

Credit for Recognised Learning Procedure

1. STRATEGIC PLAN THEME AND COMPLIANCE OBLIGATION SUPPORTED

Credit for Recognised Learning Policy

Strategic Plan Theme: [Learning and Student Experience](#)

2. PROCEDURAL DETAILS

2.1 Credit Limitations

2.1.1 Summary of Credit Limitations is as per the table below:

BASIS FOR CREDIT	MAXIMUM CREDIT that may be approved for an AQF Level 7 Course <small>(not exceeding the equivalent credit point value of the previous study)</small>	MAXIMUM CREDIT that may be approved for an AQF Level 8 or AQF Level 9 Courses <small>(not exceeding the equivalent credit point value of the previous study)</small>
Formal Learning: Prior studies at AQF Level 4 or equivalent or below including enabling or foundation courses	Nil (see 2.1.3 below)	Nil
**Formal Learning: Prior studies at an AQF Level 5 or equivalent	up to 33% credit value of a course or one year (whichever is the lesser)	Nil
**Formal Learning: Prior studies at an AQF Level 6 or equivalent	*up to 67% credit value of a 3-year course or 50% of a 4-year course	Embedded/Entire course Honours: up to 25% credit value of a course or one year (whichever is the lesser) All other AQF Level 8/9 courses: Nil
Formal Learning: Prior studies at an AQF Level 7 or equivalent	up to 67% credit value of course or duration of course less one year (whichever is the greater)	Embedded/Entire course Honours: up to 67% credit value of a course or duration of course less one year (whichever is the greater) All other AQF Level 8/9 courses: not normally approved except in specific circumstances (e.g. articulation agreements)
**Formal Learning: Prior studies at an AQF Level 8 or AQF Level 9 or equivalents	up to 67% credit value of course or duration of course less one year (whichever is the greater)	up to 67% credit value of a course or duration of course less one year (whichever is the greater)
Non-Formal Learning and Informal Learning	up to 33% credit value of a course or one year (whichever is the lesser)	up to 33% credit value of a course or one year (whichever is the lesser)

* Where a course duration exceeds 4-years, a maximum of 400 credit points may be granted.

** If the prior study at AQF level 5, 6 or 8 is a VET qualification, all components will be fully completed and the student in receipt of an award certificate.

2.1.2 Accreditation requirements will be considered when awarding credit.

- 2.1.3 Credit will not be granted for studies completed at AQF Level 4 or equivalent (Certificate IV).
- a) In exceptional circumstances, an Exceptions Approval – Non-Standard Credit proposal (as per section 2.6) may be considered if the AQF Level 4 or equivalent (Certificate IV) course content is either identical to or directly relevant to a skills-based unit within a Curtin University course. The AQF Level 4 or equivalent (Certificate IV) course will be fully and successfully completed. Credit will not be considered if only modules or components of the qualification are completed. Credit will be granted up to a maximum of 100 credit points at AQF Level 7 introductory units only.
- 2.1.4 Credit may not be granted where this will result in the student undertaking less than the prescribed minimum amount of study at Curtin University. The minimum amount of study required to be completed at Curtin University is 33% of the total credit points for the course or one year (200 credit points), whichever is the lesser.
- 2.1.5 Credit for final year or highest level units will only be granted for a maximum of 50 credit points unless otherwise specified in articulation agreements (see section 2.14).
- 2.1.6 Awarded credit will not enable a student to complete their course through the study of first year units only.
- 2.1.7 The granted credit point load will be equivalent to or less than the credit point load of the previously studied unit.
- 2.1.8 Credit in a course may only be granted based on units completed at the same or a higher AQF level.
- 2.1.8.1 Limited credit may be granted for study completed at a lower AQF level where the lower level unit content and outcomes are considered either identical or directly relevant to the content and outcomes of the higher AQF level course. Approval is required under the Exceptions Approval – Non-Standard Credit process (as per section 2.6). Credit based on previous study at a lower AQF level will be granted for introductory level units at the higher level.
- a) Where course approval has been granted for an Accelerated Bachelor Master, approval under the Exceptions Approval – Non-Standard Credit process is not required.
- 2.1.9 In the case of credit for a unit that has been completed at the lower AQF level and jointly taught to both undergraduate and postgraduate students, credit may not be granted as it is expected that postgraduate students will have different assessment and learning outcomes.
- 2.1.10 If credit has been granted based on a specific previously completed unit, credit will not be granted again in the same course based on the same previously completed unit.
- 2.1.11 If a student switches their course or selects to change their major, stream or specialisation the application of existing credit may not be guaranteed.
- 2.1.12 Partial credit will not be awarded for units and credit will not be considered for partially complete or failed units.
- 2.1.13 Credit for non-formal learning or informal learning may be granted if it is relevant to the course of study, has addressed the curriculum content and learning outcomes of the unit/s being exempted and is directly relevant as a substitute for study.

