

Higher Education Credit Procedure

RELATED POLICY:

[Higher Education Articulation and Credit Policy](#)

1. PURPOSE

To outline the process for managing higher education credit applications in line with the Higher Education Standards Framework (2015) and the Australian Qualifications Framework (2013) (Pathways Policy).

2. SCOPE

Applies to all persons applying for and approving credit for all Holmesglen higher education programs.

3. PROCEDURE

Action	Accountability
3.1 Credit application	
<p>3.1.1. Ensure credit application information for prospective students is available on the website for the program for which they are applying.</p> <p>Notes: Credit application information on the website includes but is not limited to:</p> <ul style="list-style-type: none"> ▪ Program subject list. ▪ Program subject summary that details individual subject learning outcomes and assessment types ▪ Current agreed internal and external articulation pathways to the higher education degree, including maximum credit exemptions allowed. ▪ List of supporting documentation to be submitted with any application for credit. 	Dean, Higher Education and Strategic Partnerships
3.1.2. Appoint a program credit application contact person.	Head of Department
<p>3.1.3. Determine the opportunity for a student to apply for credit. Notify the credit application contact person by email of students interested in applying for credit and forward them the student details within 48 hours and request that they make contact with the student within five (5) working days and prior to program commencement.</p> <p>Advise students that they will be contacted by the credit application contact person within five (5) working days.</p> <p>Notes: For overseas student credit applications, the International Admissions Manager/s must forward the credit application to the relevant faculty Course Leader for assessment, after determining the applicants required English language proficiency required to enter the program.</p>	Course Leader or Academic staff member (interviewer)
3.1.4. Contact credit applicant and discuss the credit application with the student, identifying and confirming the basis and type of the credit application.	Program credit application contact person

Action	Accountability
<p>Ensure that the student is aware that the provision of information does not constitute a grant or offer of credit.</p> <p>Notes:</p> <ol style="list-style-type: none"> 1. Credit can only be granted in accordance with the Higher Education Articulation and Credit Policy and Higher Education Credit Procedure. 2. Credit applications may be on the basis of Credit Transfer or Recognition of Prior Learning (RPL) for formal, informal and/or non-formal learning. 3. Credit application may be for specified, unspecified or block credit 4. For credit applicants with overseas qualifications: the program Course Leader must reference the Australian Government's National Office for Overseas Skills Recognition (AEI-NOOSR) to determine the comparable Australian qualification and the equivalent AQF qualification level. 	
<p>3.1.5 Advise and confirm with the applicant whether or not to proceed with the credit application for the identified relevant subjects. Discuss their desire to proceed if applicable and inform them whether it should be a:</p> <ul style="list-style-type: none"> ▪ credit application for a recognised articulation pathway, or ▪ a case-by-case credit assessment as the application does not align with an agreed articulation pathway. <p>Inform students that possible delays may occur in processing time due to detailed mapping required for case-by-case mapping when applications are not based on a recognised articulation pathway.</p>	Program credit application contact person
<p>3.1.6 Enrol the student into the program if the applicant does not wish to proceed with the credit application.</p>	Course Leader
<p>3.1.7 Confirm with the applicant who wishes to proceed with the credit application the requirements and types of evidence to be presented/submitted with the application. Provide the applicant with the Credit Application Form STU129 and assist as required.</p> <p>Notes: See Appendix 1 for Guidelines for Assessing Credit Applications</p>	Program credit application contact person
<p>3.1.8 Enrol the student into the program in alignment with their decision to proceed or not to proceed with the credit application.</p>	Course Leader/Program Enrolment Officer
<p>3.2 Credit application assessment</p>	
<p>3.2.1. Review and assess the student's application for credit and arrange a meeting with the student/applicant if required.</p>	Course Leader

Action	Accountability
<p>3.2.2. Make a credit application decision within ten working days of receipt of an Application for Credit (assess the completed STU129 and supporting documentation) and complete 'Credit application assessment and feedback form'.</p> <p>Ensure that credit assessments are moderated and validated in a manner consistent with the moderation and validation of other forms of assessment.</p> <p>Note: Maximum allowable credit shall be approved in line with the Principles for Determining Credit as outlined in Appendix 1 of the Higher Education Articulation and Credit Policy</p>	Course Leader
<p>3.2.3 Complete credit application form (STU129) and obtain required authorisation from Head of Department (HOD) and update Faculty Credit Register.</p> <p>Forward the completed STU129 to the Registrar for processing and notifying applicant of the outcome</p> <p>Notes:</p> <ol style="list-style-type: none"> 1. If credit approved involves overseas student applicants, the respective Head of Department must notify the International Admissions Manager/s. 2. The International Admissions Manager/s must ensure that if the program credit reduces the overseas student's program duration, that the overseas student is informed of the reduced program duration and that their Confirmation of Enrolment (CoE) is issued for the reduced duration of the program. 3. Any changes in program duration are reported in PRISMS if program credit is granted after the overseas student's visa has been granted. 	Course Leader Head of Department
<p>3.2.4 Retain a copy of the fully completed application form, credit application assessment and feedback form and credit application evidence in student file for not less than seven (7) years.</p>	Course Leader and Registrar
<p>3.2.5. Provide written feedback to credit applicant of application outcomes.</p> <p>Note: In the case of an overseas student notify the Manager/s, International Admissions to ensure that any reporting requirement on PRISMS are completed.</p>	Registrar
<p>3.2.6 Record credits granted in the Student Management System as Exemption (EX) in the respective student statement of attainment.</p>	Registrar

