

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 unit, 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, and
- 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, and
- 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. Granting of credit does not guarantee entry into a course at EIT.

EIT may grant credit for two broad categories of prior learning:

4.1.1 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, and
- 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.

Credit will not be granted towards a thesis or alternative research component.

Doctoral students may build upon their research project undertaken as part of a coursework master program, providing that the resulting dissertation or thesis meets AQF level 10 criteria and does not exceed 10% of content from their master's thesis.

Students receiving credit based on 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.

A student who is permitted to transfer from one EIT course to another may transfer credit for all units completed in the previous course subject to the rules and policies applicable to the course into which the student is transferring, provided the student enrolls and completes at least one unit successfully in the new course.

Work/life experience cannot be considered for granting credits towards a postgraduate course. However, these may form supporting evidence for credits applied using professional certification or other recognised qualifications.

Credit may not be granted for studies that do not meet the right AQF level.

Credit will not be granted for studies completed at AQF level 4 (or equivalent) or below.

Credit will not be granted for partial completion of a unit.

Credit will not be given to final year units of a higher education course (Bachelor, Master, and Doctorate).

Credit granted by another higher education provider based on prior learning is not transferrable to EIT.

Credit cannot be granted towards a postgraduate course for previous completion of undergraduate units, other than final year undergraduate units.

If a student transfers from one incomplete course to another, the credit approved in the original course will not be transferred automatically. The student will have to submit a new application and will be assessed with regards to the new course.

Credit will not be granted for incomplete applications.

4.1.2 Informal Prior Learning

Learning acquired through an informal process, such as employer/workplace-based training, and through relevant work and / or life experience. 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. Refer to section 4.5 for additional information.

- Additional assessment methods may be required for an exemption assessment, such as an interview with the RPL Coordinator, Course Coordinator, Deputy Dean or Dean for an exemption assessment to ensure applicants can meet the entry requirements and / or the requirements of the unit, and
- Work / life experience cannot be considered for granting credits towards a postgraduate course. However, these may form supporting evidence for credits applied using professional certification or other recognised qualifications.

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.

4.2 Currency for credits

Prior learning that has been attained within ten years of the date of application for credit will be considered current.

A shorter timeframe 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.

For prior learning that was completed outside the currency period, the student will need to provide supporting evidence showing the ongoing use of the prior learning. This can be in the form of relevant recent training, elaborate work experience letters or evidence of relevant professional development.

4.3 Credit Limits

EIT shall apply the following credit limits for its higher education courses in the first instance but will consider evidence provided by students who wish to apply for additional credit.

- 25% for Undergraduate Certificate, Graduate Certificate and Graduate Diploma
- 50% for Masters
- 33% for Bachelors
- 7% (max 8 credit points) for Doctor of Engineering
- Courses which formally articulate with EIT's higher education courses may be counted towards satisfying the requirements of relevant units within the course, as per the articulation agreement. These arrangements are not limited by the restrictions on the amount of credit that may be granted as set out above. However, Undergraduate Certificates and Graduate Certificates cannot be fully completed with credit transfer/RPL only and students must study a minimum of 1 unit in these qualifications. Credit cannot be granted for final year units, final year project, thesis or doctoral dissertation units or any other unit that has a research component.

4.3.1 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 admission into a course, block credit or advanced standing, specified or unspecified credit.

4.4 Application for Credit

- Students can apply for credit for prior learning at the time of application for admission or at any point during their course. Although if a student is applying for credit for a unit(s) that they are enrolled in or are intending to enrol into in an upcoming study period, then the credit application, with a complete set of evidence, should be submitted at least 6 weeks before the start of that study period to ensure sufficient time for evaluation and assessment.
- Students must submit the relevant supporting documents and application forms, along with payment of the applicable fee before an application can be assessed.
- Students should understand that if applying for RPL they are expected to have recent and relevant evidence of their studies or experience.

