

Credit for Recognition of Learning Guideline (CC)

Colleges of Business and Technology (WA) Pty Ltd
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Document

Document Name	Credit for Recognition of Learning Guideline (CC)
Brief Description	The purpose of this document is to enable staff and students to develop a clear understanding of the Policy and Procedure associated with the Credit for Recognition of Learning (and Experience) at Curtin College.
Responsibility	Manager Quality, Risk and Compliance Curtin College
Initial Issue Date	08/03/2021

Version Control

Date	Version No:	Summary of Changes	Reviewer Name and Department/Office
05/03/2021	1.2	Review of existing document to align more closely with Policy and Procedure	General Manager QRC UPA

Related Documents

Name	Location
Policy Credit for Recognition of Learning	Policy HUB
Procedure Credit for Recognition of Learning	Policy HUB
Privacy Policy	Policy HUB

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1 Summary

1.1 Purpose

- a) The purpose of this Guideline is to provide a simple summary and/or overview about the Policy and Procedure associated with granting credit for recognised learning (and experience).
- b) It is anticipated that the Guideline will ensure staff and students remain adequately informed.
- c) Detailed documentation is provided separately as a policy and a procedure.

1.2 Trigger

- a) The Guideline has been developed given the complexities of ensuring that all requests for Credit Recognition of Learning (and Experience) are assessed fairly and in a timely manner.
- b) The Guideline has been developed to ensure that staff and students understand the parameters within which CRL is granted and the conditions that are specific to late approvals and refunds where necessary.

2 Guideline Details

2.1 Timeframe

- a) To be eligible for CRL, previous study must have been completed within 10 years prior to the year of application.
- b) A lower time-limit for eligibility may be set by Curtin University for disciplines where the state of knowledge changes more rapidly.
- c) 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.
- d) CRL may still be granted after Week 1 of the relevant study period, but the College's Refund Policy will apply; and no refund will be given for any units for which CRL has been granted.
- e) 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.

2.2 Minimum Requirements

- a) Students may apply for CRL where they have successfully completed units at a similar level and standard in previous studies.
- b) Unspecified or Block Credit for up to 200 Diploma (Stage 1) credit points may be granted to students who have an Australian Tertiary Admission Rank of 50 or higher, or equivalent.
- c) When granting CRL for Diploma (Stage 1) units they must be at least 80% comparable.
- d) Students must provide the College with complete academic history at the time of submitting a CRL application. If results are yet to be released for current studies or studies very recently completed, transcripts of.

2.3 Certification Requirements

- a) 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).
- b) Students who do not meet this requirement will only be entitled to an Academic Transcript.

2.4 Notifications

- a) Students will be notified in writing of any CRL granted.
- b) Students will be notified in writing when the application for CRL is unsuccessful.
- c) Records of notifications will be placed on student's electronic file.

2.5 Management of COEs

- a) Where CRLs are granted prior to issuing the *Confirmation of Enrolment (CoE)* any change in course duration will be reflected on the CoE.
- b) Where CRLs are granted after the student's visa has been granted, the change of program duration will be reported via PRISMS under Section 19 of the ESOS Act and the student will be notified.

2.6 Changing Program of Study

- a) Where a Curtin College student is approved to change their program of study prior to its completion but after completing one or more units, the approved CRL may carry over into the new program of study **if** the completed units meet the credit and all other requirements of the new program of study.

2.7 Cancellation of Enrolment

- a) 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.
- b) The College also reserves the right not to grant CRL in cases where full academic history has not been disclosed.
- c) 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.
- d) 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.