Action	Accountability
3.2.7 Adjust enrolment prior to the program census date once credit has been granted, to ensure that the student withdraws from the subject/s for which they have received credit prior to the program census date. Note: A failure to do so will result in the student being liable for the fees incurred.	Course Leader in conjunction with the Student
3.3 Reversal of credit determinations	
3.3.1 Approve a credit reversal when: (a) a student requests a reversal; or (b) there is evidence of fraud in the credit application sufficient to permit the assessor to make the determination that credit should not have been provided in the first instance.	Head of Department
3.3.2 Notify determination outcome to the student for whom credit has been reversed in writing within three (3) working days of the date of the determination.	Registrar
3.4 Complaints and Appeals	
3.4.1 Advise any student who is dissatisfied with a determination made under this procedure that they must, within 10 days of notification of the determination, lodge a request for review of the determination in accordance with the Holmesglen Students Complaints and Appeals Policy.	Course Leader
3.4.2 Follow the procedures associated with the Student Complaints and Appeals Policy to conduct a review.	Credit Assessor and Head of Department
3.4.3 Update records and documentation in the Faculty Central Register if the initial determination is amended.	Head of Department
3.4.4 Notify the student of the outcome within five (5) working days of the determination made following the review.	Registrar
3.4.5 Advise the student that they may lodge an appeal in accordance with the Complaints and Appeals Policy if they are dissatisfied with the outcome of the review.	Registrar
3.4.6 Update records and documentation in the Faculty Central Credit Register and in the Student Management System once the determination of the Appeal is known.	Dean and Registrar
3.5 Faculty Central Credit Register	
3.5.1 Retain all determinations made in relation to credit in the relevant Faculty in which they were made for a period of not less than seven (7) years	Dean
3.5.2 Maintain a Faculty Central Credit Register that contains the following details in relation to each credit determination: (a) the credit application number; (b) the person who made the determination, their position and relevant qualifications; (c) the relevant subject/s or program of study in relation to which credit was sought; (d) the ground on which credit was sought;	Head of Department

Action		Accountability
	<p>(e) where credit is sought on the basis of formal learning, details of the relevant program/subjects, AQF level and other factors which permitted a determination of equivalency to be made;</p> <p>(f) where credit is sought on the basis of informal learning, the relevant work or life experience which permitted a determination to be made;</p> <p>(g) where credit is sought for non-formal learning, details of the structured program which permitted a determination to be made;</p> <p>(h) where credit is sought on the basis of an overseas qualification, details of the relevant program/subjects and additional factors which permitted a determination to be made;</p> <p>(i) where credit is sought on the basis of cross institutional study, details of the domestic or overseas study completed;</p> <p>(j) where credit is provided pursuant to an articulation agreement, a copy of the relevant agreement and details of the relevant study completed;</p>	
3.5.3	<p>Ensure that the information set out in the Faculty Central Credit Register:</p> <p>(a) does not include personal information in relation to any student or students, consistent with the Holmesglen Privacy Policy</p> <p>(b) is made available for inspection at all times by any relevant person.</p>	Dean

4. DEFINITIONS

Term	Meaning
Articulation	The movement of students from one completed qualification to another in a defined pathway.
Pathways	Allow students to move through qualification levels with full or partial recognition for the qualifications and/or learning outcomes achieved.
Articulation agreement	An articulation arrangement which enables students to progress from one completed qualification to another with admission and/or credit in a defined qualification pathway. It may or may not involve an advanced standing credit arrangement.
Program of study	A program of learning, Training Package unit, accredited subject or accredited short course.
Qualification	An accredited complete program of learning that leads to formal certification that a graduate has achieved learning outcomes as described in the AQF. For overseas qualifications, the qualification is verified through the National Office for Overseas Skills Recognition (NOOSR) as equivalent to a specified AQF level qualification.
Advanced Standing	Form of credit for any previous learning. (See also credit.)

