



CREDIT TRANSFER AND RECOGNITION OF PRIOR LEARNING POLICY

Version:	Approved by:	Approval Date:	Effective Date:	Next Review:
9	Academic Board	13 June 2019	13 June 2019	13 June 2023
Responsible Officer:	Director, Academic Performance and Governance		Document No:	UOWC-AQ-POL-123
Purpose:	This Policy: <ol style="list-style-type: none">1. This Policy outlines the principles governing UOW College Australia's award of course credit in recognition of prior learning.2. This Policy contributes to the UOW College Australia's vision and mission by ensuring the College is an educational environment that:<ol style="list-style-type: none">a. is accessible, inclusive and facilitates diverse pathways to education;b. provides opportunity for individuals to have different types of learning recognised;c. has equitable, valid and reliable processes for assessment of prior learning;d. complies with legislative requirements; ande. quality assures operations.			
Scope:	UOWCA ✓	UOWCHK	UOWD	UOWGE
The policy applies to: <ol style="list-style-type: none">a. current and prospective UOW College Australia students enrolled, or seeking to enrol in, Higher Education or Vocational programs;b. course credit transferred on the basis of formal credit agreements between UOW College Australia and other educational institutions (articulation pathways); and				



	<p>c. Course credit granted by UOW College Australia in response to individual applications for credit transfer and recognition of prior learning.</p>
Related Documents:	<p>Academic Quality Standards</p> <p>Credit Transfer and Recognition of Prior Learning Procedure</p> <p>Credit Transfer and Recognition of Prior Learning Application Form</p> <p>Academic Delegations of Authority Policy</p> <p>Student Grievance and Appeals Policy</p> <p>Third Party Evidence Form</p> <p>Recognition of Prior Learning Instructions</p> <p>Recognition of Prior Learning Kits – Vocational Programs</p>
References & Legislation:	<p>Australian Qualifications Framework</p> <p>Education Services for Overseas Students Act 2000 (Cth)</p> <p>National Code of Practice for Providers of Education and Training to Overseas Students 2018</p> <p>Standards for Registered Training Organisations (RTOs) 2015</p>



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1. Definitions

Word/Term	Definition
Articulation agreement	A signed agreement with another education provider that defines and publicises a specific, approved pathway for progression between qualifications, and between institutions.
Block Credit	Credit granted for completed sections (e.g. one session) of a course. Not applicable to Vocational programs.
Course	A program of study.
Course Credit	The value assigned for the recognition of equivalence in content and learning between different forms of learning and/or qualifications. It reduces the amount of learning required and exempts the student from completing the nominated subject or subjects. The award of credit points towards the completion of a qualification will be applicable only to Higher Education programs.
Credit Points	The value attached to a subject that indicates study load.
Credit Transfer	The process that involves assessment of an individual's relevant formal prior learning to determine the credit outcomes of an individual application for credit.
Domestic Student	A person registered in a course or enrolling in a course of study, who is an Australian Citizen or Permanent Humanitarian Visa Holder, who will be resident in Australia for the duration of the course of study.
Equivalence	Assessment of credit transfer will take into account equivalence and comparability of the learning outcomes; the volume of learning; and program of study, including content.
Formal Learning	Learning that leads to a full or partial AQF qualification attained through a formal program of study with an accredited education provider e.g. certificate, diploma or degree.
Informal Learning	Learning acquired in an informal context, such as through work, social, family, hobby, leisure or community service activities, and/or life experiences.
International Students	A student who is not a domestic student. This includes, but is not limited to, students on temporary residence visas, bridging visas, and student visas.



National Training Package	Training Packages comprise qualifications, competency standards and assessment guidelines. They are not a training manual and are industry developed.
Non-formal Learning	Learning acquired through non-accredited study that does not lead to the attainment of a full or partial AQF qualification. For example, this may include micro-credentials and education or training provided through employer-based programs and professional bodies.
Recognition of Prior Learning (RPL)	An assessment process that involves assessing an individual's relevant informal and non-formal prior learning to determine the credit outcomes of an individual application for credit. The recognition of formal prior learning is referred to as credit transfer in this policy.
Statement of Attainment	A record that one or more accredited units of competency have been achieved in a vocational course.
Registered Training Organisation (RTO)	Training providers registered by ASQA to deliver vocational education and training (VET) services. They are recognised as providers of quality-assured and nationally recognised training and qualifications.
Specified Credit	Credit granted towards one or more specific subjects. Specified credit is granted when learning can be demonstrated to be a near or exact equivalent to a UOW College Australia subject equivalent.
Student	Any person who is enrolled in any course or program offered at, or in conjunction with, UOW College Australia. For vocational, a student may also be referred to as a 'learner'.
Subject	A self-contained unit of study or vocational unit of competency in any course or program offered at, or in conjunction with, UOW College Australia.
Subject Outline	The document governing content, delivery, and assessment of material for a subject. For Vocational, a Subject Outline is referred to as a 'Unit Outline'.
Unit of Competency	A unit of competency is the specification of knowledge and skill, and the application of that knowledge and skill, to the standard of performance expected in the workplace. A unit of competency is the smallest unit that can be assessed and recognised in a VET course. Only applicable to Vocational programs.



