

Credit for Recognised Learning Policy

Colleges of Business and Technology (WA) Pty Ltd

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Document

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| Document Name | Credit for Recognised Learning Policy |
| Brief Description | This Policy sets out the approach of Curtin College to the management of granting credit for recognised prior learning and experience. |
| Responsibility | Academic Director |
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Version Control

| Date | Version | Summary of Changes | Reviewer Name and Office |
|------------|---------|---|-------------------------------|
| 28/02/2021 | 2.7 | Totally revised document against <i>ESOS Act</i> and the <i>National Code</i> . Policy implementation separated into separate Guideline document. Restructured section 2.1 Principles and definitions expanded. | Academic Director |
| 20/11/2023 | 2.8 | Minor updates. Removed definitions as these are now included in the <i>Glossary of Policy Terms</i> document. | Academic Director |
| 6/8/2025 | 2.9 | Adoption of a principle-based approach; process information moved into the <i>Credit for Recognised Learning Procedure</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 |

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1 Purpose and Scope

Purpose

- 1.1 This Policy provides the framework for the granting of Credit for Recognised Learning (CRL) for Diploma programs at Curtin College to maximise student success and progression whilst maintaining academic integrity and established academic standards.

Scope

- 1.2 This Policy applies to all prospective and enrolled students at Curtin College and Partner Providers who apply for or receive Credit for Recognised Learning for Diploma programs.
- 1.3 This Policy is supported by the *Credit for Recognised Learning Procedure*.

2 CRL Principles

- 2.1 Curtin College will recognise prior Learning as a means of qualifying for entry into a Curtin College program or as a means of gaining unit credit in a program. Prior learning includes:
- a) units completed towards an accredited program at any Australian College, Higher Education Provider, TAFE or Registered Training Organisation;
 - b) units completed as part of an overseas program recognised by the National Office of Overseas Skills Recognition (NOOSR);
 - c) non-accredited or informal study/learning, professional/work experience, volunteering or life experience;
 - d) units completed within an Articulation Agreement; and
 - e) units completed in another Curtin College program;
- where the Prior Learning is assessed by Curtin College as equivalent to learning outcomes and/or competencies that align with a Curtin College unit or program.
- 2.2 The criteria for granting credit will be applied consistently and equitably to all applications.
- 2.3 Students receiving credit are not eligible for concessions to the required English standard. If there is a question as to the student's English language competency, the student's Language Assessment results may be reviewed in conjunction with onward support requirements.
- 2.4 Credit will not be granted where this is likely to result in the student experiencing difficulty in making satisfactory academic progress.
- 2.5 The student's point of entry to the program and assessed competency to commence studies at Curtin College from that point will be considered in decisions regarding granting of credit.
- 2.6 Credit will not be granted where this would allow the student to circumvent program accreditation requirements.
- 2.7 Credit may not be granted based on study within the same program.
- 2.8 Curtin College supports participation by Aboriginal and Torres Strait Islander people and values their knowledge and culture. As such, the College may recognise alternative forms of CRL which are targeted at improving access for Aboriginal and Torres Strait Islander students who may be experiencing disadvantage in accessing and participating in education. To that end, the portfolio process may be applied.
- 2.9 Demonstration of attainment of AQF 5 learning outcomes and/or equivalence of content is the mechanism on which decisions on the granting of credit will be made.
- 2.10 Course structures will not be changed to accommodate the granting of credit transfer.

Types of Credit

2.11 Credit will be granted through the recognition of formal, non-formal and informal learning:

| Type of Learning | Summary Information |
|---------------------|--|
| Formal learning | Learning that takes place through a structured program of learning that leads to the full or partial achievement of an officially accredited qualification (e.g. AQF). |
| Non-formal learning | Learning that takes place through a structured program of learning but does not lead to an officially accredited qualification. |
| Informal learning | Learning gained through work or other appropriate experience. |

2.12 Students may receive credit in the form of:

| Type of Credit | Summary Information |
|------------------|---|
| Specified credit | Credit granted towards specific unit(s) in a program. |
| Block credit | Credit granted towards stages or components within a program leading to a qualification. Block credit may be awarded as specified credit. |

2.13 Curtin College complies with the requirements of Curtin University with respect to the granting of credit for prior learning and experience for Diploma Stage 2 units.

