptance of Credit

Once a student is notified of the outcome of a credit application, they must agree to the credit awarded, and the process is finalised.

Where a unit serves as a prerequisite to one or more other units, a successful RPL outcome will fulfil the prerequisite requirement.

7.0 Appeals

Applicants may lodge an appeal for a review of the decision if they are dissatisfied with the outcome within 7 days of receiving the RPL application outcome

8.0 Definitions

Advanced standing: is the granting of block credit of a semester or more. Advanced standing indicates that the student is deemed to have satisfied all the course requirements that are embedded in the semester(s) for which block credit has been awarded. Advanced standing reduces the number of subjects the student must undertake to successfully complete the course.

Articulation: is a process that enables students to progress from one completed qualification to another with admission and/ or credit in a defined pathway.

Block Credit: is credit granted towards whole stages or components of a course of learning leading to a qualification. For example when a group of subjects undertaken at another institution is recognised as broadly equivalent to the learning outcomes of a group of subjects within an EIT course, block credit is granted.

Course: A single course leading to an Australian higher education award.

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.

Credit arrangements: are formal negotiated arrangements within and between issuing organisations or accrediting authorities and are about student entitlement to credit. They may also be formal arrangements made between issuing organisations and students.

Credit outcomes: are the results of a process of determining a student's application for credit or credit transfer.

Credit transfer: is a process that provides students with agreed and consistent credit outcomes for components of a qualification based on identified equivalence in content and learning outcomes between matched qualifications.

CRICOS Student: A student studying in Australia and holding an Australian student visa

Learning Support Officer: Full time, administrative coordinator assigned to a course(s). Also referred to in the National Code as 'Student Contact Officer' and other EIT policies as Course Coordinator or eLearning Coordinator.

Recognition of prior learning (RPL): is an assessment process that involves the assessment of an individual's relevant prior learning (including formal, informal and non-formal learning), to determine the credit outcomes of an application for credit.

Specified credit: is granted for one or more specific units in a course, exempting students from those units, and awarding the appropriate credit points in their place. Specified credit may be granted where the applicant has met the learning outcomes, attained the knowledge and/or developed the skills related to a specific unit.

Unspecified credit: is granted in the form of credit points which take the place of elective unit (listed or free choice) or other optional components in a course. Unspecified credit may be granted where prior learning is judged to be relevant to the learning outcomes of a course as a whole.

Unit: A discrete unit of study where a combination of units make up a course of study.



8.0 Related policies and procedures

The following policies and procedures are related to this policy:

- Admissions Policy.HE
- Student Complaints, Grievances and Appeals Policy.HE
- Student Complaints, Grievances and Appeals Procedure.HE
- Higher Education Fees Policy.HE
- Refund Policy Domestic Students.HE
- Refund Policy International Students.HE

9.0 Accountabilities

The Academic Board is responsible for review and approval of this policy.

The policy is to be implemented via induction and training of staff and distribution to students and EIT's community via the website and other publications.