

<b>Policy Owner</b>	Academic Director
<b>Contact Officer:</b>	Academic Director
<b>Policy Number:</b>	QTDPO002
<b>Approved by:</b>	Academic Board
<b>Date Approved:</b>	August 2007
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<b>Related Policies:</b>	Deferral and Withdrawal Policy Enrolment Policy Refund Policy Student Misconduct Policy
<b>Related Forms</b>	Credit for Recognised Learning Form QTDFO001 CRL Professional or Life Experience Application Form QTDFO058

## 1. Overview

- 1.1. This policy outlines the procedures for granting 'Credit for Recognised Learning' (CRL) towards Curtin College units and those units delivered by a Partner Provider or units delivered at Curtin College in another program.
- 1.2. This policy has been developed in line with requirements set out in the Higher Education Standards (Threshold Standards), the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students (2007) and The Education Services for Overseas Students (ESOS) Act 2000.

## 2. Organisational Scope

- 2.1. This policy applies to prospective and currently re-enrolled students and/or any students being taught by a partner provider who are intending to enrol in units of study or who are currently enrolled in units of study offered or overseen by Curtin College.
- 2.2. CRLs may be granted towards a Curtin College course for assessable learning outcomes achieved through formal and /or informal learning, work related experience and/or life experience, to an extent that is consistent with maximising student progression while maintaining established academic standards.

## 3. Definitions

- 3.1. **CRL** – Credit for Recognised Learning: is a process which 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.
- 3.2. **Diploma** – A Higher Education accredited award comprising of two stages. Stage one is for students who have completed Year 11 or equivalent. After successful completion of stage one students progress onto stage two of the Diploma. Stage two is for students who have completed Australian year 12 or equivalent. Both stages consist of 200 credit points each. **Partner Provider** - an institution that provides a course which is CRICOS registered as being offered by Curtin College, who, for the purposes of this document oversees all matters relating to the delivery of those courses.
- 3.3. **Type of CRL:**
  - 3.3.1. *Block credit* - Credit granted towards whole stages (study periods) or components within a program of learning leading to a qualification.

3.3.2. *Exemption* - Credit granted towards particular or specific unit(s) within a course (referred to as Specified Credit at Curtin).

3.3.3. *Unspecified credit* - Credit granted towards unspecified optional or elective unit(s) of a course.

3.4. **Unit** – a discrete component of study within a course.

## 4. Policy Principles

4.1. Curtin College will recognise units completed under any nationally accredited course and will apply CRL for those units which substantially match equivalent units in Diploma (Stage 1).

4.2. Curtin College will recognise prior learning in the form of:

- units completed towards a course at any Australian University, TAFE or Registered Training Organisation, or overseas equivalents of these and/or;
- non-accredited or informal study/learning, professional/work experience, volunteering or life experience;

where it is assessed that the prior learning is equivalent to the learning outcomes or competencies of a Curtin College unit.

4.3. Where a request for CRL applies to a Diploma 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.

4.4. Where a request for CRL applies to a unit not covered by 4.3 above, the application will be assessed by Admissions following advice and guidance from the Program Coordinator or nominee. As a general rule the unit content of the prior unit studied will need at least an 80% match to the unit for which CRL is being requested.

## 5. Policy Content

5.1. To be eligible for CRL, previous study must have been completed within 10 years prior to the year of application. A lower time-limit for eligibility may be set by Curtin for disciplines where the state of knowledge changes more rapidly.

5.2. Students may apply for CRL where they have successfully completed units at a similar level and standard in previous studies.

5.3. Unspecified or Block Credit for up to 200 Diploma (Stage 1) credit points may be granted to students who have an Australian Tertiary Entrance Rank of 45 or higher, or equivalent.

5.4. A Curtin College Diploma will only be granted to a student with CRL where the student has successfully completed units at the College equivalent to at least 75 Diploma (Stage 2) credit points. Students who do not meet this requirement will only be entitled to an Academic Transcript.

5.5. Students will be notified in writing of any CRL granted.

5.6. Where CRLs are granted prior to issuing the Confirmation of Enrolment (CoE) any change in course duration will be reflected on the CoE.

5.7. Where CRLs are granted after the student visa has been granted, the change of course duration will be reported via PRISMS under Section 19 of the ESOS Act.

5.8. Where a Curtin College student is approved to change their course prior to its completion but after completing one or more units, they may receive CRL in the new course, if the completed units fulfil the requirements of the new course.

- 5.9. Students must provide the College with complete academic history at the time of CRL application unless results are yet to be released for studies being currently undertaken or very recently completed. The College reserves the right to cancel any enrolment where it is deemed that a student has deliberately failed to present a complete academic history or has provided fraudulent or misleading academic documentation. The College reserves the right to cancel enrolment at the College and to inform relevant Australian government agencies of this cancellation should any previously unseen academic documents be presented to the College on arrival in Australia. In such cases the College also reserves the right not to grant CRL in cases where full academic history has not been disclosed. If cancellation of enrolment occurs because there has been a deliberate failure to disclose all academic history or fraudulent or misleading academic documentation has been presented Curtin College's refund policy will apply in full as if an act of gross misconduct has been committed.
- 5.10. CRL for individual units must be applied for prior to enrolment, but will be accepted up until the end of Week 4 of the relevant study period. After this date, CRL may still be granted but the College's Refund Policy will apply and no refund will be given for any units for which CRL has been granted. Should a student apply for CRL for a unit in which they are currently enrolled and not making satisfactory academic progress, CRL application will not be processed.

## 6. Administrative procedures

- 6.1. This policy and related documentation is accessible through the Curtin College website at: <http://www.curtincollege.edu.au>
- 6.2. Any recommendations for process improvement or policy change arising will be forwarded the Senior Management Group for recording and consideration.
- 6.3. This policy and related procedures will be communicated to staff via email, intranet and at ongoing staff information sessions. New staff will receive policy information during the induction process.

Version (date)	Revisions made:
V2.4 (December 2016)	<ul style="list-style-type: none"> <li>• Split Related Documents into 'Policies' and 'Related Forms'</li> <li>• Removed 'Standards for VET Accredited Courses for section 1.2; and its definition.</li> <li>• Removed reference to Certificate IV in section 4.1</li> <li>• Replaced the term 'exemptions' with CRL throughout the Policy.</li> <li>• Reworded 3.2; 5.6; 5.8; 5.10</li> <li>• Replaced Academic Director with Program Coordinator or nominee in section 4.4</li> </ul>
V2.3 (August 2015)	<ul style="list-style-type: none"> <li>• Updated to include Block Credit and Unspecified Credit in light of introduction of Two Stage Diplomas.</li> </ul>