

Credit for Recognised Learning Procedure (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

Document Name	Credit for Recognised Learning Procedure (CC)
Brief Description	The purpose of this document is to set out the procedure specific to the management of granting and recognising credit for previous learning and experience.
Responsibility	Academic Director Curtin College
Initial Issue Date	26/02/2012

Version Control

Date	Version No.	Summary of Changes	Reviewer Name and Department/Office
26/02/2021	3.0	Total review and renewal of this document	Quality, Risk and Compliance Manager Curtin College

Related Documents

Name	Location
Credit for Recognised Learning Policy	Policy HUB
Credit for Recognised Learning Guidelines	Policy Hub
Credit for Recognised Learning Form	Curtin College 'H' Drive
CRL Professional or Life Experience Application Form	Curtin College 'H' Drive
Privacy Policy	Policy HUB
Enrolment Policy	Curtin College website
Refund Policy	Curtin College website

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1 Purpose and Scope

- a) The Procedure is intended to set out the precise steps involved in the granting of credit for recognised learning and experience.

1.1 Purpose

- a) The purpose of this Credit for Recognised Learning (CRL) Procedure (“**Procedure**”) is to set out Curtin College’s (the “**College**”) instructions relating to the Credit for Recognised Learning Procedure.
- b) This Procedure provides detailed, specific and sequential information specific to the granting of credit for prior learning and/or life/work experience.

1.2 Scope

- a) The scope of this procedure is the students and staff of the College and is specific to the granting of recognition for prior learning and experience.
- b) Attached to this procedure at Appendix 1 is an implementation Guideline that provides additional advice to staff involved in managing this procedure.

