

## Credit for Recognised Learning Procedure (Singapore Campus)

### Colleges of Business and Technology (WA) Pty Ltd

Trading as Curtin College, a member of Navitas Pty Limited

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### Document

<b>Document Name</b>	Credit for Recognised Learning Procedure (Singapore Campus)
<b>Brief Description</b>	This Procedure describes how Curtin College assesses and grants credit for recognised prior learning and experience.
<b>Responsibility</b>	Academic Director
<b>Initial Issue Date</b>	26/02/2012

### Version Control

Date	Version	Summary of Changes	Reviewer Name and Office
26/02/2021	3.0	Total review and renewal of this document	Academic Director and Admissions Manager
6/8/2025	3.1	Major review. Content aligned with Curtin University. Incorporates the <i>Guideline for Credit for Recognised Learning by Portfolio Assessment</i> .	Academic Policy Working Group

### Related Documents

Name	Location
Academic Integrity Policy	Curtin College website
Access, Diversity, Equity and Inclusion Policy	Curtin College website
Admissions and Student Selection Policy	Curtin College website
Enrolment Policy	Curtin College website
Progress and Intervention Policy	Curtin College website
Support for Students Policy	Curtin College website
Refund Policy	Curtin College website

## Contents

1. Purpose and Scope.....	1
2. CRL Requirements.....	1
Timeframes for CRL.....	1
Unit transfer.....	1
Minimum Requirements.....	1
Changing Program.....	1
Exception to Credit Limits.....	1
Management of CoEs.....	2
3. CRL Application Process.....	2
Commencing (New) Students.....	2
Continuing (Current) Students.....	2
5. Revoking Credit.....	3
Revoking Credit at Request of Student.....	3
Revoking Credit in Other Circumstances.....	3
6. Monitoring CRL and Student Performance.....	3
7. Cancellation of Enrolment.....	4
8. Portfolio Assessment.....	4
9. Review of CRL Determination.....	5
Informal Review of CRL Determination.....	5
Formal Review of CRL Determination.....	5
10. Review and Records Management.....	6

## 1 Purpose and Scope

- 1.1 The Procedure identifies the process for granting credit for recognised prior learning (CRL).
- 1.2 This Procedure supports the *Credit for Recognised Prior Learning Policy*.
- 1.3 This Procedure applies to Curtin College staff and prospective and current students.

## 2 CRL Requirements

### Timeframes for CRL

- 2.1 To be eligible for CRL, previous study must have been completed within ten (10) years prior to the year of application. A shorter timeframe of less than ten years may be applied to meet professional accreditation requirements or where there have been significant changes in the relevant field of study since the prior study occurred.
- 2.2 A lower time-limit for eligibility may be set by Curtin College and/or Curtin University for disciplines where the state of knowledge changes more rapidly.
- 2.3 CRL for individual units will be applied for prior to enrolment but will be accepted up until the end of Week 1 of the first study period.
- 2.4 CRL may still be granted after Week 1 of the relevant study period but will not apply to units taken that study period. The Curtin Singapore *Student Refund Policy* will apply and no refund will be given for any units for which CRL has been granted.
- 2.5 Should a student apply for CRL for a unit in which they are currently enrolled and not making satisfactory academic progress, the CRL application will not be processed.

### Unit Transfer

- 2.6 Internal credit transfers of units successfully completed at Curtin College may be exempt from credit limitations providing that the student has transferred to a new program at the same level, has transferred between Curtin Singapore and Curtin College in Perth, or has transferred to a different stream within the same program. In these cases, the unit needs to have been completed within ten (10) years of the transfer and forms part of the new program structure.

### Minimum Requirements

- 2.7 Students may apply for CRL where they have successfully completed units at a similar level and standard in previous studies.
- 2.8 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 (depending on the intended program of study), or equivalent.
- 2.9 When granting CRL for Diploma Stage 1 units, formal prior learning must be at least 75% comparable with Curtin College's unit content.
- 2.10 Students must provide the College with a complete academic history at the time of submitting a CRL application.

### Changing Program

- 2.11 Where a Curtin College student is approved to change their program prior to completion but after completing one or more units, CLR granted at the time of application to the original program will be reassessed for relevance to the new program.
- 2.12 CRL granted for a student's original program may carry over into the new program if the completed units meet the credit and all other requirements of the new program of study.

### Exceptions to Credit Limits

- 2.13 Any proposal to grant credit beyond the credit limitations identified in this Procedure and the *Credit for Recognised Prior Learning Policy* will be:
  - a) submitted to the Academic Director for approval;
  - b) approved by the relevant Program Manager;

- c) academically defensible; and
- d) assessed on a case-by-case basis.

### Management of CoEs (applicable to Curtin College in Perth only)

- 2.14 Where CRL is granted prior to issuing a *Confirmation of Enrolment* (CoE), any change in program duration will be reflected on the CoE.
- 2.15 Where CRL is 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.

