

## CREDIT FOR PRIOR LEARNING POLICY AND PROCEDURE

Sydney Institute of  
Traditional Chinese Medicine



<b>Credit for Prior Learning Policy and Procedure</b>		
Code: A1.03	Area: Academic	
Policy Owner: Academic Board		
Policy Developer/Reviewer: QAO/Dean	Version #: 1.2	Date: 30/01/18

### VERSION HISTORY

Version	Updated by	Approval Date	Details
0.1	Academic Board	7 November 2011	Document creation
1.0	Academic Board	27 August 2014	Various sections: clarification in time frames
1.1	Dean	4 May 2017	Review for alignment with HESF 2015
1.2	QAO	30 Jan 2018	Review and format; Added: procedure, related policy; Updated: credit transfer agreements, appeals, timeframes, overview. Approved by the PRG pending final approval from the Academic Board.

### PURPOSE AND SCOPE

The aim of this policy is to:

- Establish the criteria for acknowledging and supporting applicants previous formal and informal learning.
- Ensure that the granting of credit is applied equitably, consistently and is transparent.
- Outline the application process for Credit for Prior Learning.

This policy applies to applicants for the Bachelor of Traditional Chinese Medicine (BTCM) at the Sydney Institute of Traditional Chinese Medicine (SITCM).

## 1 OVERVIEW

Sydney Institute of Traditional Chinese Medicine (SITCM) is committed to open and accessible guidelines for grant crediting towards units of study based on prior learning, whether from formal studies or professional work experience. This policy is designed to both maximise the credit applicants can gain for learning already undertaken without diminishing the student or the integrity of the learning outcomes or discipline requirements of the award.

This Policy and Procedure complies with the *Higher Education Standards Framework (Threshold Standards) 2015*, specifically the standards 1.1.2.b Admission, 1.2 Credit and Recognition of Prior Learning. This policy incorporates the best practice guidelines of the *AQF Qualifications Pathways Policy* and the *Australian Qualifications Framework*.

Throughout this policy 'applicants' refers to new enrolments and current students applying for Credit for Prior Learning.

## 2 POLICY

### 2.1 AWARDING OF CREDIT

#### 2.1.1 GENERAL PRINCIPALS

- 1) Entry to the SITCM's Bachelor of Traditional Chinese Medicine (BTCM) course is based on specific published entry criteria and decisions regarding student selection will be in accordance with *Student Selection and Admissions Policy and Procedure*.
- 2) An offer of credit does not guarantee admission into the BTCM course.
- 3) The assessment of the amount of credit to be granted toward the BTCM course shall be determined by the Associate Dean/Course Coordinator (or other nominated staff member) within the framework of this policy. The summary of assessments, including appeals, must be reviewed by the Teaching and Learning Committee.
- 4) Candidates for an award from SITCM are required to complete a minimum amount of the BTCM course through SITCM.
  - a. The total credit granted for prior learning external to SITCM (BTCM) shall not exceed 50% of the total credit points required for the award toward which credit is sought.
  - b. The 50% may comprise a mixture of credit for formal study and credit for work experience, however no more than 25% credit will be granted for learning from relevant and documented work experience.

#### PLEASE NOTE:

- 1) SITCM VET courses (Diploma and Advanced Diploma) DO NOT count towards the requirement of the completion of a minimum amount of 50% of the BTCM course at SITCM.

#### 2.1.2 CREDIT FOR FORMAL STUDIES

- 1) Credit will not normally be granted for formal study completed more than ten years prior to application unless there is evidence of continued relevance of this study for the course towards which credit is sought.
- 2) Credit may be granted for the successful completion of:
  - a. Units which form part of an accredited course provided by a recognised higher education institution.
  - b. Non-award courses offered by a recognised higher education institution.
  - c. Accredited courses with a vocational training provider.
  - d. Courses provided by a professional association or other similar body.
  - e. Training delivered by employers or other similar training.
- 3) Credit shall be granted where there is substantial overlap with content and/or learning outcomes of SITCM unit for which credit is claimed.
- 4) Credit can only be used for one specific unit and not for incomplete or parts of units.
- 5) Credit can only be granted from an original unit.
- 6) Credit will not normally be granted for a clinical component of a unit.