Unspecified Credit	Credit granted as the equivalent to the volume of learning of an elective subject or subjects, but not subject learning outcomes. Unspecified credit can be awarded for elective subjects. This does not exempt an applicant from a compulsory subject or subject. Unspecified credit receives an appropriate unit value in credit towards the completion of a course. Not applicable to Vocational programs.
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2. Policy Principles

1. The following principles will inform the assessment of credit transfer and recognition of prior learning applications. These assessment decisions will:
 - a. Be academically defensible and ensure the student has demonstrated that they have successfully met the subject learning outcomes;
 - b. Recognise learning irrespective of how, when and where it was acquired, provided that the learning is relevant and current and is related to the learning outcomes of the qualification;
 - c. Maintain the integrity of the qualification;;
 - d. Comply with the requirements of the underpinning educational framework of the course; and,
 - e. Be applied consistently, fairly, transparently and in a timely fashion.

3. Granting of Credit

1. Course credit may be granted when students can demonstrate they have achieved subject learning outcomes relevant to their course from formal, non-formal or informal learning.
2. An application may cover more than one category of learning.
3. Course credit for Higher Education programs may be granted as specified credit, unspecified credit or block credit.
4. For vocational programs, course credit can only be granted as specified credit.



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5. Provisional credit may be granted when an offer of admission is made and is subject to confirmation.

4. Amount of Credit

1. Where a student applies for a credit transfer of 50% or more credit points of a Higher Education program, a minimum of 50% of the course must be completed at either the University of Wollongong (UOW) or UOW College Australia.
2. The College may award a Higher Education Diploma to students who have completed all equivalent diploma subjects within a partially complete UOW course provided evidence of exit can be demonstrated. Students who have completed their degree are not eligible.'
3. There is no limit on the amount of credit that can be awarded in vocational programs. Where a student has completed a qualification in full at another RTO/s, a UOW College Australia qualification will not be issued.

5. Restrictions on the Granting of Credit

1. All applicants must demonstrate currency of prior learning against the subject/course learning outcomes.
2. For Higher Education programs, course credit will not be granted for prior learning completed more than ten years ago, unless the applicant can demonstrate currency of learning against the subject/course learning outcomes.

6. Transfer of Grades with Award of Credit

1. In cases where a student is transferring either between courses delivered by UOW College Australia or UOW from a UOW course to a College Higher Education course, and has applied for credit based on this previous study, marks and grades will be recorded for subjects where course credit has been granted. No marks or grades will be recorded for subjects where specified credit has been granted from other education providers.



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7. Applying for Course Credit where an Articulation Agreement Exists

1. Students who successfully undertake a subject in a course where an articulation agreement between UOW College Australia and a third party exists will be eligible for course credit for the equivalent UOW College Australia subject, as identified in the relevant articulation agreement.
2. Students previously enrolled in a program with another provider where an articulation agreement exists will not be required to apply for course credit when transferring to UOW College Australia.

8. Applying for Course Credit where no Articulation Agreement Exists

1. Students must apply for course credit by submitting an application in the prescribed form before the end of week one (1) of the course.
2. In the case of students transferring between College courses, students may apply for course credit when already enrolled at the College, prior to the commencement of the College course they are transferring to. Grades will be recorded for subjects completed at the College where grades have been awarded and specified credit has been granted.
3. In the case of students transferring from UOW to UOW College Australia seeking course credit for subjects undertaken at UOW, students may apply for course credit while enrolled at UOW prior to the commencement of the UOW College course.

