



CREDIT FOR PRIOR LEARNING POLICY AND PROCEDURE

1. Overview

Crown Institute of Higher Education (“CIHE”) grants credit towards a course of study on the basis of prior learning, whether from formal studies or professional work experience to ensure that students commence study at a level appropriate to their prior learning experiences and such that they are not required to repeat prior learning.

This policy is designed to:

- direct the granting of credit to students for learning already undertaken and
- preserve the integrity of learning outcomes of the course in which they are enrolling.

Credit granted by CIHE follows the principles set out by the *AQF Qualifications Pathways Policy*¹ and will:

- be evidence based, clear, equitable, accessible and transparent,
- be applied consistently and fairly with decisions subject to appeal and review,
- recognise prior learning regardless of how, when and where it was acquired, provided that the prior learning is relevant and current and has a relationship to the learning outcomes of the course,
- be academically defensible and take into account the students’ chance of success in a course and that a student will not be disadvantaged in achieving a course’s expected learning outcomes,
- ensure the integrity of the course of study and resulting qualification are maintained,
- be decided in a timely way,
- ensure that pathways into and between awards are available to all students by furthering articulation pathways with other higher education and vocational training providers and facilitating transfer between courses at CIHE, and
- be formally documented for the student including any reasons for not granting credit.

2. Granting of credit

2.1 General principles

- i. Entry to CIHE’s courses is based on specific criteria. Decisions regarding student selection will be in accordance with the *Student Selection and Admissions Policy and Procedure*.
- ii. An offer of credit does not guarantee admission into a specific course.

¹ Australian Qualifications Framework Handbook – January 2013



- iii. The assessment of the amount of credit to be granted in particular courses shall be determined by the Course Coordinator within the framework of this policy and must be reviewed by the Teaching and Learning Committee.
- iv. Regardless of the credit granted, the requirements of each course must be fulfilled.
- v. Credit can be given in the form of block, specified or unspecified credit.
- vi. Candidates for an award from CIHE are required to complete a minimum amount of the course through CIHE. The total credit granted for prior learning external to CIHE 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 credit for formal study and credit for work experience, however no more than 25% credit will be granted for learning from relevant and documented work experience. Formal study beyond 10 years is unable to be used for credit.
- vii. Credit granted for a specific course cannot automatically be transferred from one course to another.

2.2 Credit for formal studies

- i. 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. In the case of rapidly developing areas, such as Information Technology this limit is reduced to five years, unless a student can demonstrate participation in the IT profession in the interim of a kind that could be expected to continuously update knowledge, skills and their application.
- ii. Credit may be granted for the successful completion of:
 - a. units which form part of an accredited course provided by a recognised higher education institution,
 - b. non-award courses offered by a recognised higher education institution,
 - c. accredited courses at AQF Level 5 and above offered by a registered vocational training provider,
 - d. courses provided by a professional association or other similar body,
 - e. training delivered by employers or other similar training.
 - f. Credit for partially completed AQF levels 7-9 courses at the same level as the course to which that credit is to be transferred.
- iii. Credit shall be granted where there is substantial overlap with content and/or learning outcomes of CIHE unit of study for which credit is claimed. A percentage of overlap should be 80%.
- iv. When assessing credit when assessing credit for formal studies the following will be taken into account:
 - a. 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,



- b. the objectives of the particular course and the methods adopted to achieve those objectives,
- c. admission requirements to the course,
- d. the duration of the course, having regard to entry requirements and course objectives,
- e. the breadth, depth and balance in the course material involved and the intellectual effort required,
- f. the methods of assessment,
- g. the relative emphasis on the teaching of skills in relation to the study of the discipline,
- h. any arrangements for practical training and experience as part of the course.

2.3 Credit for learning from work experience

- i. Credit may be granted for work experience where that learning can be documented to the satisfaction of the Course Coordinator. *The onus shall be on the applicant to provide appropriate evidence or demonstrate the relevant skills, knowledge and understanding.*
- ii. The maximum credit that can be granted for learning from work experience is 25% of the total credit points required for the course toward which credit is sought.
- iii. When assessing credit for work experience, the following will be taken into account:
 - a. Authenticity - the applicant has actually demonstrated the learning outcomes that are being claimed,
 - b. Currency - the learning outcomes are still valid and performable,
 - c. Quality - the learning has reached the acceptable level,
 - d. Relevance - the learning is applicable to the unit of study claimed,
 - e. Transferability - the learning outcome can be applied outside the specific context in which it was learned,
 - f. Comparability - the prior learning is comparable in content and standard with the unit(s) of study in which credit is sought.

2.4 Internal transfer between courses

- i. Credit may be granted when a student has completed units of study while undertaking a course with CIHE and wishes to transfer to another course within CIHE.
- ii. Credit will be granted for those units of study already undertaken which form part of the course into which the student is transferring.
- iii. The maximum credit that can be granted in these circumstances is not limited.

3. Applications



An application for credit based on prior learning must be made on the appropriate form at the time of application for admission to a course. The application should be accompanied by documentary evidence to support the application.

Assessment of the application will be undertaken by the Course Coordinator, where he/she will map the specified learning outcomes for the course provided by the external institution against the learning outcomes of units of study within the relevant CIHE course. The Course Coordinator will only grant credit where there is a substantial match against the learning outcomes of that unit of study.