4.5 Evidence Requirement

- Depending on the type of prior learning, examples of evidence types include, but are not limited to, the following:
 - Certified copies of official transcripts; official academic records and institutional information detailing the course of study for which recognition of formal learning is sought;
 - Resume, references, work samples;
 - A letter or formal written acknowledgement from the past/present employer(s) or professional engineering colleagues providing testimony that corroborates your period of service, position(s) held, the knowledge, skills, abilities, and experience you have demonstrated and your employment contracts (their details must appear as a signatory);
 - Curriculum units or modules with practical components (must include the exact unit, institution, practical assessment, and proof of completion);
 - Factory acceptance test sheets such as those demonstrating that you can measure and calculate conveyor speed;
 - Calibration certificates such as those demonstrating that you can calibrate a thermocouple or level/flow transducers;
 - Formal training certificates of competency such as those detailing that you are competent in installing and wiring up a brand of PLC;

- Lab work reports, site work report, work samples and project reports;
- Published papers;
- Photos or videos* (which may be hosted online) showing you performing the task, such as setting up a torque wrench and tightening bolts or testing a DC motor and troubleshooting a series resistor circuit or filter;
- Other types of formal, non-formal or informal evidence that is not listed above but clearly demonstrates competency.

*Note that in the photos or videos, the assessor must clearly be able to see that you are the one performing the tasks.

4.6 Credit Assessment

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

Except in the case of articulation credit, each application will be considered on its own merits.

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/unit requirements.

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

Principal 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; and
- Currency of the units, course and / or experience.

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

4.6.1 Pre-requisite units

Credit cannot be awarded for a unit if a pre-requisite unit has not been achieved (either via successful completion or RPL).

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

5.0 Notification of Decision

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

- Decide on the credit to be granted within the provisions of this policy and the specific entry and/or course/unit requirements; and
- Have regard for credit precedents when making decisions and shall also determine if the assessment outcome should be added to the Credit Register.

The Higher Education Administrative Support Team is responsible for formally notifying applicants of the outcome of their credit application in writing.

Where credit is granted this will be identified on a student's record of results.

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

5.1 CRICOS Students

If the duration of the program has been reduced for a CRICOS student because of a credit 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 and the confirmation of enrolment (CoE) will be updated to reflect the reduced course duration.

6.0 Acceptance of Credit

Once a student is notified of the outcome of a credit application, they must agree to the credit awarded by signing and returning an "Acceptance of Credit/RPL" document. The process is then finalised.

If a student does not sign and return the acceptance document the credit application outcome will not be applied to the student's record.

7.0 Appeals

Applicants may lodge an appeal for a review of the decision if they are dissatisfied with the outcome in accordance with EIT's Student complaints, grievances and appeals policy and procedure.

8.0 Definitions

Please refer to the EIT Glossary that can be found [here](#) for all definitions used in this document.

9.0 Related Documents

- Academic Freedom and Code of Ethics Policy.DS
- Admissions Policy. HE
- Diversity, Fair Treatment and Equal Opportunity Policy.DS
- Higher Education Fees Policy. HE
- Information Management and Security Policy and Procedure.DS
- Privacy Policy.DS
- Records Management Policy.DS
- Refund Policy Domestic Students. HE
- Refund Policy International Students. HE
- Student Code of Conduct.DS
- Student Complaints, Grievances and Appeals Policy. HE
- Student Complaints, Grievances and Appeals Procedure. HE
- Student Support Policy.DS
- Student Support Procedure.DS
- TEQSA Guidance Note: Credit and Recognition of Prior Learning Version 2.0 (July 2023)
- Tuition Protection Policy.DS

10.0 Related Legislation

The following legislation is relevant to this policy, however not all are mandatory education providers:

- [Australian Qualifications Framework \(AQF\)](#)
- [Copyright Act 1968 \(Cwth.\)](#)
- [Disability Discrimination Act 1992 \(Cwth.\)](#)
- [Disability Services Act 1986 \(WA\)](#)
- [Education Services for Overseas Students Act 2000 \(Cwth.\)](#)
- [Equal Opportunity Act 1984 \(WA\)](#)
- [Higher Education Standards Framework \(Threshold Standards\) 2021 \(Cwth.\)](#)
- [Privacy Act 1988 \(Cwth.\)](#)
- [Tertiary Education Quality and Standards Agency Act 2011 \(Cwth.\)](#)

11.0 Accountabilities

The Academic Board is responsible for the 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.