

# Credit for Recognised Learning Policy (CC)

Colleges of Business and Technology (WA) Pty Ltd  
 Trading as Curtin College, a member of Navitas Pty Limited  
 CRICOS Provider Code: 02042G  
 ABN: 13 092 155 970



## Document

<b>Document Name</b>	Credit for Recognised Learning Policy (CC)
<b>Brief Description</b>	This Policy is intended to set the parameters for the provision of credit for recognised learning (and experience) at Curtin College.
<b>Responsibility</b>	College Director & Principal CC & Principal CC
<b>Initial Issue Date</b>	28/02/2021

## Version Control

Date	Version No.	Summary of Changes	Reviewer Name and Department/Office
28/02/2021	2.7	Totally revised document against ESOS Act and National Code:  Policy Implementation separated into separate Guideline document; Restructured section 2.1 Principles; and, Definitions expanded.	Academic Director

## Related Documents

Name	Location
Credit for Recognised Learning Procedure	Policy HUB
Credit for Recognised Learning Guideline	Policy HUB
Privacy Policy	Policy HUB
Curtin College Code of Conduct	Curtin College website and Curtin College "H" Drive
Deferral, Suspension and Cancellation Policy	Curtin College website and Curtin College "H" Drive

Name	Location
Enrolment Policy	Curtin College website and Curtin College "H" Drive
Refund Policy	Curtin College website and Curtin College "H" Drive
Credit for Recognised Learning Form	Curtin College 'H' Drive
CRL Professional or Life Experience Application Form	Curtin College 'H' Drive

# Contents

1	Purpose and Scope .....	4
1.1	Introduction .....	4
1.2	Purpose .....	4
1.3	Scope .....	4
2	Policy Statement.....	5
2.1	Principles .....	5
2.2	Rules .....	5
3	Responsibilities .....	6
4	Definitions.....	7
5	Compliance .....	8
5.1	General .....	8
5.2	Breaches.....	8
5.3	Relevant Legislation.....	8
6	Review .....	8
7	Records Management .....	8

# 1 Purpose and Scope

## 1.1 Introduction

- a) This Credit for Recognised Learning Policy (“**Policy**”) sets out the approach of Curtin College (the “**College**”) relating to the management of awarding students credit for recognised learning and experience as set out in this document and related procedure and guideline. The Policy covers all units delivered at Curtin College.
- b) This policy has been developed in line with requirements set out in the:
  - i. Higher Education Standards (Threshold Standards) Framework (HESF) 2015;
  - ii. National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students (2018); and,
  - iii. Education Services for Overseas Students (ESOS) Act 2000.

## 1.2 Purpose

- a) The purpose of this Policy is to confirm that the College undertakes the awarding of credit for recognised learning in a fair and timely manner.
- b) The Policy has been designed to ensure that the procedure for granting ‘Credit for Recognised Learning’ (CRL) is robust so that the granting of credit to a student does not actually disadvantage that student.
- c) The Policy covers the granting of credit to all units taught at the College inclusive of:
  - i. Curtin College units (i.e., Curtin College owns the intellectual property); and,
  - ii. Curtin University units (i.e., Curtin University owns the intellectual property).

## 1.3 Scope

- a) The Policy has been prepared in accordance with legislation as noted in 1.1 b) above.
- b) It therefore sets out how the College complies with relevant legal standards and regulations regarding the awarding of credit for recognition of learning and experience at the College.
- c) The policy applies equally to both new and continuing students and/or any students being taught by a partner provider.
- d) The policy is applicable to all students who are enrolled in or intend to enrol in units of study offered by or overseen by the College.
- e) The policy recognises the importance of:
  - i. formal and informal learning;
  - ii. work related experience; and/or
  - iii. life experience;

to an extent that is consistent with maximising student success and progression whilst maintaining academic integrity and established academic standards.

## 2 Policy Statement

### 2.1 Principles

- a) Curtin College's approach to granting credit for recognised learning is based on the following principles:
- i. Decisions regarding the awarding of credit for prior learning will be founded on evidence-based academic judgment about equivalence of learning;
  - ii. All decisions will be shared with the applying student and records of all decisions will be maintained on the student's electronic record;
  - iii. The College's policies and processes will reflect the current obligations as stipulated in regulatory regulations and requirements inclusive of credit approvals being noted in a student's record of results;
  - iv. Decisions will be made in a timely and reasonable manner;
  - v. The equivalency of learning experience will be factored into all decisions regarding credit;
  - vi. Students, staff and other interested parties will be able to easily access details of the College's approach to and arrangements for the granting of Credit for Recognised Learning; and,
  - vii. Awarding CRL will not academically disadvantage the student nor will it compromise the integrity of the course of study and the final qualification.