The Course Coordinator, then, will advise the applicant in writing of the result of their application within twenty working days. A record of any credit granted (including any reasons for not giving credit) will be signed by the Course Coordinator and placed on the student's file.

Any Credit granted will be recorded in the student management system. The record of credit transfer will appear on students' record of achievement (transcript). The Credit granted will not contribute towards the students' grade point average (GPA). The application for credit transfer will normally take 2 weeks to process. The student will be advised of the credit application outcome within the 2 weeks of the application. The timeline for an application is 4 weeks prior to the unit of study beginning. The student can appeal the decision of credit transfer as per CIHE's Student Grievance Handling Policy.

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 a course.

All decisions of the Course Coordinator in relation to the granting of credit will be reviewed by the Teaching and Learning Committee. All students who are awarded credit will be monitored by the relevant course coordinators to evaluate whether students that have been provided credit have been able to successfully complete units for which the unit credited would have been a prerequisite. Course coordinators will report to the Teaching and Learning Committee on these outcomes.

4. International Students

If the applicant is an international student applying for a study visa the following applies:

- Where credit is granted before the issue of a visa, the actual course duration in the eCoE issued to the student will be reduced.
- Where credit is granted after the issue of a visa, CIHE will report the change of course duration via PRISMS.

If an international student is granted credit that shortens their course, it remains a visa condition that they continue to study full-time. Where the student wishes, they/s/he may take additional electives in order to retain a normal course duration.



5. Articulation arrangements (credit agreements)²

CIHE may negotiate agreements with other tertiary education providers to maximise the credit available to eligible students for entry into CIHE's courses. These agreements will provide graduates of specific courses offered by recognised providers of tertiary education credit for particular units of study which form part of a CIHE course.

When negotiating these agreements, CIHE will take into account the comparability and equivalence of the articulating institution's course, notably:

- the learning outcomes,
- the volume of learning,
- the content, and
- learning and assessment approaches.

In making credit assessments, CIHE will map the specified learning outcomes for the course provided by the external institution against the learning outcomes of units of study within the relevant CIHE course. Credit for a unit of study within CIHE course will only be granted where there is a substantial match against the learning outcomes of that unit of study.

The benchmarks for the quantum of guaranteed credit granted to students towards higher level AQF qualifications in the same or related discipline are as follows:

- 50% credit for an Advanced Diploma or Associate Degree linked to a 3-year bachelor's degree.
- 33% credit for a Diploma linked to a 3-year AQF 7 Degree.
- 25% credit for a Diploma linked to a 4-year AQF 7 Degree.
- 25% credit from a cognate bachelor's degree to a 16-unit AQF 9 degree

The existence of a credit agreement does not preclude an individual student applying for additional credit.

The Academic Board will approve all articulation arrangements after evidence of the mapping of the learning outcomes of the external course against CIHE course underpinning the proposed credit arrangements has been considered.

Once approved by the Academic Board, the articulation arrangement will be set out in a formal credit agreement, signed by both parties and recorded in a register of approved articulation agreements.

CIHE will make publicly available details of all current credit agreements in accordance with section 2.3 of the *AQF Qualifications Pathways Policy*³.

5.1 'Internal' articulation arrangements

² For the purposes of the Australian Qualifications Framework 2011 articulation agreements are known as 'Credit Transfer Arrangements'. Articulation arrangements are also colloquially known as 'pathways'.

³ As set out in the Australian Qualifications Framework Handbook – January 2013.



CIHE may develop internal articulation arrangements to enable graduates of lower AQF level courses offered by CIHE's sister company CIBT to articulate to higher AQF level courses offered by CIHE, where appropriate. The process for developing these arrangements and determining the quantum of credit will be the same for external articulation arrangements.

6. Appeals

A student may appeal against a decision on the granting 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 Dean within ten working days of the student receiving written notification of the decision. The Dean will respond to the appeal within twenty working days and may confirm or vary the decision. All decisions of the Dean in relation to appeals will be reviewed by the Teaching and Learning Committee.

If a student remains dissatisfied with the outcome of their appeal against a decision regarding the award of credit, they may utilise CIHE's grievance handling procedures.

7. Related documentation

- Credit for Prior Learning Application Form

8. Publication and review

This policy will be made available to all prospective and existing students on CIHE's website to enable them to make well-informed choices between alternative pathways and take into account the credit that may be available to them. Prospective students will be advised in pre-enrolment materials about this policy.

This policy will be regularly reviewed to maximise applicability to new and updated awards and to student and industry needs in line with CIHE's *Quality Assurance Framework*.

9. Version history

Version	Approved by	Approval Date	Details
1.0	Academic Board	27.1.2017	Document creation
1.1	Academic Board	21.4.2017	Simplification of language; Streamlining procedures.
1.2	Academic Board	21.1.2020	As a part of regular review
1.3	Academic Board	18.1.2021	Clarified General Principles 2.1 vi and Credit for formal studies 2.2 iii. Also, the changes been made in section 3 (Application)



2.0	Academic Board	26.8.2022	Inclusion of conditions for post graduate degrees
2.1		22.02.2023	Mapping credit was included in the section on assessment of individual applications (according to reviewer's recommendation)

Next Review Date: 25 August 2025

Document owner: Dean