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. CRL may be granted towards a Curtin College program 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 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.

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. Diploma (Stage 2) is for students who have completed Australian year 12 or equivalent. Both stages consist of 200 credit points each.

3.3. Graduate Certificate - is a Higher Education accredited award comprising of four units totalling 100 credit points to be completed in one study period.

3.4. 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.

3.5. Postgraduate Preparation Program: is a program that prepares international students for the Graduate Certificate and further postgraduate studies at Curtin University.
3.6. **Type of CRL:**

3.6.1. *Block credit* - Credit granted towards whole stages (study periods) or components within a program of learning leading to a qualification.

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

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

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

4. **Policy Principles**

4.1. 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. 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.

4.2. 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.

4.3. Where a request for CRL applies to a unit not covered by 4.2 above, the application will be assessed by Admissions following advice and guidance from the Program Coordinator or nominee.

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**Version (date)**

| V2.6 July '18 | • No changes to Policy Principles |

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5. **Policy Implementation**

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 or Graduate Certificate AQF award will only be granted to a student with CRL where the student has successfully completed units at the College equivalent to at least 75 credit points (or three 25 credit point units) in a Diploma (Stage 2), or Graduate Certificate. Students who do not meet this requirement will only be entitled to an Academic Transcript.

5.5. A Curtin College Postgraduate Preparation Program (PPP) Testamur will only be granted where the student has successfully completed units at the College equivalent to at least 75 credit points (or three 25 credit point units) in the PPP. Students who do not meet this requirement will only be entitled to an Academic Transcript.

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

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

5.8. Where CRLs are granted after the student visa has been granted, the change of program duration will be reported via PRISMS under Section 19 of the ESOS Act.
5.9. Where a Curtin College student is approved to change their program prior to its completion but after completing one or more units, they may receive CRL in the new program, if the completed units fulfill the requirements of the new program.

5.10. 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.

5.11. 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.

5.12. 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.

5.13. 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.

5.14. CRL for individual units must be applied for prior to enrolment, but will be accepted up until the end of Week 1 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 College Leadership Team 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.

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<tr>
<th>Version (date)</th>
<th>Revisions made:</th>
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| V2.6 July ‘18  | • Updated 5.4 and added 5.5 to reflect CRL for PPP and Graduate Certificate  
                   • Senior Management Group renamed College Leadership Team |
| V2.5 Oct ‘17   | • Updated to reflect PPP and Graduate Certificate  
                   • Replaced ‘Course’ with ‘Program’  
                   • Updated 5.13 |