2 Context

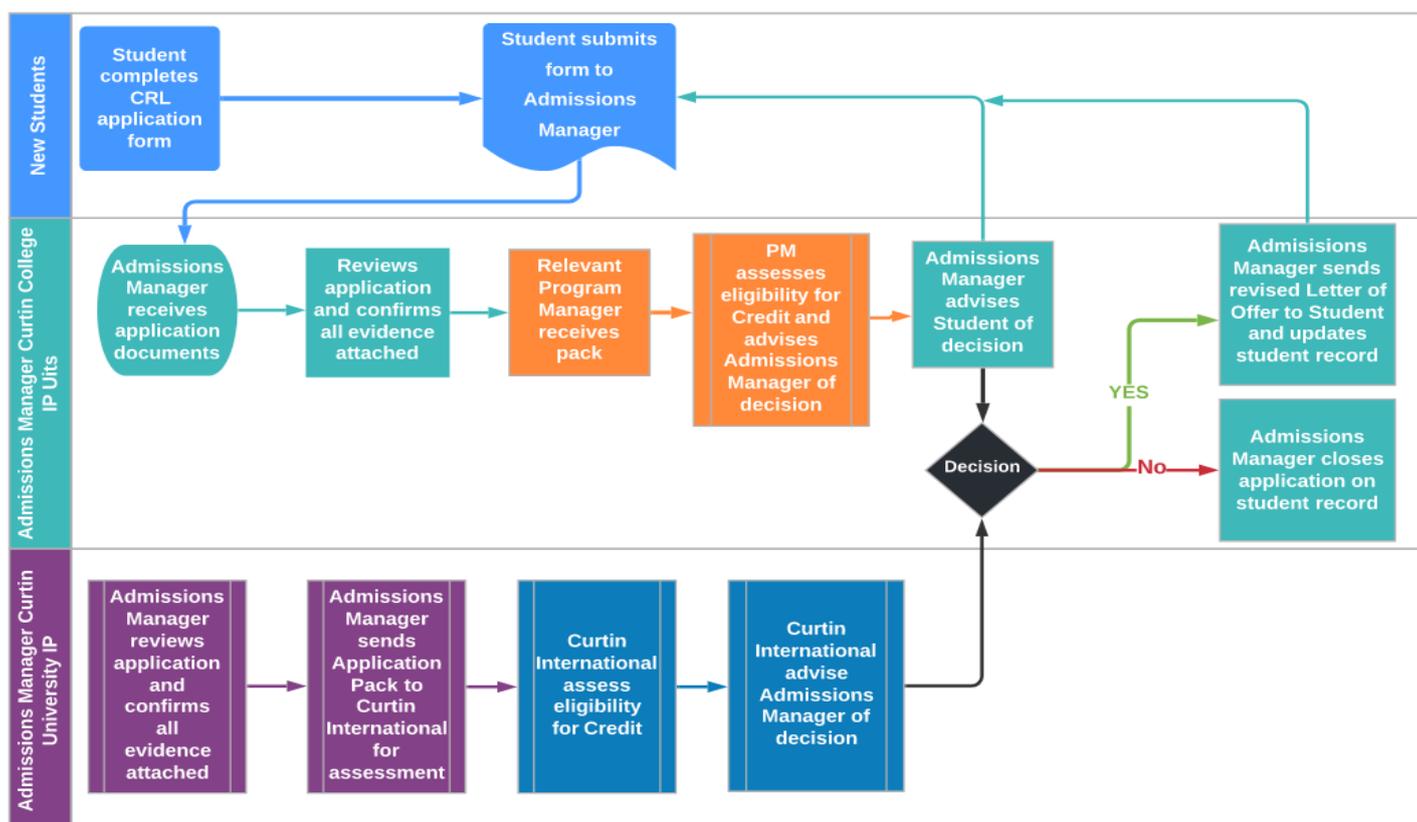
- a) The College, as an embedded pathway college on Curtin University’s campus, is required to comply with the requirements of Curtin University with respect to the granting of credit for prior learning and experience.
- b) Not all students will be eligible for CRL; eligibility will be determined by:
 - i. previous study within ten (10) years prior to application; and,
 - ii. decisions by Curtin University specific to disciplines where the state of knowledge changes rapidly.
- c) The College is required to comply with the requirements as set out in the:
 - i. ESOS Act [Education Services for Overseas Students \(ESOS\) Act \(internationaleducation.gov.au\)](http://internationaleducation.gov.au) and [The ESOS legislative framework \(internationaleducation.gov.au\)](http://internationaleducation.gov.au)
 - ii. Higher Education Standards Framework (Threshold Standards) 2015: [Higher Education Standards Framework \(Threshold Standards\) 2015 \(legislation.gov.au\)](http://legislation.gov.au)
 - iii. Australian Qualifications Framework: [Australian Qualifications Framework, Australian Government \(aqf.edu.au\)](http://aqf.edu.au)
 - iv. National Code of Practice as stipulated in the ESOS Act: [National Code of Practice for Providers of Education and Training to Overseas Students 2018 \(legislation.gov.au\)](http://legislation.gov.au)

3 Procedure

3.1 New Students

- a) The procedure as noted below is specific to **new students** seeking to have prior learning and/or experience recognised for purposes of credit.
- b) The procedure involves the Admissions Manager at Curtin College; the relevant Programme Manager at Curtin College and Curtin International.
- c) The Steps include:
 - i. Student completes the Credit for Recognition of Learning form which is available on the College's website;
 - ii. Student attaches all relevant documentation and forwards it to the Admission Manager;
 - iii. The Admissions Manager will confirm documentation pack is complete and:
 - ✓ Forward all documentation specific to Curtin College owned intellectual property (IP) in all courses of study (Diploma Stages 1 and 2; Post Graduate Preparation programme and Graduate Certificate) to the relevant Programme Manager in Curtin College; and,
 - ✓ Forward all documentation specific to Curtin University owned intellectual property (IP) in all courses (Diploma Stage 2; Post Graduate Preparation programme and Graduate Certificate) of study to Curtin International.
 - iv. Curtin International and/or Programme Manager advises the College's Admissions Manager of the outcome;
 - v. The Admissions Manager will inform the student of the outcome of the assessment;
 - vi. If the application is **successful**, the Admissions Manager will, after informing the student of the outcome:
 - ✓ Update the student's record in the Student Management System ("Navigate") and upload application and supporting documents, inclusive of decision; and,
 - ✓ Issue a revised Letter of Offer to the student.
 - vii. If the application is **unsuccessful**, the Admissions Manager will, after informing the student of the outcome:
 - ✓ Update the student's record in the Student Management System ("**Navigate**") and upload the application and supporting documents inclusive of decision.
- d) The process flow below sets out the procedure to be followed when **new students** make an application for Credit for Recognised Learning (and Experience).

