



Credit for Recognised Learning Procedure

1. POLICY AGREEMENT SUPPORTED

Credit for Recognised Learning Policy

2. PROCEDURAL DETAILS

Students applying for credit transfer must follow this procedure in seeking recognition for prior learning.

2.1 Student Application:

- 2.1.1 An application for credit transfer must be lodged in writing via the college's approved form.
- 2.1.2 Supporting documentation is not required if the previous formal studies for which an applicant is seeking credit were completed at the college.
- 2.1.3 Where prior learning was undertaken at an external educational institute, official academic records and transcripts must be provided alongside a certified, detailed description of the unit.
 - 2.1.3.1 Any academic transcripts or records must:
 - a) Be originals or certified true copies
 - b) Be in English or accompanied by a certified translated copy in English
 - c) Be provided by the applicant in person or by post

2.2 Assessing Applications:

- 2.2.1 Applications must be considered individually and exclusively taking into account the applicants individual circumstances, award course and documentation provided.
- 2.2.2 Applications are to be assessed in conjunction with an identified course of study at the college.
- 2.2.3 The Course Coordinator will determine the units for which credit is to be granted. Credit will be granted for a specific unit where there is substantial overlap between the content of the prior learning and the content of the unit and both are of a similar standard.
- 2.2.4 Where there is no substantial overlap between the content of the prior learning and a specific unit, the course coordinator may grant 'unspecified credit' which will amount to credit points towards a course.
 - 2.2.4.1 Where 'unspecified credit' is sought, the student may be required to complete an assessment of prior learning. This could be a written or practical assessment including the final examination of the unit for which credit is sought.
- 2.2.5 Credit will not granted for prior learning acquired five years before the application for credit.

- 2.2.6 Credit will not be granted for prior learning undertaken while the student is excluded from a course at the college.
- 2.2.7 The Course Coordinator will advise students of the outcome of their applications for credit as close as possible to the time of initial enrolment in their course.
- 2.2.8 A student may request a review of the outcome of their application for credit, in accordance with the Student Complaints Policy.
- 2.2.9 Consideration is given to whether an applicant's knowledge in the field is suitably current or has become dated, to ensure currency of knowledge and skills appropriate to the course.
- 2.2.10 Higher Education section will maintain records of credit granted to individual students.

3. LIMITATIONS

- 3.1 Eligibility for credit does not guarantee an applicant a place in a course.
- 3.2 Regardless of the nature or amount of credit granted, any specific requirements of a course must be fulfilled, including any conditions associated with the professional recognition of the award.
- 3.3 If a student transfers from one program to another, the credit approved in the original program will not automatically be transferred.

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