### 2.2 Rules

- a) Decisions regarding the awarding of CRL will be informed by the following rules:
- i. Consideration for CRL will be given to units completed towards a course at any Australian University, TAFE, secondary school or Registered Training Organisation, other accredited Higher Education providers or overseas equivalents of these as per the AQF;
  - ii. Consideration for CRL will be given to non-accredited or informal study/learning, professional/work experience, volunteering or life experience;
  - iii. As part of assuring learning equivalence, the unit content of the prior unit studied will need at least an 80% match to the Curtin College unit for which CRL is being requested;
  - iv. Where a request for CRL applies to a Diploma or Graduate Certificate unit which is also taught at Curtin University, the University will be asked to assess the application and make a recommendation on the CRL to be granted.
  - v. Where a request for CRL applies to a unit not covered by 2.2 a) iv above, the application will be assessed by Admissions following advice and guidance from the Program Manager or Academic Director.
- b) This policy and related documentation are accessible through the Curtin College website at: <https://www.curtincollege.edu.au/>
- c) Any recommendations for process improvement or policy change arising will be forwarded to the College Leadership Team for recording and consideration, before being sent to the Academic Board for approval.
- d) This policy and related procedures will be communicated to staff via email, intranet and at ongoing staff information sessions.
- e) New staff will receive policy information during the induction process.

### 3 Responsibilities

a) Each of the positions involved in implementing and achieving Procedure objectives and carrying out procedures are clearly described below:

Responsibility	CDP	SAS Mgr	MQRC	Academic Director	DMA	Prog. Mgr	Admissions Mgr	Unit Co-ord.	Curtin Intl/Fac	Academic Board	Students	ALL
Make application and supply all required documents	I	S	S	A		I	C	I			R	
Establish CRL Registers	I	S	A	R		I	C	I				
Confirm details in CRL Registers	I	S	C	A	C	R	S	S				
Maintain CRL Registers	I	S	S	A		R	S	S				
Manage appropriate storage of CRL Registers	I	S	C	A		R	C	S				
Inform Students of decisions	I	R	S	A		R	R	S				
Assess applications for Curtin College IP	I	S	S	A		R	S	S				
Assess applications for Curtin University IP	I	S	S	A		S	S	S	R			
Confirm and Endorse changes	I	S	C	R	S	S	S	S	C	A		
Monitor students granted CRL	I	S	S	A	C	R	S	S				R
Prepare reports and report to Academic Board	I	S	S	A and R	C	S	S	S	C			
Report to CDP on review and evaluation process	I	S	C	A	S	R	S	S		I		
Implement changes to entry requirements	I	S	C	A	R	R	S	S	I			
Implement changes to CRL process	I	S	C	A	S	R	S	S	C	I		
R = Responsible, A = Accountable, S = Supporting, C = Consulting, I = Informed												

Responsibility	CDP	SAS Mgr	MQRC	Academic Director	DMA	Prog. Mgr	Admissions Mgr	Unit Co-ord.	Curtin Int'l/Fac	Academic Board	Students	ALL
Conduct review and evaluation each trimester/semester	I	A	C	A	S	R	S	S	C	I		
Ensure Navigate records are up to date	I	A and R	S	A	S	S	S	S				R
R = Responsible, A = Accountable, S = Supporting, C = Consulting, I = Informed												

## 4 Definitions

a) Unless the contrary intention is expressed in this Policy, the following words (when used in this policy) have the meaning set out below:

Term	Meaning
<b>AQF</b>	Means the Australian Qualifications Framework and constitutes the national policy for regulated qualifications in Australian education and training. It incorporates the qualifications from each education and training sector into a single comprehensive national qualifications framework.
<b>Business Unit Manager</b>	Means the College Director and Principal of Curtin College.
<b>CRL</b>	Means Credit for Recognised Learning. CRL comes in three categories: <ol style="list-style-type: none"> <li>1. Block Credit – is credit granted towards whole stages of study (study periods) or components within a program of study leading to a qualification;</li> <li>2. Exemption – is credit granted towards particular or specific unit/s of study within a course, it is also called “specified Credit at Curtin”; and,</li> <li>3. Unspecified Credit – is credit granted towards unspecified optional or elective units of study.</li> </ol>
<b>CRL Process</b>	Means a process that assesses the knowledge and skills a person has gained through previous learning (formal or informal), work experience, training, volunteering and/or life experience. A request for CRL may result in the applicant meeting the entry requirements for a Curtin College course or being granted CRL for a unit within a Curtin College course.
<b>CRICOS</b>	Means the commonwealth Register of Institutions and Courses for Overseas Students (CRICOS)
<b>Diploma Stage One</b>	Means a higher education award comprising 8 units of study. Stage One enables students who have completed an Australian Year 11 equivalent to commence their university foundation studies. Successful completion of Stage One enables the student to progress into Stage Two (see below)
<b>Diploma Stage Two</b>	Means a higher education award comprising 8 units of study. Stage Two enables students who have completed an Australian Year 12 equivalent to commence their first-year university studies. Successful completion of Stage Two enables students to progress into second year of their university studies.
<b>NLT</b>	Means the Navitas Leadership Team of the Company
<b>Company</b>	Means Navitas Pty Ltd ACN 109 613 309 having its registered office at Level 8, Brookfield Place, Perth, 6000.
<b>Group</b>	Means the Company Navitas Pty Limited and all of its subsidiaries.
<b>Graduate Certificate</b>	Means a higher education award comprising four units of study that total 100 credit points and enable successful graduates to progress into a coursework Master’s degree at university.
<b>Partner Provider</b>	Means an institution that provides a course which is CRICOS (see above) registered as being offered by Curtin College. The College overseas all matters relating to the delivery of those courses.
<b>PPP</b>	Means Postgraduate Preparation Programme, which is a course that prepares international students for the Graduate Certificate and further postgraduate studies at university.
<b>Provider</b>	Means the College which is a higher education provider recognised by TEQSA.
<b>Website (where relevant)</b>	Means the College’s website where information is available to employees, staff and other interested persons or organisations.

## 5 Compliance

### 5.1 General

- a) All staff involved in the granting of CRL will be required to confirm they have read and understood this Policy and all associated documents.
- b) This policy and related procedures will be communicated to staff via email, intranet and at ongoing staff information sessions.
- c) New staff will receive policy information during the induction process.

### 5.2 Breaches

- a) Breaches of compliance with this policy and all associated documents, may result in disciplinary action being taken against the offender.
- b) Breaches of this policy and all associated documents will be recorded in the 'breach register' and may be reported as a breach of academic integrity.

### 5.3 Relevant Legislation

- a) The Manager of Quality, Risk and Compliance at the College will ensure that staff are aware of all relevant legislation as noted below:
  - i. Higher Education Standards (Threshold Standards) Framework (HESF) 2015; [Higher Education Standards Framework \(Threshold Standards\) 2015 \(legislation.gov.au\)](https://legislation.gov.au)
  - ii. National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students (2018); [National Code of Practice for Providers of Education and Training to Overseas Students 2018 \(legislation.gov.au\)](https://legislation.gov.au);
  - iii. Education Services for Overseas Students (ESOS) Act 2000; [The ESOS legislative framework \(internationaleducation.gov.au\)](https://internationaleducation.gov.au);
  - iv. TEQSA's Guidance Note [Guidance Note: Credit and Recognition of Prior Learning | Tertiary Education Quality and Standards Agency \(teqsa.gov.au\)](https://teqsa.gov.au) and,
  - v. Student Visa subclass 500 [Subclass 500 Student visa \(homeaffairs.gov.au\)](https://homeaffairs.gov.au).
- b) Awareness is managed through staff meetings and training sessions in the wake of regulatory change and expectations.

## 6 Review

- a) This Policy is tested and reviewed annually by the Academic Director of the College in line with the IT Security readiness schedule and any changes to the regulatory compliance requirements, legislation, regulation and guidelines.
- b) This review process aims to ensure alignment to appropriate strategic direction and continued relevance to the College's current and planned operations.

## 7 Records Management

All records in relation to this document will be managed as follows:



<b>Record type</b>	<b>Owner</b>	<b>Location</b>	<b>Retention</b>	<b>Disposal</b>
Policy	Academic Director	Policy HUB	Annual review process will determine if version is archived and replaced or remains in place until next scheduled review and/or regulatory change	Removed to archive library in Policy HUB