Figure 1: Process Flow New Students Applying for Credit for Recognised Learning (and Experience)

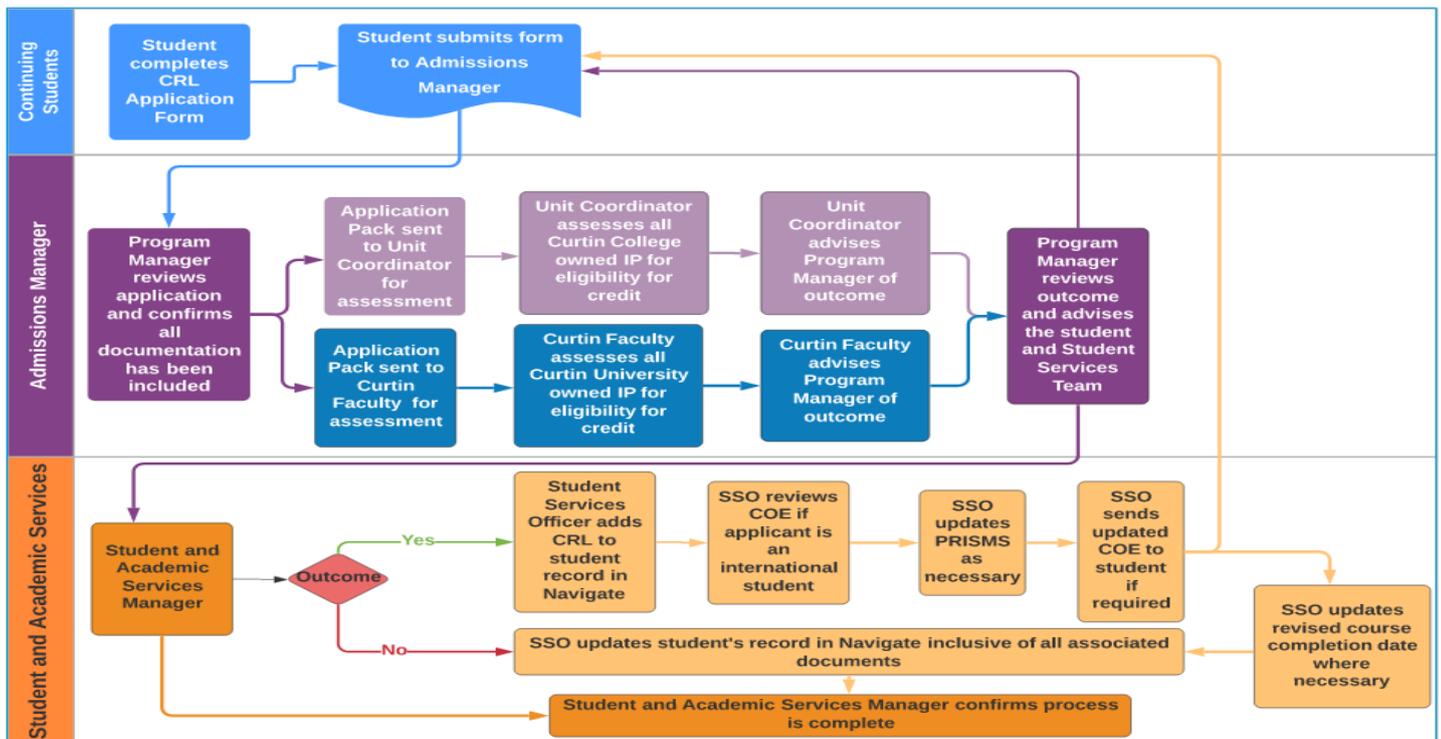


3.2 Continuing Students

- a) The procedure as noted below is specific to **current students** seeking to have prior learning and/or experience recognised for purposes of credit.
- b) The procedure involves the relevant Programme Managers at Curtin College; the relevant faculty staff at Curtin University.
- c) The Steps include:
 - i. Student completes the Credit for Recognition of Learning form which is available on the College's website;
 - ii. Student attaches all relevant documentation and forwards it to the relevant Programme Manager;
 - iii. The Programme Manager will confirm documentation pack is complete and:
 - ✓ Forward all documentation specific to Curtin College owned intellectual property (IP) in all courses of study (Diploma Stages 1 and 2; Post Graduate Preparation programme and Graduate Certificate) to the relevant Unit Coordinator in Curtin College; and,
 - ✓ Forward all documentation specific to Curtin University owned intellectual property (IP) in all courses (Diploma Stage 2; Post Graduate Preparation programme and Graduate Certificate) of study to relevant faculty in Curtin University.
 - iv. Confirm assessment outcome with relevant assessor; and
 - v. Advise the individual Student and Manager Student and Academic Services of the outcome.

- d) The Manager of Student and Academic Services will:
- i. Ensure the CRL and all associated documentation is added to the student's record in Navigate;
 - ii. Review COE for international students and ensure reissue of updated COE to student as necessary;
 - iii. Ensure PRISMS is updated to reflect new COE;
 - iv. Ensure Navigate is updated to reflect new course completion date as required;
 - v. Check that student has been informed of the outcome and if not, advise accordingly; and,
 - vi. Ensure student's electronic record is updated to store all related documentation and reflect all changes made as a result of the decisions specific to the application for Credit for Recognition of Learning (and Experience).
- e) Process flow for continuing students is noted in figure 2 below.

Figure 2: Process Flow for Continuing Students applying for Credit for Recognition of Learning