Term	Meaning
Credit	An exemption from some program requirements on the basis of previous study learning or experience. Credit may be granted as specified, unspecified or block credit. Credit takes into account the comparability and equivalence of the learning outcomes, program of study including content and pre-requisites, learning and assessment approaches and volume of learning.
Specified Credit	A credit granted towards particular or specific components/subjects of a qualification or program of study.
Unspecified Credit	A credit granted in relations to an unspecified subject or group of subjects.
Block Credit	Credit granted towards whole stages or components of a program of study leading to a qualification.
Formal learning	Learning that takes place through a structured program of learning that leads to the full or partial achievement of an officially accredited qualification.
Non-formal learning	Learning that takes place through a structured program of learning but does not lead to an officially accredited qualification.
Informal learning	Learning gained through work, social, family, hobby or leisure activities and experiences. Unlike formal or non-formal learning, informal learning is not organised or externally structured in terms of objectives, time or learning support.
Learning outcomes	The expression of the set of knowledge, skills and the application of the knowledge and skills a person has acquired and is able to demonstrate as a result of learning.
Recognition of prior learning	A process through which eligibility for the award of credit is assessed, through assessment of formal, informal and non-formal learning
Program of learning	A course, curriculum, training package, units of study, subjects or structured workplace learning that lead to the award of a qualification.

5. CONTEXT AND/OR REFERENCED DOCUMENTS

Internal

[Higher Education Assessment and Moderation Policy](#)

[Complaints and Appeals Policy](#)

[Higher Education Articulation Procedure](#)

[Holmesglen Enrolment Policy](#)

[Higher Education Student Enrolment Procedure](#)

[Overseas Students Policy](#)

[Application for Credit \(STU129\)](#)

Credit application assessment and feedback form

Faculty Credit Register

External

[Australian Qualifications Framework \(2013\) \(Pathways Policy\)](#)

[Higher Education \(Threshold\) Standards Framework 2015](#)

[Higher Education Support Act 2003](#)

[Education Services for Overseas Students Act 2000](#)

[National Code of Practice for Providers of Education and Training to Overseas Students 2018](#)

[TEQSA Guidance Note – Credit and Recognition of Prior Learning](#)

6. VERSION HISTORY

Version Number	Date	Summary of changes
1	October 2019	New procedure consolidating previous separate documents

Appendix 1 - Guidelines to Assessing Credit Applications

1. Documentation for credit applications based on articulation credit pathways do not need to include subject outlines of the units/subjects forming the basis of the application. This has been assessed previously as part of the authorised Articulation Agreement.
2. Case by case credit applications based on formal learning require evidence of:
 - (i) duration of the program of learning or qualification
 - (ii) detailed unit/subject outlines identifying learning outcomes, and learning and assessment approach
 - (iii) certified copies of testamurs and/or academic transcripts
 - (iv) statement from applicant detailing how the prior learning is equivalent to the subject/s for which they are applying for credit,
3. Case by case credit applications based on a combination of formal, informal and non-formal learning require evidence of:
 - (i) details of relevant formal learning identified in 2 i, 2 ii above.
 - (ii) details of non-formal learning that provides similar information to that required for formal learning and relevant certificates of attendance and/or competence.
 - (iii) details and evidence supporting identified informal learning against the relevant subject learning outcomes, content and assessment approach of the credit application.
 - (iv) overall statement from applicant detailing how the prior learning is equivalent to the subject for which they are applying for credit
4. For overseas qualifications, the relevant Faculty must verify through the National Office for Overseas Skills Recognition (NOOSR) that the overseas qualification is equivalent to the appropriate AQF level required for either entry to or advanced standing into the relevant higher education program. Evidence of the equivalence must be attached to the Advanced Standing Credit Mapping document.
5. For overseas qualifications not in English, the applicant must supply an English translation issued by a NAATI translator.

Allocation of Credit

The following maximum amounts of credit will apply to undergraduate Bachelor qualifications:

- Up to 50 % credit for an Advanced Diploma or Associate Degree when linked to a three-year Bachelor Degree.
- Up to 37.5% credit for an Advanced Diploma or Associate Degree when linked to a four-year Bachelor Degree.
- Up to 33% credit for a Diploma when linked to a three-year Bachelor Degree.
- Up to 25% credit for a Diploma when linked to a four-year Bachelor Degree.

The maximum amount of credit based on a completed program at the same or higher level is normally:

- 66.6% when linked to a three-year Bachelor Degree
- 50% when linked to a four-year Bachelor Degree.

For post graduate qualifications (ie post Bachelor degree/AQF Level 8 or higher) the maximum amount of credit for a completed program at the same or higher level is 50%

Principles for determining credit

The maximum amount of credit may be lower than the stated maximums in some instances in accordance with professional body accreditation requirements.

The maximum amount of credit is normally based on a program or subjects completed within the previous eight years

The minimum qualification level recognised by Holmesglen for credit into Holmesglen higher education programs is normally AQF Diploma level (AQF Level 5).

- Articulation needs to be consistent with the Holmesglen Higher Education Articulation and Credit Policy. Any exception needs to be approved by the Council of Education and Applied Research.