2.14 The Academic Director will publish application procedures. All applications will be made on the approved application form with the required supporting documentation or as otherwise directed. Application fees including any assessment fees, where applicable, will be submitted with the application.

Maximum Credit Table

2.15 A Student may be granted an amount of Block and/or Specified Credit up to the maximums set out in the Maximum Credit Table:

Maximum Credit Table

| Basis of CRL or Credit Transfer (applicant holds) | Diploma Stage 1 | Diploma Stage 2 |
|---|--|--|
| Year 11 only | No Credit | No Credit |
| Australia Year 12 only | Block Credit up to 100 Credit Points | No Credit |
| Year 12 ATAR or Cert IV | Block Credit up to 200 Credit Points | No Credit |
| Uni Preparation or Enabling Course | Block Credit up to 200 Credit Points and some specified Credit | No Credit |
| AQF 5 equivalent Units | Block Credit up to 100 Credit Points | 4 Units (100 Credit Points) Specified Credit |
| Associate degree | N/A | 4 Units (100 Credit Points) Specified Credit |

2.16 Additional credit may only be given with the prior written approval of the Academic Director. All instances of this are to be noted at the next Academic Board meeting.

CRL Assessment

2.17 Methods to be used to assess CRL include:

- a) the candidate may be asked to undertake exactly the same or modified assessment normally offered to candidates as part of the course;
- b) assessment based on a portfolio of evidence;
- c) direct observation of skill or competence;
- d) examples of a candidate's work drawn from workplace, social, community or other settings where the candidate applies learning, skill or competence, testimonials of learning skill or competence; and/or
- e) a combination of the above.

2.18 The Admissions Manager and the Academic Director will collaborate on the options determined appropriate for requests for CRL.

2.19 Not all students will be eligible for CRL; eligibility will be determined by:

- a) previous study within ten (10) years prior to application;
- b) programs which require specific Course Weighted Averages (CWA) for admission and/or retention; and
- c) decisions by Curtin University specific to disciplines where the state of knowledge changes rapidly.

2.20 CRL decisions will be:

- a) accountable;
- a) transparent; and,
- b) subject to appeal and review.

2.21 Credit granted to students will consider the comparability and equivalence of the:

- a) AQF 5 learning outcomes;
- b) volume of learning;
- c) program of study, including content; and,
- d) learning and assessment approaches.

2.22 Curtin College's CRL is based on an evaluation of the evidence presented, using the following criteria:

b) Validity

- ✓ The prior learning matches both the qualification type and the discipline learning outcomes for the relevant course; and,
- ✓ the applicant's standard of achievement in the prior learning is consistent with the qualification level and type specified for the course.

c) Authenticity

- ✓ The prior learning has been undertaken by the applicant and the standard of achievement in the prior learning is based on the applicant's own work.

d) Currency

- ✓ The prior learning has been achieved within the last five (5) years for informal, on-the job training/learning; and/or,
- ✓ 10 years for formal learning or demonstrates how it has been kept up-to-date and relevant.

e) Learning Outcome Standards

- ✓ the evidence of prior learning is sufficient for the assessing Academic Manager to reliably verify the learning outcomes achieved are at the appropriate standard;
- ✓ In recognising prior learning, consideration needs to be given to whether the volume of learning is sufficient in the context of the discipline for the AQF level and qualification type; and,

- ✓ The assessing personnel must determine that in granting the application for CRL, maintains the integrity and level of the course of study and is consistent with the requirement of the AQF that the level study under consideration.
- ✓ The Learning Outcome Standards are met to *at least* an 75% equivalence, unless essential knowledge is not covered.

f) English language capability

- ✓ International students applying for credit must be able to demonstrate that they meet the English language requirements as set down for level of study being undertaken.

2.23 Staff involved in the assessment of applications are required to consider:

- a) whether students granted CRL could be academically or otherwise disadvantaged in their proposed course of study; and
- b) the potential for the award of CRL to detract from the coherency of the learning process and ultimately the student's ability to meet the required learning outcomes.

All decisions will be shared with the applicant or student in writing and records of all decisions will be maintained on the student's electronic record.

2.24 Where a request for CRL applies to a unit which is also taught at Curtin University, CRL will be determined with reference to the university's CRL Database. Where the unit is service-taught by Curtin University, the university will be asked to assess the application and make a recommendation on the CRL to be granted. Where a request for CLR applies to a unit that is not also taught at Curtin University, the application will be assessed by the relevant Program Manager (or nominee).