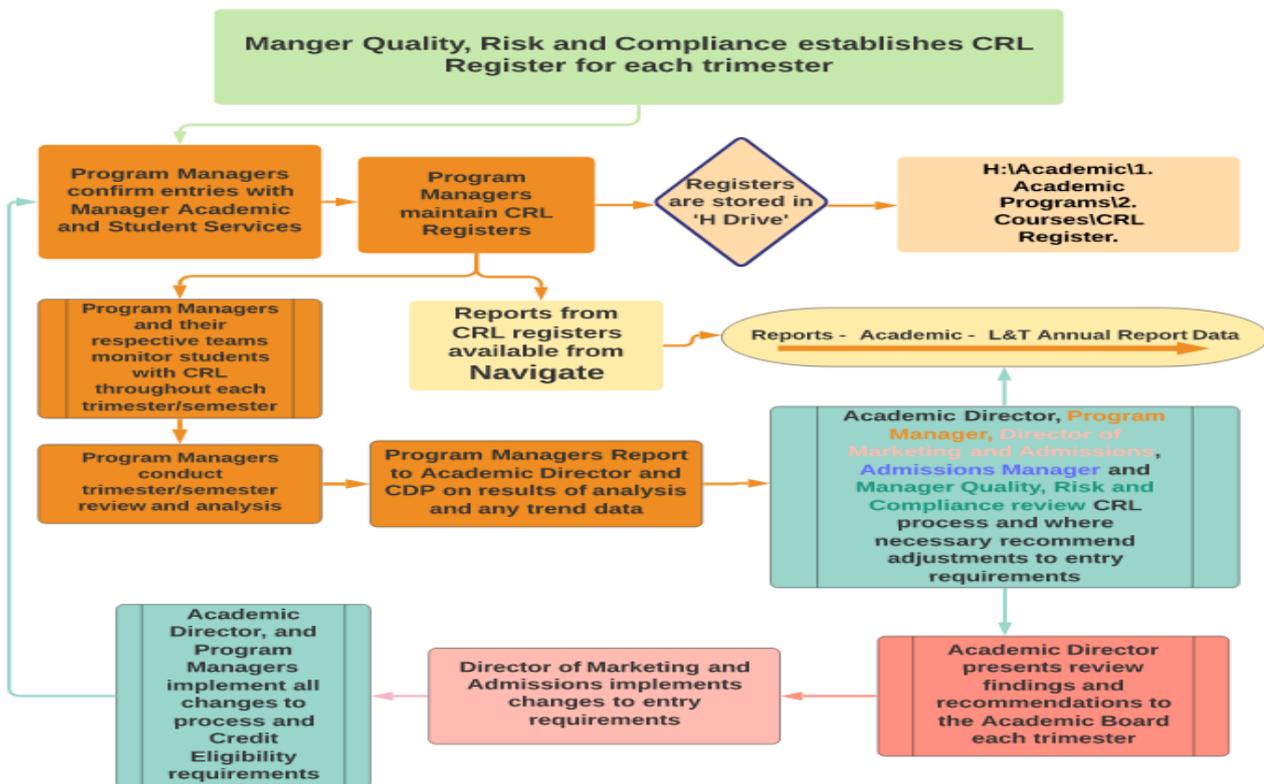


3.3 Review Process

- a) As part of the review process, the Manager Quality, Risk and Compliance establishes a CRL register for each trimester.
- b) The Program Manager will maintain the register for each trimester and/or semester specific to students granted CRL.
- c) Access to and, reports from the CRL registers can be obtained through Navigate:
 - i. Reports → Academic → L&T Annual Report Data; and,
 - ii. Registers are stored in H:\Academic\1. Academic Programs\2. Courses\CRL Register.

- d) Each Program Manager and their team will monitor students with CRL throughout each trimester or semester.
- e) The monitoring activity is part of the quality assurance process and is focused on tracking students' academic outcomes.
- f) The monitoring activity will also enable trends, positive and negative, to be identified.
- g) In the event a trend is identified, for instance CRL students are failing to meet required learning outcomes and objectives, immediate interventions can be implemented.
- h) The Academic Director; the Director of Marketing and Admissions; the Admissions Manager and Manager Quality, Risk and Compliance, will conduct a detailed review of the CRL process and relevant entry requirements.
- i) The Academic Director will present at each meeting of the Academic Board, the findings, remediation plan/s and, where necessary and appropriate recommendations for changes to the entry requirements.
- j) Academic Director and Program Managers implement all changes to process and entry requirements.
- k) Director of Marketing and Admissions with Admissions team implements changes to entry requirements
- l) Manager Quality, Risk and Compliance supports and oversees change process
- m) Review and monitoring process is noted in figure 3 below.

Figure 3: Review and Monitoring Process



3.4 Implementation Guideline

- a) A detailed implementation Guideline is available in Appendix 1 attached to this Procedure.