## 3 CRL Application Process

### Commencing (New) Students

- 3.1 Commencing students are required to apply for CRL at the time of application to Curtin College.
- 3.2 Where new students apply for CRL after commencing at Curtin College:
  - a) credit will not be given for units in which the student is enrolled in their first study period;
  - b) credit may be applied to units in a subsequent study period; and
  - c) a reduced load will not be given in the first study period based on potential CRL eligibility.
- 3.3 The applicant will complete the *Credit for Recognition of Prior Learning Form*, available on the College's website and submit it to the Admissions Manager via [admissions@curtin.edu.sg](mailto:admissions@curtin.edu.sg) with relevant documentation.
- 3.4 The Admissions team will:
  - a) confirm that all relevant information has been provided by the applicant;
  - b) if the application relates to units for which Curtin College owns the intellectual property (IP), will forward the application to the relevant Program Manager for assessment;
  - c) if the application relates to units for which Curtin University owns the intellectual property, will forward the application to Curtin International for assessment.
  - d) will communicate the outcome of the CRL assessment in writing to the applicant; and
  - e) if the application is successful and credit is to be awarded, update the student's record in the Student Management system and the Recruitment and Admissions system, save documentation in the Student File and issue a revised Letter of Offer to the student that takes the credit into consideration.

### Continuing (Current) Students

- 3.5 Current students will complete the *Credit for Recognition of Prior Learning Form*, available on the College's website and submit to the Student and Academic Services via [academic@curtin.edu.sg](mailto:academic@curtin.edu.sg) with relevant documentation.
- 3.6 If the application relates to units for which Curtin University owns the intellectual property, Student and Academic Services will forward the application to Curtin International for assessment.
- 3.7 If the application relates to units for which Curtin College owns the intellectual property (IP), Student and Academic Services will forward the application to the relevant Program Manager for CRL assessment. The Program Manager will:
  - a) confirm that all relevant information has been provided by the applicant;
  - b) review the application, with the relevant Unit Coordinator if necessary; and
  - c) communicate the outcome to Student and Academic Services.

- 3.8 If the application is successful and credit is to be awarded, the Student and Academic Services Manager (or nominee) will:
- a) update the student's record in the Student Management system, Navigate, save documentation in the Student File and ensure that a revised Letter of Offer is issued to the student that takes the credit into consideration
  - b) ensure the CRL and all associated documentation is added to the student's record in Navigate;
  - c) ensure Navigate is updated to reflect the new program completion date, if required; and
  - d) inform the student of the outcome in writing via their Curtin College email.

## 4 Revoking Credit

### Revoking Credit at Request of Student

- 4.1 Credit may be revoked at the request of the student.
- 4.2 A fee may be applied for rescinding credit.
- 4.3 A request to revoke credit will be submitted by students in a manner prescribed by the Academic Director (or nominee). It is at the discretion of the Academic Director whether to approve a request to revoke credit.
- 4.4 If credit is approved and then formally revoked, the student may not apply in the future for credit based on the same previous study for the same Curtin College units.
- 4.5 Students are responsible for seeking advice and establishing the possible consequences that any revocation of credit may have on their course progress due to the availability of units.
- 4.6 International students are responsible for seeking advice and establishing the possible consequences that revoking credit may have on program duration, Student's Pass requirements and living expenses.

### Revoking Credit in Other Circumstances

- 4.7 Credit may be revoked:
  - a) by the Academic Director (or nominee) where false or misleading information has been provided or as a result of a misconduct penalty; or
  - b) by Admissions, where there is an administrative error or because of a change of program or major.

## 5 Monitoring CRL and Student Performance

- 5.1 Curtin College will monitor student performance to assess the appropriateness of CRL granted.
- 5.2 Curtin College will maintain a CRL Database that contains information on:
  - a) CRL granted to individual students; and
  - b) Institutional articulation agreements.
- 5.3 CRL monitoring is part of the College's established quality assurance process and is focused on tracking students' academic outcomes as well as longitudinal trends.
- 5.4 In the event a trend is identified, for instance CRL students are failing to meet required learning outcomes and objectives, immediate interventions will be implemented.
- 5.5 The Academic Director, the Director of Marketing and Admissions, the Admissions Manager and Manager Quality and Compliance, will conduct a detailed review of the CRL process and relevant entry requirements once annually.
- 5.6 The Academic Director will present to the Academic Board, review findings, remediation plan/s and any recommendations for changes to the entry requirements.

## 6 Cancellation of Enrolment

- 6.1 The College reserves the right to:
- a) cancel a student's enrolment where it is deemed that they have deliberately failed to present a complete academic history or have provided fraudulent or misleading academic documentation;
  - b) not to grant CRL in cases where a full academic history has not been disclosed;
  - c) cancel a student's enrolment at the College and inform the Immigration & Checkpoints Authority of Singapore (ICA) to cancel the Student' Pass should any previously unseen academic documents be presented to the Curtin Singapore on arrival in Singapore.
- 6.2 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 Singapore *Student Refund Policy* will apply as if an act of misconduct has been committed.

