

	Title:	
	<h1>Credit Transfer and Recognised Prior Learning Policy</h1>	
	Version: 2.01	Date: 22/03/2012
	Policy Area: Academic Governance	Next Review: 02/2013
Approval: Chairperson, Academic Board	Signature:	

**[NOTE: Vose College has not yet been granted CRICOS registration and cannot accept overseas students. Any references in the policy below to overseas students are not currently active.]**

## 1. Principles

- 1.1. In Vose College courses, prior learning is recognised and/or credit is granted from previous non-Vose College study in particular units. Block credit and advanced standing are not applied except where block credit forms part of the requirements for the awarding of the degree.
- 1.2. Transfer of credit between Vose College courses will be based on merit grades.
- 1.3. No more than 33% of a Vose College award can be granted in credit from prior non-Vose College study or learning.
- 1.4. No credit can be granted from units or an award completed at undergraduate level towards a masters degree or embedded graduate diploma.
- 1.5. A unit successfully completed or for which credit has been granted in a Vose College award cannot be attempted in another award of Vose College. However, if it can be demonstrated that the subject matter of a project or seminar is different from that completed in another award, permission to enrol may be given.
- 1.6. No unit already passed or for which credit has been granted in a Vose College award can be repeated for a merit grade.
- 1.7. Units for which credit is granted from non-Vose College awards are to be appropriately designated on the student's academic transcript as credit transferred from an equivalent award or institution or granted on the basis of RPL.
- 1.8. Where credit is granted from a non-Vose College source towards one or more assessment pieces within a unit, those units are not eligible for a merit grade.
- 1.9. The extent to which credit may be granted in a Vose award is dependent on the individual course rules.

Title: Credit Transfer and Recognised Prior Learning Policy	Version 2.01
Filename: VC Credit and Prior Learning Policy 2.01.docx	Page 1 of 6

- 1.10. Applications should be submitted before the student enrolls in a Vose College course, and will not normally be considered once the student has commenced study.
- 1.11. Students who apply for credit based on non-Vose College study towards a Vose College award in which their enrolment was current at the time of the completion of the non-Vose College study must have first received permission from the Principal of Vose College for the credit application is to be considered based on such study.

## 2. Credit Transfer

- 2.1 Applications for credit based on formal learning are subject to the following senescence rule:

*That credit be granted in a unit of a Vose College award if the study on which the application is based occurred no more than ten years before the commencement of study in the Vose College award and the applicant can demonstrate the previous study may be regarded as having satisfied the objectives and the assessment requirements of the unit in the Vose College award.*

- 2.2 Where formal learning has been towards qualifications outside the AQF evidence is to be provided to enable evaluation, for example, academic standing and any accreditation, course contents and assessment criteria, contact-hours.
- 2.3 University students granted approval to count Vose College units in their university degrees may take up to 32 credit points of Vose College units. If the approved credit must be at advanced level, such students may take Vose College foundational level units at advanced level as long as approval has been given by the Principal on application from the approved institution.
- 2.4 Exemptions for units may be granted in cases where there is no direct correlation between units studied and those for which the student is seeking credit, but where it is felt that the student would not benefit from repeating material similar in nature to that already completed elsewhere. The granting of exemptions does not reduce a student's credit load for an award.

## 3. Recognised Prior Learning

Applications for credit based on recognition of prior learning will be considered in accordance with the guidelines published in "AQF National Policy and Guidelines on Credit Arrangements" (AQF, Final Draft, May 2009). RPL relates to all prior learning from non-formal and informal learning, and for formal learning not otherwise covered in credit transfer.

### 3.1. How RPL is assessed

The key distinguishing characteristic is that it is the student who is assessed for RPL, as opposed to the previous course or unit(s) of study in the case of credit transfer.

In order to recognise prior learning it is necessary to compare the informal or non-formal learning the individual has achieved against the learning outcomes or performance criteria of the course or qualification to which the student is seeking entry; and to determine if the prior learning fulfils some or any of them.

The processes used to assess RPL applications may take several forms, for example:

Title: Credit Transfer and Recognised Prior Learning Policy	Version 2.01
Filename: VC Credit and Prior Learning Policy 2.01.docx	Page 2 of 6

- Participation in exactly the same or modified versions of the assessment the student would be required to complete as part of the full course;
- Assessment based on a portfolio of evidence;
- Direct observation of demonstration of skill or competence;
- Reflective papers, journals or portfolios that relate past learning to the learning or competency outcomes of the current course or qualification;
- Provision of examples of the student's work drawn from the workplace, social, community or other setting in which the student applied their learning, skill or competence;
- Testimonials of learning, skill or competence;
- Combinations of any of the above.

The assessment of prior learning for recognition in an award should consider prior learning regardless of how, when and where it was acquired, provided that the learning is current and relevant to the learning or competency outcomes in a subject, unit, module, course or qualification.

## 4. Applications for Granting of Credit

### 4.1. Credit Transfer

Any student wishing to apply for assessment for the granting of credit transfer on the basis of formal learning should provide:

- Certified copies of academic transcript(s) of the course(s) for which credit transfer is sought.

In addition it may be necessary to provide:

- Documentation stating the objectives, learning outcomes and content of the units in the course
- For each unit successfully completed, details of any formal assessment of learning undertaken and, if relevant, grades obtained;
- Details of the contact hours of the units in the course

### 4.2. Credit on basis of RPL

Any student wishing to apply for credit on the basis of RPL should prepare a **Prior Learning Portfolio** (PLP), which details their previous work experience, education and training details, and other interests and skills.

