

<b>Policy Title:</b>	<b>Credit and Recognition of Prior Learning</b> (formerly the <i>Advanced Standing Policy</i> )
<b>Policy Owner:</b>	Senior Deputy Vice-Chancellor
<b>Keywords:</b>	<b>Advanced Standing, Articulation Agreement, Credit Determination, Formal Learning, Informal Learning, Microcredential, Non-Formal Learning, Recognition of Prior Learning.</b>
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## 1. INTENT

This policy articulates the principles underpinning the granting of Credit towards the completion of a Course based on prior or concurrent learning in accordance with the requirements of the [Australian Higher Education Standards Framework \(Threshold Standards\) 2015](#) and the [AQF Qualifications Pathways Policy](#).

## 2. ORGANISATIONAL SCOPE

- 2.1 This policy applies to all Students and Staff of the University.
- 2.2 This policy is to be read in conjunction with the University Statute No. 30 Admission, Enrolment and Academic Progress, the University Rules: Admission, Enrolment and Academic Progress Rules, and the Credit and Recognition of Prior Learning Procedures.
- 2.3 Academic Board must approve any major amendments to this policy (i.e. those changes that change the overall intent of one or more sections of this policy). The Policy Owner may approve minor amendments and updates to this policy.

## 3. DEFINITIONS

- 3.1 The University Glossary and the following definitions apply to this policy.

TERM	DEFINITION
Articulation Agreement	An agreement between the University and another institution that specifies an approved pathway from one program or course at the other institution to an Award delivered by the University.

TERM	DEFINITION
Credit Determination	A University decision relating to an application for Credit based on Formal, Informal or Non-Formal Learning.
Formal Learning	Learning that has occurred in a structured program of study leading to a full or partial qualification recognised under the Australian Qualifications Framework, the QRP Unit, NARIC or other equivalents.
Informal Learning	Learning that has occurred outside of a structured program of study, including through work or life experience.
Maximum Credit Table	A University Database outlining the maximum Credit a Student may be awarded for prior learning, having regard to the Course they are seeking to obtain Credit for.
Microcredential	A certification of learning in a given subject area or capability, approved by a School or Teaching Area, which may be additional, alternate or complementary or standalone to, or a component of, a Course.
NARIC	The National Academic Recognition Information Centre for European Courses that provides a means of comparing academic qualifications across European countries.
Non-Formal Learning	Learning that has occurred in a structured program of study, but which does not lead to a qualification recognised under the Australian Qualifications Framework or by the QRP Unit or NARIC (for overseas courses).
Precedent Database	The University's publicly available database containing records of approved credit transfer arrangements and qualification equivalency.
QRP Unit	The Qualifications Recognition Policy Unit (formerly AEI-NOOSR), being the Australian government authority responsible for assessing overseas qualifications against the Australian Qualifications Framework.

#### 4. POLICY CONTENT

##### Principles

The University applies the following principles in relation to Credit and Recognition of Prior Learning:

- 4.1 Credit will be granted to a Student where the integrity, reputation and qualification of a Course can be maintained:
- Awarding Credit will complement, and not detract, from the Course as a coherent whole at a level consistent with the [Australian Qualifications Framework \(AQF\)](#).
  - Decisions relating to prior learning from overseas locations and qualifications will be benchmarked under the [Australian Qualifications Framework \(AQF\)](#), and with reference to information, guidance or standards (if any) provided by the Australian Government Department of Education and Training, the QRP Unit, NARIC and any equivalent entity.
  - Decisions relating prior learning will be based on rational and evidence-based academic judgment about the equivalence of learning.

- d) Credit Determinations will involve a judgment as to how a Student's prior learning supports progress towards the attainment of Unit or Course Learning Outcomes, while ensuring that the Student is best placed to achieve all of their Course Learning Outcomes.
  - e) Credit granted on the basis of recognition of prior learning, may be granted as specified, unspecified, or block credit, as set out in the Credit and Recognition of Prior Learning Procedures.
  - f) When making Credit Determinations the University will ensure that the identity of the person receiving the recognition can be verified.
- 4.2 Credit will be awarded in a consistent, equitable and fair manner:
- a) The University will endeavour to provide equivalent opportunities for Students to enter into and progress through their intended studies, irrespective of mode of delivery or location.
  - b) Subject to the Credit and Recognition of Prior Learning Procedures, Credit will be given where a Student can demonstrate that, through prior learning, they have achieved Learning Outcomes equivalent to one or more Units within a Course.
  - c) Students have the right to request a review of Credit Determinations made by the University in accordance with the Credit and Recognition of Prior Learning Procedures.
- 4.3 The University is committed to transparency and quality record-keeping:
- a) Students will be given formal and timely notifications in connection with Credit applications.
  - b) Institutional credit and articulation arrangements will be made publicly available through the [Precedent Database](#).
  - c) Maximum levels of Credit for prior learning will be publicly available in the University's [Maximum Credit Table](#).
  - d) Information regarding professional accreditation requirements and how this may affect an application for Credit will be communicated via the University's webpages and its Course handbook(s).
  - e) All Credit granted will be identified in a Student's Statement of Academic Record and Australian Higher Education Graduation Statement (where applicable).
- 4.4 The University may enter into Articulation Arrangements including Recognition of Prior Learning with other education providers, in accordance with the criteria and processes set out in the Credit and Recognition of Prior Learning Procedures.