## 7 Portfolio Assessment

- 7.1 The following programs consider admission by Portfolio entry:
- a) Diploma of Arts and Creative Industries;
  - b) Diploma of Built Environment (Interior Architecture);
  - c) Diploma of Commerce;
  - d) Diploma of Information Technology;
  - e) Diploma of Health Science (Health Science major).
- 7.2 The portfolio should include samples of workplace documents the student has produced that provide evidence of competence against each element / performance criteria in the unit(s) of competency.
- 7.3 The student may include paper and electronic work samples and third-party 'observation of performance'.
- 7.4 Students submitting a request for CRL using a Portfolio of evidence will:
- a) complete the *CRL Assessment Cover Sheet* and the *Credit for Recognition of Prior Learning Form*;
  - b) review their evidence against the requirements of the units of competency they are applying for;
  - a) Provide a current and detailed CV/Resume outlining the responsibilities/tasks and achievements of each job role relevant to the units of competency the student wishes to acquire CRL;
  - c) ensure that evidence provided will clearly demonstrate their competency against each element/performance criteria that makes up the unit for which they wish to obtain CRL;
  - d) ensure that the *Portfolio of Evidence* includes clear numbering of each document and a table that relates each document to the unit / element / performance criteria sought;
  - e) if submitting by e-mail, type "CRL Assessment – name" in the subject line and send to the following email address: [admissions@curtin.edu.sg](mailto:admissions@curtin.edu.sg); and
  - f) retain a copy of the submission.
- 7.5 It is essential that each learning experience listed in a CRL portfolio contains evidence that the applicant has reflected on and applied what they have learnt. The following questions will help applicants to identify and reflect on relevant learning experiences:
- a) What major events have you undertaken in your studies/experiences?
  - b) What are you or thoughts and feelings about these events, now and at the time you did them?
  - c) What new skills have you developed as a result of these events? For instance, have your changed your attitude? Would you act differently if the same situation arose again? Have you transferred this learning to other situations in the workplace?

- d) What new learning has taken place as a result of the experience?
- e) What reading have you done? Which article or books have you read that support your Learning? What did you think of them?
- f) What persona changes have taken place as a result of your learning? Are you more confident?

7.6 Notification of portfolio assessment will take the following form:

- a) Successful – notification via email; or
- b) Unsuccessful – notification via email with advice on what else the applicant would need to demonstrate or to provide to the College to be more likely to receive CRL.

## 8 Review of CRL Determination

### Informal Review of CRL Determination

- 8.1 A Student who has reason to believe that a CRL determination is incorrect may within ten (10) working days, apply to the Admissions team for an Informal Review of the CRL determination.
- 8.2 Within a further five (5) working days (or such longer timeframe as may be reasonable in the circumstances and communicated to the student), the Admissions team will confirm in writing the outcome of the Informal Review.

### Formal Review of CRL Determination

- 8.3 A student who is dissatisfied with the outcome of an Informal Review may (using the Prescribed Process) within ten (10) working days, apply for a Formal Review to be undertaken.
- 8.4 A request for a Formal Review may only be made on one or more of the following grounds:
  - a) the process was not duly carried out in accordance with this Procedure or the *Credit for Recognised Prior Learning Policy*; and/or
  - b) the credit determination was made contrary to the evidence provided.
- 8.5 A Formal Review is only available where the student;
  - a) has engaged or attempted to engage in the Informal Review process; and
  - b) is currently enrolled in a program and, if it is during a study period, is enrolled in units and attending classes; a prospective student who is not enrolled in the College may not request a Formal Review, even where this affects a determination as to whether they meet the applicable entry criteria to the College.
- 8.6 The Formal Review will be conducted by the relevant Program Manager.
- 8.7 In conducting the review, the Program Manager may, but is not obliged to:
  - a) consult with any relevant staff member;
  - b) seek advice from relevant subject matter experts within the College;
  - c) consult with and seek further information or documentation from the student;
  - d) consider any information or documentation available to them at the time of the review; and
  - e) rely on any information, guidance or standards (if any) provided by the Australian Government Department of Education and Training, the National Academic Recognition Information Centre (NARIC) and any equivalent entity.
- 8.8 Within fourteen (14) working days (or such other time as may be reasonable and communicated to the student) of the student's request for a Formal Review, Student and Academic Services will notify the student in writing of the Formal Review outcome including reasons for any decision made.

- 8.9 The Formal Review outcome is the final avenue of review within the College in relation to credit determinations; students who are not satisfied by the outcome of a Formal Review will be provided with contact details for the National Student Ombudsman.

## 9 Review and Records Management

- 9.1 This Procedure is reviewed by the Academic Director and Manager Quality and Compliance in line with the Quality Register review cycle and/or changes to the regulatory compliance requirements, legislation, regulation and guidelines to ensure alignment to appropriate strategic direction and continued relevance to Curtin College's current and planned operations.
- 9.2 All records in relation to this document will be managed as follows:

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