#### 2.1.3 CREDIT FOR LEARNING FROM WORK EXPERIENCE

- 1) Credit may be granted for work experience where that learning can be documented to the satisfaction of the Associate Dean/Course Coordinator. The onus shall be on the applicant to provide appropriate evidence or demonstrate the relevant skills, knowledge and understanding.
- 2) The maximum credit that can be granted for learning from work experience is 25% of the total credit points required for the course toward which credit is sought.

## 2.2 CREDIT AWARDED

- 1) Units that have been granted Credit for Prior Learning will receive ungraded credit recorded as 'AS' (Advanced Standing) on their transcript.
- 2) No marks or grades will be recorded for units where Credit for Prior Learning has been applied.
- 3) The Credit will appear on the applicant's transcript once the Credit for Prior Learning fee has been paid.

## 2.3 APPLICATIONS

All applications for Credit for Prior Learning must:

- 1) Be made on a *Credit for Prior Learning Application Form*.
- 2) Be made within the timeframes outlined in 2.3.2.
- 3) Include supporting documentation.

Applications which do not meet these three criteria will be rejected.

Additionally, a Credit for Prior Learning Application fee per unit is charged. Information about the Credit for Prior Learning Application fee can be found on the *Credit for Prior Learning Application Form* and the *Notification of Credit for Prior Learning*.

### 2.3.1 APPLICATION FORM

- 1) Applications for Credit for Prior Learning must be made on a completed *Credit for Prior Learning Application Form*.
- 2) Applications for Credit for Prior Learning will not be accepted in any other format, e.g. via email or in person.
- 3) Applications for Credit for Prior Learning must be handed in to the SITCM office.
  - a. Applications must be received by the office in the timeframes specified in 2.3.2 below.

### 2.3.2 TIMEFRAMES

- 1) Applicants are advised to make applications for Credit for Prior Learning as early as possible before the start of the semester.
- 2) Applications for Credit for Prior Learning must be received at least three (3) weeks before the Census Date.
- 3) Applications for Credit for Prior Learning received less than three (3) weeks before the Census Date will be automatically rejected.

### 2.3.3 SUPPORTING DOCUMENTATION

All applications for Credit for Prior Learning must include supporting documentation.

#### 2.3.3.1 Credit for Formal Studies

- 1) The minimum supporting documentation must include:
  - a. Certified copies of Academic Transcript(s)/Record(s).
  - b. Copies of Unit Outlines/Guides with learning outcomes, course information, level of study, topics covered, duration of the course, contact hours, methods and duration of assessment, textbooks used for each course studied previously and completed.
- 2) Other supporting documentation may be requested.

**2.3.3.2 Credit for Work Experience**

- 1) Applications for Credit for Work Experience must include:
  - a. Completed Section 5 of the *Credit for Prior Learning Application Form*.
  - b. Other supporting evidence

A CERTIFIED COPY is:

- 1) A photocopy of the original document signed and dated by a Justice of the Peace.
- 2) An original copy cited by the Registrar (or other nominated person).
- 3) Documentation provided in a language other than English must be translated into English by an authorised translator.

**2.3.4 CREDIT TRANSFER FEE**

- 1) A fee per unit applies to all approved Credit for Prior Learning applications.
- 2) Information about the fee per unit can be found on the SITCM website.
- 3) The fee must be paid within 15 business days of receiving notification of credit otherwise the Credit Transfer will lapse, and the applicant will need to lodge a new application.

**2.4 DETERMINING CREDIT FOR PRIOR LEARNING****2.4.1 CREDIT FOR FORMAL STUDIES**

When determining Credit for Prior Learning applications SITCM will consider the comparability and equivalence of:

- 1) The learning outcomes.
- 2) The volume of learning.
- 3) The content.
- 4) Learning and assessment approaches.

The following may be considered:

- 1) The general educational practices and standards of the provider(s) or any accreditation obtained by such provider that may be relevant to the course under consideration.
- 2) The objectives of the course and the methods adopted to achieve those objectives.
- 3) Admission requirements to the course.
- 4) The duration of the course, having regard to entry requirements and course objectives.
- 5) The breadth, depth and balance in the course material involved and the intellectual effort required.
- 6) The methods of assessment.
- 7) The relative emphasis on the teaching of skills in relation to the study of the discipline.
- 8) Any arrangements for practical training and experience as part of the course.

**2.4.2 CREDIT FOR LEARNING FROM WORK EXPERIENCE**

When assessing credit for work experience, the following will be considered:

- 1) Authenticity - the applicant has demonstrated the learning outcomes that are being claimed.
- 2) Currency - the learning outcomes are still valid and performable.
- 3) Quality - the learning has reached the acceptable level.
- 4) Relevance - the learning is applicable to the unit claimed.