### **Roles and Responsibilities**

- 4.5 Staff and Students have the following responsibilities:
- a) Students are required to be honest and accurate when providing information to the University in relation to Credit applications.
  - b) All Staff are required to keep accurate and comprehensive records in accordance with the University's [Records Management Policy](#). Institutional data and records will be used to continually improve the University's recognition of prior learning and admission practices.
  - c) Each School and Teaching Area, through their Associate Dean (Teaching and Learning) (or equivalent) and their Course Coordinators, will:
    - (i) identify and develop opportunities for reciprocal Credit arrangements, consistent with the University's goals and strategic plans;
    - (ii) participate actively in the creation and review of any Articulation Agreements entered into by the University;

- (iii) review any requests by the Director, Student Administration, in relation to expiring precedents maintained in the [Precedent Database](#); and
  - (iv) assess Credit applications in accordance with the principles set out in this policy and the processes set out in the Credit and Recognition of Prior Learning Procedures.
- d) The Director, Student Administration will:
- (i) maintain the [Precedent Database](#), including a record of Credit to be granted:
    - pursuant to any Articulation Agreement entered into by the University;
    - for Microcredentials recognised by the University or other accredited organisations approved by the Academic Board; and
    - in accordance with previous Credit Determinations made by the Schools;
  - (ii) ensure that new precedents added to the [Precedent Database](#) are consistent with the Australian Qualification Framework and are benchmarked;
  - (iii) initiate a review of expiring precedents in the [Precedent Database](#), and liaise with the Schools, International Office and any other relevant areas of the University as required;
  - (iv) report regularly to the University's Education Committee and University Executive regarding changes made to the [Precedent Database](#);
  - (v) make and review Credit Determinations in accordance with the principles set out in this policy and the processes set out in the Credit and Recognition of Prior Learning Procedures;
  - (vi) ensure that all Credit granted is identified in a Student's Statement of Academic Record and Australian Higher Education Graduation Statement (if applicable); and
  - (vii) ensure that the University meets its obligations in relation to recognition of prior learning as set out in the [National Code of Practice for Providers of Education and Training to Overseas Students 2018](#).
- e) The Academic Board, through its subcommittees will:
- (i) maintain the University's [Maximum Credit Table](#) in a manner that is consistent with any requirements specified in the [Admission, Enrolment and Academic Progress Rules](#) and professional accreditation requirements; and
  - (ii) ensure that the University provides evidence for the benchmarking and suitability of the [Maximum Credit Table](#).
- f) The International Office will:
- (i) identify and develop opportunities for reciprocal Credit arrangements, consistent with the University's goals and strategic plans;
  - (ii) participate actively in the creation or review of international Articulation Agreements entered into by the University; and
  - (iii) assist and provide advice with regard to Credit Determinations as required by the Schools.

## 5. ACCOUNTABILITIES AND RESPONSIBILITIES

The Senior Deputy Vice-Chancellor has overall responsibility for the content of this policy and its operation.

The Director, Student Administration is responsible for maintaining this policy.

## 6. RELATED DOCUMENTS:

- [Higher Education Standards Framework \(Threshold Standards\) 2015](#)
- [AQF Qualifications Pathways Policy](#)
- [Admission, Enrolment and Academic Progress Rules](#)
- Credit and Recognition of Prior Learning Procedures
- [Precedent Database](#)

- [Maximum Credit Table](#)
- [National Code of Practice for Providers of Education and Training to Overseas Students 2018](#)
- [Admissions Policy](#)

## 7. CONTACT INFORMATION

For queries relating to this document please contact:

Policy Owner	Senior Deputy Vice-Chancellor
All Enquiries Contact:	Director, Student Administration
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## 8. APPROVAL HISTORY

Policy Approved by:	Vice-Chancellor
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Date last modified:	11 December 2019
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