2.2 Granting of Credit

- 2.2.1 Decisions regarding the granting of credit will:
- a) Be evidence based, equitable and transparent;
- b) Be applied consistently and fairly with decisions subject to appeal and review;

- c) Recognise learning regardless of how and where it was acquired, provided that the learning is relevant and current and has a relationship to the learning outcomes of the unit;
- d) Be academically defensible and take into account the student's ability to meet the learning outcomes of the unit and course successfully;
- e) Recognise the unique quality of a Curtin award;
- f) Be decided in a timely way;
- g) Allow for credit outcomes to be used to meet prerequisites or other specified requirements for entry into a course leading to a qualification or for the partial fulfilment of the requirements of a qualification; and
- h) Be formally documented for the student including any reasons for not giving credit.

2.3 Time Limits for the Recognition of Credit

- 2.3.1 Credit for units will not be granted for prior learning completed more than ten years previously. For example, for units completed in Semester 1, these units may be considered valid until the completion of Semester 1, ten years from the original year the unit was studied. 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.

2.4 Unit Transfer

- 2.4.1 Internal credit transfers of units successfully completed at Curtin may be exempt from credit limitations providing that the student has transferred from a course to a newly commenced course at the same level, the unit was completed within ten years of the transfer and forms part of the new course structure.

2.5 Standard Credit Approval Authority

- 2.5.1 The authority to approve standard credit in all courses, across all AQF levels, rests with the relevant Pro Vice-Chancellor. Where block credit is to be applied against unspecified credit, this will be notified to the Admissions Office who will report as required to the Academic Registrar.
- 2.5.2 The Pro Vice-Chancellor may give their authority to approve credit to designated staff.
- 2.5.3 The Pro Vice-Chancellor is responsible for ensuring that all staff assessing and approving credit are aware of and comply with the Credit for Recognised Learning Policy, this procedure and accompanying business processes.

2.6 Authority: Exceptions Approval - Non-Standard Credit

- 2.6.1 Any proposal to grant credit beyond the credit limitations will be supported by the relevant Faculty Pro Vice-Chancellor (or nominee) and be submitted in writing to the Manager Admissions Office.
 - 2.6.1.1 Where further information becomes apparent that would substantially change or impact the outcome of a previous submission, the relevant Faculty Pro Vice-Chancellor may re-submit the proposal.
- 2.6.2 The submission will provide full documentation as required by the Manager Admissions Office and will explain why granting credit beyond the stated limits is considered:
 - a) academically defensible;
 - b) consistent with external accreditation body requirements; and
 - c) aligned with the University's expectations in valuing the unique quality of a Curtin course and a Curtin graduate.
- 2.6.3 On receipt of such a submission, the Manager Admissions Office, will arrange to have it considered by the University Admissions Committee for recommendation to the Deputy Vice-Chancellor Academic.

- 2.6.4 The Deputy Vice-Chancellor Academic is responsible for approving or not approving these submissions.
- 2.6.5 The decision of the Deputy Vice-Chancellor Academic is final.
- 2.6.6 Learning and Student Experience Committee will be notified of all decisions relating to Exceptions Approval – Non-Standard Credit approvals or non-approvals.
- 2.6.7 All non-standard credit will be recorded on the student management system by the Admissions Office.