Credit Does Not Guarantee Eligibility for Entry

2.25 The granting of credit within a program does not in itself constitute eligibility for entry. The student will still be required to meet the prescribed entry requirements.

The Impact of Granting Credit on Graduation

2.26 The granting of credit within a program does not constitute a guarantee that the applicant will meet the requirements to graduate from the program.

Timetable Clashes and Other Consequences

2.27 Where the granting of credit causes timetable clashes or unacceptable study combinations, the College is under no obligation to make individual arrangements for the student.

International Student Compliance with the *National Code*

2.28 Any approval of credit for international onshore students will comply with the provisions of the *National Code of Practice for Providers of Education and Training to Overseas Students 2018* (the National Code). International students are responsible for compliance with their individual enrolment and student visa conditions. International students are expected to apply for CRL at the time of admission, prior to the commencement of their first study period.

Credit Documentation Requirements

2.29 As part of assuring learning equivalence, the content of prior studies will need to match 75% of the content of a Curtin College unit. Decisions will be founded on evidence-based academic judgment about the equivalence of learning.

2.30 Documentation should clearly show that the applicant has achieved and maintained the competencies and/or knowledge and/or skills inherent in the qualification being recognised. It is particularly important that any credit granted on the basis of prior professional (work) or life experience is properly documented with a full description of the competencies for which the credit is being granted.

2.31 Appropriate documentation includes, but is not limited to:

- a) official academic transcripts;
- b) award certificates;

- c) a CV or resume outlining relevant work history;
 - d) statements from employers or other organisations outlining how previous experience relates to demonstration of the required competencies;
 - e) personal statement demonstrating how unit learning outcomes have been met through relevant work experience;
 - f) results of any relevant examinations or tests which identify that the required competencies have been met;
 - g) a record of any relevant interview that academic staff have held with the applicant regarding required competencies;
 - h) unit outlines; or.....
 - i) evidence of professional accreditation.
- 2.32 Advice on appropriate documentation and minimum documentation requirements is available from the Admissions team.
- 2.33 The College is not responsible for the delayed assessment and processing of credit or impacts of a student being able to enrol in units if the appropriate documentation is not submitted with the credit application.
- 2.34 Informal responses to credit application enquiries are not a binding decision on the College.
- 2.35 College staff involved in the assessment and granting of credit will have appropriate experience and/or be provided with appropriate training and support to enable them to properly assess credit applications.
- 2.36 An applicant for credit may be required to undertake assessment to support their application. This may take the form of an examination, interview, challenge test or other means of evaluation. A fee may be charged for this assessment.
- 2.37 Credit will not be granted for units exempted or waived at another institution.
- 2.38 Partial credit will not be awarded for units, and credit will not be considered for partially complete or failed units.

3 Articulation Arrangements

- 3.1 All articulation agreements will comply with the full provisions of Curtin College English and entry requirements, this Policy and the Credit for Recognised Learning Procedure, including limits on the amount of credit that may be granted.
- 3.2 Curtin College may enter into an Articulation Agreement to recognise particular programs that will lead to students being granted credit at the College.
- 3.3 Articulation Agreements are designed to increase future student enrolments and create positive relationships between Curtin College and other education providers.
- 3.4 Students who commence their program at Curtin College during the term of an Articulation Agreement will, subject to meeting all other College requirements, be eligible to be granted credit in accordance with the Articulation Agreement.
- 3.5 Curtin College will consider the following factors when determining whether to enter into an Articulation Agreement with another education provider:
- a) the number of students enrolled currently, and likely to enrol, in a program as a result of the proposed agreement;
 - b) the estimated number of students who would study at the College as a result of the proposed Articulation Agreement;
 - c) the other education provider's reputation, for example whether it is a government-registered provider;
 - d) the level of qualification offered by the other education provider, in particular how it compares to the *Australian Qualifications Framework*; and
 - e) the College's goals and strategic plans.
- 3.6 The creation and development of an Articulation Agreement will:

- a) involve consultation between the College Director and Principal, the Director of Marketing and Admissions and the Academic Director;
 - b) be supported by a statement outlining why the Articulation Agreement is in the College's best interests; and
 - c) be approved by the Board of Directors.
- 3.7 Where an Articulation Agreement proposes that credit will be granted to students in a manner that is higher than the maximum outlined in this Policy, the proposal must be approved by the Academic Board.
- 3.8 An Articulation Agreement with a domestic education provider must be endorsed by the Academic Director and the College Director and Principal.
- 3.9 An Articulation Agreement with an international education provider must comply with any relevant international sanctions and foreign influence laws and reporting regimes.
- 3.10 An Articulation Agreement will:
 - a) usually be for three to five years, but can be for a longer period if the circumstances justify it; and
 - b) require both parties to notify the other if there are changes to programs that would affect credit arrangements.
- 3.11 No less than six (6) months before the expiry of a Articulation Agreement, Curtin College will initiate a review of the Articulation Agreement, with input from relevant stakeholders. This review will include an assessment of whether the Articulation Agreement has met its objectives, and a recommendation to the Board of Directors on whether the Articulation Agreement should be renewed. The Board of Directors will assess whether:
 - a) the agreement has met its expected goals for student articulation; and
 - b) is in the College's best interests to continue.
- 3.12 Once an Articulation Agreement is executed, discontinued or renewed;
 - a) it will be noted by the Learning and Teaching Committee and the Academic Board; and
 - b) the Admissions Manager will amend precedent record-keeping systems, including setting out the relevant education provider and courses included, and the period during which credit will be recognised.

4 Reporting

- 4.1 Curtin College will record CRL granted and will report trends to the Academic Board and the College Leadership Team.
- 4.2 The College will monitor student performance in relation to CRL granted to ensure that no student is disadvantaged or gains an advantage through the CRL process.

5 Responsibilities

- 5.1 Prospective and current students are responsible for making a CRL application using the specified process, including submitting all relevant supporting documentation.
- 5.2 The Director of Marketing and Admissions is responsible for publishing accurate entry requirements and information about the CRL process on the Curtin College website.
- 5.3 The Admissions Manager is responsible for:
 - a) assessing applications against agreed articulation arrangements and automatically granting credit where pre-approved;
 - b) maintaining a CRL Database of credit granted by Curtin College; and
 - c) informing prospective students of the outcomes of CRL assessments conducted by the academic team.
- 5.4 The Student and Academic Services Manager is responsible for:
 - a) informing current students of the outcomes of CRL assessments conducted by the academic team;

- d) ensuring that the CRL and associated documentation is added to the student's record in Student Management System;
- b) reviewing the CoE for international students and ensuring the re-issuance of updated CoEs as necessary;
- c) ensuring PRISMS is updated to reflect the new CoE; and
- d) ensuring the Student Management System is updated to reflect the new program completion date as required.

5.5 Program Managers are responsible for:

- a) assessing CRL applications for units for which the intellectual property is held by Curtin College;
- b) confirming with the Admissions Manager the amount and type of CRL to be granted;
- c) supporting the implementation of changes to entry requirements and/or the CRL process.
- d) contributing to reports on CRL and student performance to the Academic Board when requested.

5.6 Curtin University is responsible for assessing CRL applications for units for which the intellectual property is held by Curtin University.

5.7 The Academic Director is responsible for:

- a) determining the CRL procedure;
- b) confirming and endorsing CRL granted;
- c) monitoring the academic performance of students granted CRL to ensure that CRL practices do not disadvantage students; and
- d) reporting on CRL granted and student performance to the Academic Board.

6 Compliance

6.1 The following legislation and regulations apply to the College's management of assessment:

- a) [Education Services for Overseas Students Act 2000](#);
- b) [National Code of Practice for Providers of Education and Training to Overseas Students 2018](#);
- c) [Higher Education Standards Framework \(Threshold Standards\) 2021](#); and
- d) the [Australian Qualifications Framework \(AQF\)](#).

7 Definitions

7.1 Refer to the *Glossary of Terms* located under 'Policies and Procedures' on the Curtin College [website](#).

8 Review and Records Management

8.1 This Policy will be reviewed by the Academic Director with reference to Curtin University policy and any changes to regulatory compliance requirements, legislation, regulations or guidelines to ensure alignment with the appropriate strategic direction and continued relevance to the College's current and planned operations.

8.2 All records in relation to this document will be managed as follows:

| Record type | Owner | Location | Retention | Disposal |
|-------------|-------------------|---|-------------|-----------------------------------|
| Policy | Academic Director | Curtin College website and Shared drive | Permanently | Archived once updated or reviewed |