The PLP should contain a variety of supporting documentation:

#### 4.2.1 Relating to non-formal learning, and any formal learning not otherwise covered in credit transfer:

- Certified copies of statement(s) of satisfactory completion of a course or units in a course offered by a professional body or enterprise, private educational institution, or by any other provider recognised by a university;
- Documentation stating the objectives, learning outcomes and content of the units in the course;
- For each unit successfully completed, details of any formal assessment of learning undertaken and, if relevant, grades obtained;

Title: Credit Transfer and Recognised Prior Learning Policy	Version 2.01
Filename: VC Credit and Prior Learning Policy 2.01.docx	Page 3 of 6

- Details of the contact hours of the units in a course
- 4.2.2 Relating to informal learning:
- Details of prior learning experience(s) to support the claim for credit in units of the proposed Vose courses;
  - A detailed curriculum vitae;
  - Letters of support from appropriate persons/organisations who can verify these details.

The application should outline the link between the student's learning experiences and the learning outcomes of the unit(s) in which the student is seeking credit (applicants may wish to identify Vose units against which the credit may be granted). Students may be required to undertake some form of test or assessment to demonstrate that they have achieved the learning outcomes stated.

#### 4.3. Overseas Applicants

Overseas applicants for admission to a Vose course, who wish to be considered for credit transfer or RPL, should lodge full documentation as above when they lodge their application for admission.

### 5. Recording of decisions to grant credit

- 5.1. Students who are granted credit will be informed in writing of the approval, and a copy of the letter is placed in their file. The amount of credit given is also recorded on the student's electronic record in the system database.
- 5.2. With regard to overseas students, if credit granted shortens the student's course, this must be reflected in the offer letter (as this is the contract with the student) and will be indicated either on the CoE issued for that student to commence the course, or reported on PRISMS. Such students are reminded that they must still maintain a full time study load and that RPL can affect their visa status.
- 5.3. The College will collate and review all RPL decisions, establishing precedent registers for formal learning not elsewhere covered by credit transfer or articulation agreements, and for non-formal learning that may have broader application than for a single person.

### 6. Definitions

**"AQF"** – Australian Qualifications Framework

**"Block credit"** – is credit granted towards whole stages or components of a qualification. refers to both cross credit and/or exemptions. Block credit means the individual is not required to undertake a block of qualification components such as a block of units, subjects, modules or a time period of learning such as a semester or a whole year or more of the qualification.

**"Credit Transfer"** – a process that provides students with agreed and consistent credit outcomes based on identified equivalence in content and learning outcomes between matched qualifications.

Title: Credit Transfer and Recognised Prior Learning Policy	Version 2.01
Filename: VC Credit and Prior Learning Policy 2.01.docx	Page 4 of 6

**“Exemption”** – where a student is not required to take a certain unit(s) on the basis of work already completed but is required to undertake an alternative unit of equivalent credit points.

**“Formal Learning”** – learning that takes place through a structured program of learning and assessment that leads to a full or partial attainment of a recognized AQF qualification or other formally approved qualification.

**“Merit grade”** – a grade awarded based on student performance in the assessment of a unit

**“Non-formal learning”** – learning that takes place through a structured program of learning but does not lead to a formally recognised qualification.

**“Recognised Prior Learning (RPL)”** – an assessment process that involves assessment of the individual’s prior learning to determine the credit outcomes of an individual application for credit.

**“PLP”** – Prior Learning Portfolio

**“Specified Credit”** – credit granted towards particular or specific components in a qualification, such as a specific unit from which a student is exempted.

**“TAFE”** – Technical and Further Education

**“Informal Learning”** – learning gained through work-related, social, family, hobby or leisure activities and experiences. Unlike formal and non-formal learning, informal learning is not organized or externally structured in terms of objectives, time or learning support.

**“Unspecified Credit”** – credit granted towards elective components in a qualification. It is credit which is given without the direct correlation of learning outcomes.

Title: Credit Transfer and Recognised Prior Learning Policy	Version 2.01
Filename: VC Credit and Prior Learning Policy 2.01.docx	Page 5 of 6

## Appendix: Document History and Version Control Record

<b>Document Title:</b>	Credit Transfer and Recognised Prior Learning Policy
<b>Original Source Documents:</b>	ACTh Credit Transfer and Recognised Prior Learning Policy; AQF National Policy Guidelines on Credit Arrangement, Final Draft, May 2009
<b>Associated Internal Documents:</b>	Vose College Student Handbook
<b>Associated External Documents:</b>	AQF National Policy Guidelines on Credit Arrangement, Final Draft, May 2009
<b>Authorised Officer:</b>	Chairperson, Academic Board
<b>Approved by:</b>	Academic Board
<b>Date of Approval:</b>	22 Mar 2012
<b>Assigned Review Period:</b>	1 year
<b>Date of Next Review:</b>	Feb 2013

Version Number	Version Date	Authorised Officer	Amendment Details
1.00	30 May 2011	Chairperson: Board of Directors	Submission to DES for Vose College NSAI Application: Attachment 6.3a-iv, Credit Transfer and Prior Learning Policy
1.10	6 Dec 2011	Chairperson: Academic Board	Reviewed and approved by Academic Board before resubmission to the HEAC
2.00	22 Mar 2012	Chairperson: Academic Board	Detailed review by Dr Mick Stringer, Dr John Olley & Mr Darren Smith for the Academic Board: Policy language simplified; legal numbering format adopted; definitions from AQF National Policy Guidelines added; version control added.
2.01	13 July 2012		Insertion of CRICOS disclaimer note by Mr Darren Smith, following notification by TEQSA. Note to be deleted on successful CRICOS registration

Title: Credit Transfer and Recognised Prior Learning Policy	Version 2.01
Filename: VC Credit and Prior Learning Policy 2.01.docx	Page 6 of 6