2.7 Application for Credit

- 2.7.1 An applicant for credit may be required to undertake assessment to support their application. This may take the form of an examination, interview, challenge test or other means of evaluation. A fee may be charged for this assessment.

2.8 Assessment of Applications for Credit

- 2.8.1 Recognition of external prior learning, credit for articulation arrangements and other credit as applicable will normally be assessed prior to the offer of a course place. Assessments for other ongoing CRL may be considered after commencement of the course. Applications that are complete and do not require further consideration under the Exceptions Approval – Non Standard Credit process will require a minimum of 20 working days to be assessed and processed.
- 2.8.2 Informal responses to credit application enquiries are not a binding decision on the University.
- 2.8.3 University staff involved in the assessment and granting of credit will have appropriate experience and/or be provided with appropriate training and support to enable them to properly assess credit applications.
- 2.8.4 It is the responsibility of the relevant Faculty Pro Vice-Chancellor (or nominee) to identify training needs and ensure that these are met. The Admissions Office will provide training as required.
- 2.8.5 It is the responsibility of the relevant Faculty Pro Vice-Chancellor (or nominee) to ensure academic and professional staff do not advise applicants of the granting of non-standard credit until this has been approved by the Deputy Vice-Chancellor Academic.

2.9 Credit Does Not Guarantee Eligibility for Entry

- 2.9.1 The granting of credit within a course does not in itself constitute eligibility for entry. The student will still be required to meet the prescribed entry requirements to be eligible for entry.

2.10 The Impact of Granting of Credit on Graduation or Accreditation

- 2.10.1 The granting of credit within a course does not in any way constitute a guarantee that the applicant will meet the requirements to graduate from the course.
- 2.10.2 The granting of credit may impact the student's ability to meet professional accreditation or licensing requirements.

2.11 Timetable Clashes and Other Consequences

- 2.11.1 Where the granting of credit causes timetable clashes or unacceptable study combinations, the University is under no obligation to make individual arrangements for the student.

2.12 International Onshore Students – Compliance with National Code

- 2.12.1 Any approval of credit for International Onshore students will comply with the provisions of the National Code of Practice for Providers of Education and Training to Overseas Students 2018 (the National Code). International students are responsible for compliance with their individual enrolment and student visa conditions.

2.13 Credit Documentation Requirements

- 2.13.1 Documentation should clearly show that the applicant has achieved and maintained the competencies and/or knowledge and/or skills inherent in the qualification being recognised. It is particularly important that any credit granted on the basis of prior professional (work) or life experience is properly documented with a full description of the competencies for which the credit is being granted.
- 2.13.2 Appropriate documentation includes, but is not limited to:
- a) official academic transcripts;
 - b) award certificates;
 - c) a CV or resume outlining relevant work history;
 - d) statements from employers or other organisations outlining how previous experience relates to demonstration of the required competencies;
 - e) personal statement demonstrating how unit learning outcomes have been met through relevant work experience;
 - f) results of any relevant examinations or tests which identify that the required competencies have been met;
 - g) a record of any relevant interview that academic staff have held with the applicant regarding required competencies;
 - h) unit outlines; or
 - i) evidence of professional accreditation.
- 2.13.3 Advice on appropriate documentation and minimum documentation requirements is available from the Admissions Office.
- 2.13.4 Documentation will meet the 'Scanned Documentation Certification Guidelines' or 'Certification Guidelines' or both as appropriate and be provided as prescribed by the Academic Registrar (or nominee) or documentation may not be accepted.
- 2.13.5 The University is not responsible for the delayed assessment and processing of credit or impacts of a student being able to enrol in units if the appropriate documentation is not submitted with the credit application.