4 Responsibilities

- a) Each of the positions involved in implementing and achieving Procedure objectives and carrying out procedures are clearly described in the RASCI chart 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	A and SS Mgr.	MQRC	Academic Director	DMA	Prog. Mgr	Admissions Mgr	Unit Co-ord.	Curtin Intl/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												

5 Definitions

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

Term	Meaning
Academic Director	Means the member of Curtin College's senior leadership team charged with management of the academic endeavour of Curtin College
Business Unit Manager	Means the College Director and Principal of Curtin College
CRL	Means Credit for the Recognition of Learning and Experience
CRL Register	Means the detailed record of credit awarded for recognised learning and experience in individual units of study
DMA	Means Director of Marketing and Admissions at Curtin College
ESOS Act	Means the Education Services for Overseas Students (ESOS) Act passed by the Australian Government in 2000 to regulate the export of education services by recognised Australian providers
NLT	Means the Navitas Leadership Team of the Company
Company	Means Navitas Pty Limited ACN 109 613 309 having its registered office at Level 8, Brookfield Place, Perth, 6000.
Curtin Faculty	Means the discipline focused School at Curtin University e.g. School of Engineering
Curtin International	Means the centre responsible for Curtin University's international activities inclusive of student recruitment and admissions
Group	Means the Company (Navitas Pty Limited) and all of its subsidiaries.
'H' Drive	Means the secure file held in Curtin College's records information infrastructure
MQRC	Means Manager Quality, Risk and Compliance at Curtin College
Navigate	Means the electronic Student Management System at Curtin College
Program Manager	Means the person responsible for the academic management of an entire award program e.g. Diploma in Information Technology
Provider	Means the Business Unit delivering the courses to students, in this case Curtin College
Unit Coordinator	Means the person coordinating the academic management of individual units of study that make up a program of study e.g. Introduction to Information Technology in a Diploma of Information Technology
Website (where relevant)	Means the Curtin College's website where information is available to staff, students and other interested persons or organisations.

6 Review

- a) This Procedure is tested and reviewed annually by the Manager Quality, Risk and Compliance at Curtin 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 Curtin College's current and planned operations.

7 Records Management

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

Record type	Owner	Location	Retention	Disposal
Procedure	Academic Director Curtin College	Policy HUB (Curtin College)	Indefinitely and is subject to annual review and renewal	Secure system as set out in the Navitas' Records Management and Disposal Procedure

8 Appendix 1: Implementation Guideline

8.1 Summary

8.1.1 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.

8.1.2 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.

8.2 Guideline Details

8.2.1 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.

8.2.2 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.

8.2.3 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.

8.2.4 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.

8.2.5 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.

8.2.6 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.

8.2.7 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.

9 Appendix 2: Information Table

Table 1 – Undergraduate Programs

Program	Responsible Officer Stage 1 Curtin College Units	Responsible Officer Stage 2 Curtin University Units
Diploma of Arts and Creative Industries	Curtin College's Program Manager	<ul style="list-style-type: none"> Academic and Professional Communications – Curtin College's Program Manager or nominee. All other units: Curtin International Pathways: TNE_Pathways@curtin.edu.au
Diploma of Built Environment	Curtin College's Program Manager	<ul style="list-style-type: none"> Academic and Professional Communications – Curtin College's Program Manager or nominee. All other units: Curtin International Pathways: TNE_Pathways@curtin.edu.au
Diploma of Commerce	Curtin College's Program Manager	<ul style="list-style-type: none"> All other units: Curtin International Pathways: TNE_Pathways@curtin.edu.au
Diploma of Engineering	Curtin College's Program Manager	<ul style="list-style-type: none"> FPEP1000 – Curtin College's Academic Manager or nominee All other units: Curtin International Pathways: TNE_Pathways@curtin.edu.au
Diploma of Health Science	Curtin College's Program Manager	<ul style="list-style-type: none"> All other units: Curtin International Pathways: TNE_Pathways@curtin.edu.au
Diploma of IT	Curtin College's Program Manager	<ul style="list-style-type: none"> All other units: Curtin International Pathways: TNE_Pathways@curtin.edu.au

Table 2 – Post Graduate Programs

	Postgraduate Preparation Program Curtin College Units	Graduate Certificate Curtin University Units
Responsible Officer	Curtin College's Program Manager	<ul style="list-style-type: none"> All other units: Curtin International Pathways: TNE_Pathways@curtin.edu.au