



Credit for Recognised Learning Policy

1. PURPOSE

- 1.1. To create a method for the recognition of prior learning in higher education courses of study at North Metropolitan TAFE (the college) and the granting of advanced standing through the transfer of credit.

2. APPLICATION

- 2.1. This policy applies to all Higher Education courses of study.

3. EXCEPTIONS

4. DEFINITIONS

- 4.1. *Advanced Standing*: The formal acknowledgment by the college of a credit transfer's acceptance towards an award.
- 4.2. *Credit transfer*: The process by which credit is conveyed to a student's college award program, sourced from either past credentialed or uncredentialed learning.
- 4.3. *Credentialed Learning*: Studies completed or partly completed at other accredited institutions such as a university, TAFE college or equivalent institution.
- 4.4. *Uncredentialed Learning*: Knowledge and skills acquired through relevant in-service programs, work experience and other experiential learning.

5. POLICY STATEMENT

- 5.1. Credit may be granted for credentialed learning and uncredentialed learning that meets the requirements endorsed by the Academic Board, as specified by the *Credit for Recognised Learning Procedure* and *Credit for Recognised Learning Guidelines*.
- 5.2. Credit will be granted to a student on the following basis:
 - 5.2.1. The student can demonstrate that they have achieved a level of skill and knowledge equivalent to a component of the course in which they have enrolled.
 - 5.2.2. If the basis for credit is previous formal studies, credit will only be granted if prior learning was completed with a grade equivalent to a pass or higher.
- 5.3. The decision to grant credit, and the amount of credit to be granted, will be determined by the Course Coordinator. In the assessment of applications for credit transfer, the course Coordinator will:
 - a) Consider each application on its merits.

- b) Assess applications in a manner that is systematic, evidence based, transparent and reliable.
 - c) Assess uncredentialed learning in conjunction with an identified course of study.
- 5.4. Eligibility for credit towards a course does not guarantee that prospective students will be selected into the course.

6. PRINCIPLES

- 6.1. To maintain academic standards at a higher education level and ensure a degree of consistency and standardisation in the granting of advanced standing.
- 6.2. Provide an appropriate method for the recognition of prior learning for the purpose of admission to a course.

7. RELATED DOCUMENTS

- 7.1. *Credit for Recognised Learning Procedure*
- 7.2. *Credit for Recognised Learning Guidelines*

8. OWNERSHIP and CONTACTS

Policy Owner	General Manager Training Services 1
Contact	Manager of Higher Education
	Phone: 9202 4792
	Email: susan.jacobs@nmtafe.wa.edu.au
Approval Authority	Academic Board
Review Date	Maximum 3 years following approval

9. REVISION HISTORY

Version No.	Approved/ Amended/ Rescinded	Date	Approval Authority	
4.1	Approved	19 Aug 2016	HE Standing Committee	Changes to reporting reflect new structure