2.14 Articulation Agreements

- 2.14.1 All Articulation Agreements with Australian educational institutions will be approved by the relevant Faculty Pro Vice-Chancellor. This authority may not be delegated.
- 2.14.2 All Articulation Agreements with overseas educational institutions will be approved by the relevant Faculty Pro Vice-Chancellor and the Deputy Vice-Chancellor International. This authority may not be delegated.
- 2.14.3 Final paperwork for Articulation Agreements will be signed and authorised by the Vice-Chancellor (or relevant Executive Manager as per the Register of Delegations).
- 2.14.4 The Deputy Vice-Chancellor International will publish procedures for obtaining approval of Articulation Agreements with overseas educational institutions.
- 2.14.5 All Articulation Agreements will be in the form approved by Legal Services. Once signed by all parties the Articulation Agreement will be referred to the University Admissions Committee via the Manager Admissions Office, for noting on a Register of Approved Articulation Agreements and CRL arrangements will be recorded on the student management system.
- 2.14.6 All Articulation Agreements and credit transfer letters will be registered on the CI Anywhere Contract Management System maintained by Financial Services.
- 2.14.7 It is the responsibility of the relevant Faculty Pro Vice-Chancellor to ensure all requirements of Articulation Agreements are correctly managed and complied with including the review period and any changes to course structures at Curtin and the external institution.

2.15 Rescission of Credit at Request of Student

- 2.15.1 Credit may be rescinded at the request of the student.
- 2.15.2 A fee may be applied for rescinding credit.
- 2.15.3 A request to rescind credit will be submitted in a manner prescribed by the Academic Registrar (or nominee).
- 2.15.4 It is at the discretion of the Director Student Management whether to approve a request to rescind credit.
- 2.15.5 If credit is approved and then formally rescinded, the student may not apply in the future for credit based on the same previous study for the same Curtin units.
- 2.15.6 Students are responsible for seeking advice and establishing the possible consequences that any rescission of credit may have on their course progress due to the availability of units.
- 2.15.7 International students are responsible for seeking advice and establishing the possible consequences that rescinding credit may have on increasing their duration of study in the course, course costs, living expenses and the University being unable to guarantee an extension of their visa due to any increased duration of study.

2.16 Rescission of Credit in Other Circumstances

- 2.16.1 Credit may be rescinded:
 - a) by the Academic Registrar (or nominee) where false or misleading information has been provided or as a result of a misconduct penalty; or
 - b) by the Manager Admissions Office, where there is an administrative error or as a result of a change of course or major.

2.17 Appeal against a Credit Decision: Informal Resolution

- 2.17.1 The applicant may initially discuss their concerns with the decision maker. The applicant may be accompanied by another person from within the University during these discussions. A student may also seek assistance and advice from the University Counselling Services, the Curtin Student Guild, academic staff or Student Services in preparing for a formal appeal.

2.18 Appeals

- 2.18.1 Appeals may not be lodged against a decision to not grant credit if considered under the Exceptions Approval – Non Standard Credit process (those decisions requiring approval by the Deputy Vice-Chancellor Academic).
- 2.18.2 Appeals may only be lodged in relation to decisions on credit made by the relevant Pro Vice-Chancellor (or nominee).
- 2.18.3 An applicant, who believes their credit application has not been fully or fairly assessed, may request a review of their application and may lodge a formal appeal provided that the application for credit was lodged on time, with all required documentation (as per section 2.13).
- 2.18.4 A formal appeal will be submitted, in writing, within 10 working days of notification.
- 2.18.5 An acknowledgement of receipt of the appeal will be provided to the student within five working days.
- 2.18.6 Where the person responsible for the assessment of the credit application is not the relevant Faculty Pro Vice-Chancellor, the appeal will be assessed and decided by the relevant Faculty Pro Vice-Chancellor (or nominee who did not make the original decision).
- 2.18.7 The decision of the relevant Faculty Pro Vice-Chancellor (or nominee) is final.
- 2.18.8 Where the Faculty Pro Vice-Chancellor has made the original decision, the appeal will be decided by the Provost.
- 2.18.9 The decision of the Provost is final.