Vocational Courses

4. Course credit will be awarded for an equivalent unit of competency contained in a qualification on producing an original or certified copy of a statement of attainment or transcript containing exactly the same code or a code deemed equivalent by the training package as indicated on the National Register.
5. Vocational students must pay the required application fee for credit for prior learning of informal or non-formal learning. There is no fee for credit transfer applications. The amount payable is available on the College website and stipulated on the application form. Processing of the application will only commence once the required application fee has been paid and all evidence is submitted.



9. Supporting Documentation for Applications for Course Credit

1. Applications for course credit must be accompanied by full, original documentation or certified copies.
2. All evidence presented must be in English. Where the documentation is not in English a certified translation must be provided.
3. Students seeking course credit for prior formal learning for Higher Education programs must provide original or certified copies of the following documentation, where applicable:
 - a. Relevant pages from the handbook of the institution concerned;
 - b. A complete copy of the relevant subject outline, including subject content by topic and assessment details in percentage terms; and
 - c. Testamur and/or record of results (academic transcript).
4. Students seeking course credit for prior formal learning for Vocational programs must provide an original or certified copy of a transcript or testamur and record of results or a statement of attainment.
5. Students seeking recognition of prior learning should provide documentary evidence appropriate to the application. This may include:
 - a. Detailed CV/resume with referee details;
 - b. Third Party Evidence Form;
 - c. Statement of attendance or certificates relating to professional development courses, workshops, seminars etc. undertaken;
 - d. Job descriptions;
 - e. Relevant licences;
 - f. References/letters of support from past employers/statements of service;
 - g. Relevant job sheets/log books/ project documentation; and/or
 - h. Membership of professional associations.
6. The College may request an interview with students seeking recognition of prior learning to assess competencies or demonstrate relevant skills.



10. Assessment of Applications

1. Applications for credit transfer or recognition of prior learning will be assessed by the delegated authority in accordance with the College's Academic Delegations of Authority Policy.
2. In assessing the application, the delegate must consider:
 - a. Equivalency with regard to the level of course studied;
 - b. Equivalency subject content, learning outcomes and objectives;
 - c. Student performance in the subject for which credit is being sought; and
 - d. For vocational programs only, equivalency against the relevant national training package or accredited course.
3. Where the application for credit is approved, the course fee will be adjusted accordingly and a student will either receive a refund or will not be invoiced for the approved subjects as applicable. Except for Higher Education programs where an application for credit has been submitted after Census Date.

11. Withdrawal of Credit

1. The College reserves the right to withdraw course credit where an administrative error has been made or where the documentation provided by the applicant has been found to be misleading, invalid, or fraudulent subsequent to the decision.
2. The withdrawal of course credit must be approved by the Academic Quality Coordinator who will notify relevant stakeholders.

12. International Student Visa Implications

1. Where UOW College Australia approves credit transfer or recognition of prior learning that results in a reduction of an international student's course length, the College will:
 - a. Inform the student of the reduced course duration;
 - b. Where reduced course credit is accepted by the student, issue a confirmation of enrolment (CoE) for the reduced duration of the course; and



- c. Where course credit is granted after the student visa is granted, report any change in course duration to the Department of Education and Training through the Provider Registration and International Student Management System (PRISMS).

13. Appealing Decisions

1. If a student is not satisfied with the outcome of their application for credit transfer or recognition of prior learning they may appeal the decision in accordance with the Student Grievance and Appeals Policy.

14. Version Control and Change History

Version Control	Date Effective	Approved By	Amendment
1	16/11/07	WCA Academic Board	New Policy
2	22/07/10	WCA Academic Board	Modified to include credit for offshore programs
3	20/06/11	Ian Tobin	Updated for name change, correction to 4.1
4	18/02/13	UOWC Academic Board, UOW/UOWC Board of Studies	Modified to include UOW accredited Diplomas, credit for onshore programs and applications from students transferring between College Programs and seeking credit for UOW study.
5	4/12/2014	UOW College Academic Board	Reflect branding changes, structural changes, inclusion of vocational programs, and procedural changes.
6	11/06/2015	UOW College Academic Board	Change of process for vocational courses.
7	21/07/2016	Compliance Officer	Minor change only – College branding and document formatting updated.



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8	22/03/2018	Academic Board	Substantive review – align with UOW and provide additional detail throughout. Visa implications reviewed in light of revised National Code 2018.
9	13/06/2019	Academic Board	Substantive review of policy principles, definitions of the categories of credit and the learning types recognised by this policy. New concessions for UOW students where they have partially completed a degree at UOW.