2.18.10 In considering the appeal, the decision maker will:

- a) Investigate the claims outlined in the appeal;
- b) Determine whether the appeal should be upheld or denied; and
- c) Notify the student, in writing, of the appeal outcome within 10 working days of the acknowledgement.

3. RESPONSIBILITIES

In addition to any responsibilities set out in section 2.

3.1 Academic Registrar

Is responsible for:

- a) Determining the correct or intended interpretation and scope of this procedure.
- b) Deciding cases where an issue is not clearly dealt with in these procedures.

4. SCOPE OF PROCEDURES

These procedures apply to all students and individuals who apply for or receive Credit for Recognised Learning for undergraduate and postgraduate coursework units, all staff, university associates, global campuses and partner institutions.

5. DEFINITIONS

(Note: Commonly defined terms are located in the [Curtin Common Definitions](#). Any defined terms below are specific to this document)

Applicant

A person who is applying for entry to a course or enrolment in a unit, which leads to, or is capable or leading to, an academic award of the University.

Articulation Agreement

A formal agreement between Curtin and another educational institution to provide admission and a specified amount of credit in a course to students who have completed prior studies at the other institution.

Block credit

Credit granted towards whole stages (study periods) or components within a program of learning leading to a qualification. Block credit may be awarded as specified credit or unspecified credit.

Credit (for recognised learning, CRL)

The value assigned for the recognition of equivalence in content and learning outcomes between different types of learning and/or qualifications. Credit reduces the amount of learning required to achieve a qualification.

Designated credit

Credit granted based on completion of an identical Curtin University unit through one of the partners of Curtin University. The identical unit will show on a student's Academic Transcript with the unit name, credit points and a grade/mark.

Exemption

Granted based on completed study or work experience, which relates specifically to the content of a particular unit. The credit exemption will show on a student's Academic Transcript as the unit title and credit in the "RPL" section.

Formal learning

A type of recognised learning that takes place through a structured program of learning that leads to the full or partial achievement of an officially accredited qualification.

General or Option/ Elective credit

A type of credit granted based on completed study or work experience but is not unit specific. Such credit will show on a student's Academic Transcript as a specific number of credit points.

General or Option: credits towards the course or optional units. **Elective** credit towards the elective units in the course.

Head of School

The senior academic position in charge of a School.

Informal learning

A type of recognised learning gained through work or other appropriate experience.

Non-formal learning

A type of recognised learning that takes place through a structured program of learning but does not lead to an officially accredited qualification.

Specified credit

A type of credit granted towards particular or specific units within a course.

Student

A person who is admitted to a course or enrolled in a unit, which leads to, or is capable of leading to, an academic award of the University.

Unit

A discrete entity of study within a subject area that is a component of a course.

Unit Transfer

A transfer granted based on completed study equivalent to a specific unit in your current course. If the transfer is of identical units from one Curtin course to another Curtin course the transferred unit will show on a student's Academic Transcript with the unit title, credit points and a grade/mark.

Unspecified credit

A type of credit granted towards unspecified unit/s of a course except where linked to accreditation.

Working day

Any day, Monday to Friday, other than University-observed holidays (including Academic and Professional staff observed public holidays) and formal close down periods of the University.

6. SCHEDULES

Nil

7. RELATED DOCUMENTS/LINKS/FORMS

[Admission and Enrolment Manual](#)

[Assessment and Student Progression Manual](#)

[Awards and Graduation Manual](#)

[Course Quality Manual](#)

Policy Compliance Officer	Jon Yorke , Academic Registrar
Policy Manager	Deputy Vice-Chancellor, Academic
Approval Authority	Deputy Vice-Chancellor, Academic
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REVISION HISTORY (filled out by Compliance Services)

Version	Approved/ Amended/ Rescinded	Date	Committee / Board / Executive Manager	Approval / Resolution Number	Key Changes & Notes
New	Approved	07/09/2020	A/Deputy Vice-Chancellor, Academic	EM2050	Effective 1 st January 2021