- 5) Transferability - the learning outcome can be applied outside the specific context in which it was learned.
- 6) Comparability - the prior learning is comparable in content and standard with the unit(s) in which credit is sought.

#### **2.4.3 WHO DETERMINES CREDIT FOR PRIOR LEARNING**

- 1) Assessment of Credit for Prior Learning will be undertaken by the Associate Dean/Course Coordinator (or other nominated person) who will advise the applicant in writing of the result of their application.
- 2) The Associate Dean/Course Coordinator may nominate another senior staff member to consider Credit for Prior Learning.
- 3) All decisions of the Associate Dean/Course Coordinator (or other nominated person) in relation to the granting of credit will be reviewed by the Teaching and Learning Committee.

#### **2.5 TIMEFRAMES**

- 1) Applications for Credit for Prior Learning made before the start of the semester will normally be assessed within 15 business days.
- 2) Applications for Credit for Prior Learning that require additional documentation will normally be assessed within 15 business days of the evidence being provided to SITCM.
- 3) It is the intention of SITCM that applicants should be advised of the credit that is offered at the time they accept a place in a course or unit.

#### **2.6 OUTCOMES**

- 1) Credit for Prior Learning is granted for one or more units.
- 2) Credit for Prior Learning is not granted for one or more units.
- 3) A record of credit granted and/or credit not granted will be signed by the Associate Dean/Course Coordinator and the applicant and placed on the applicant's file.
- 4) If an applicant is enrolled in a unit for which they have been granted credit, it is their responsibility to cancel enrolment in the unit before the census date.

#### **2.7 NOTIFICATION OF CREDIT FOR PRIOR LEARNING**

- 1) Applicants will be notified the outcome of their Credit for Prior Learning application normally within 15 business days.
- 2) Applicants will be emailed a *Notification of Credit for Prior Learning Form*.

#### **2.8 CREDIT TRANSFER AGREEMENTS**

- 1) This section is only relevant to formal agreements with other tertiary education providers. SITCM is not bound to make agreements with any other tertiary provider.
- 2) SITCM may enter negotiate agreements with other tertiary education providers to maximise the credit available to eligible applicants for entry into SITCM's courses.
- 3) These agreements will provide graduates of specific courses offered by recognised providers of tertiary education credit for units which form part of an Institution course.

##### **2.8.1 DETERMINING AGREEMENTS**

When negotiating these agreements SITCM will consider the comparability and equivalence of the articulating provider's course as outlined in the *Australian Qualifications Framework*:

- 1) The learning outcomes.

- 2) The volume of learning.
- 3) The content.
- 4) Learning and assessment approaches.

### **2.8.2 DETERMINING CREDIT TO BE AWARDED**

- 1) To assess the amount of credit which may be awarded, SITCM will map the specified learning outcomes for the course provided by the external institution against the learning outcomes of units within the relevant Institution course.
- 2) Credit for a unit within SITCM course will only be granted where there is a substantial match against the learning outcomes of that unit.

### **2.8.3 MAXIMUM CREDIT WHICH MAY BE GRANTED**

The *Australian Qualifications Framework* outlines the maximum credit which may be granted to applicants towards higher level AQF qualifications in the same or related discipline:

- 1) 50% credit for an Advanced Diploma or Associate Degree linked to a 3-year Bachelor Degree.
- 2) 37.5% credit for an Advanced Diploma or Associate Degree linked to a 4-year Bachelor Degree.
- 3) 33% credit for a Diploma linked to a 3-year Bachelor Degree.
- 4) 25% credit for a Diploma linked to a 4-year Bachelor Degree.

The existence of a credit transfer agreement does not preclude an individual applicant applying for additional credit under this policy.

### **2.8.4 APPROVAL OF CREDIT TRANSFER AGREEMENTS**

- 1) The Academic Board will approve all credit transfer agreements after evidence of mapping of the learning outcomes of the external course against SITCM course underpinning the proposed agreement has been considered.
- 2) Once approved by the Academic Board the credit transfer agreement will be set out formally, signed by both parties and recorded in a register of approved credit transfer agreements.
- 3) SITCM will make publicly available details of all current credit transfer agreements in accordance with the AQF Qualifications Register Policy.

## **2.9 INTERNATIONAL STUDENTS**

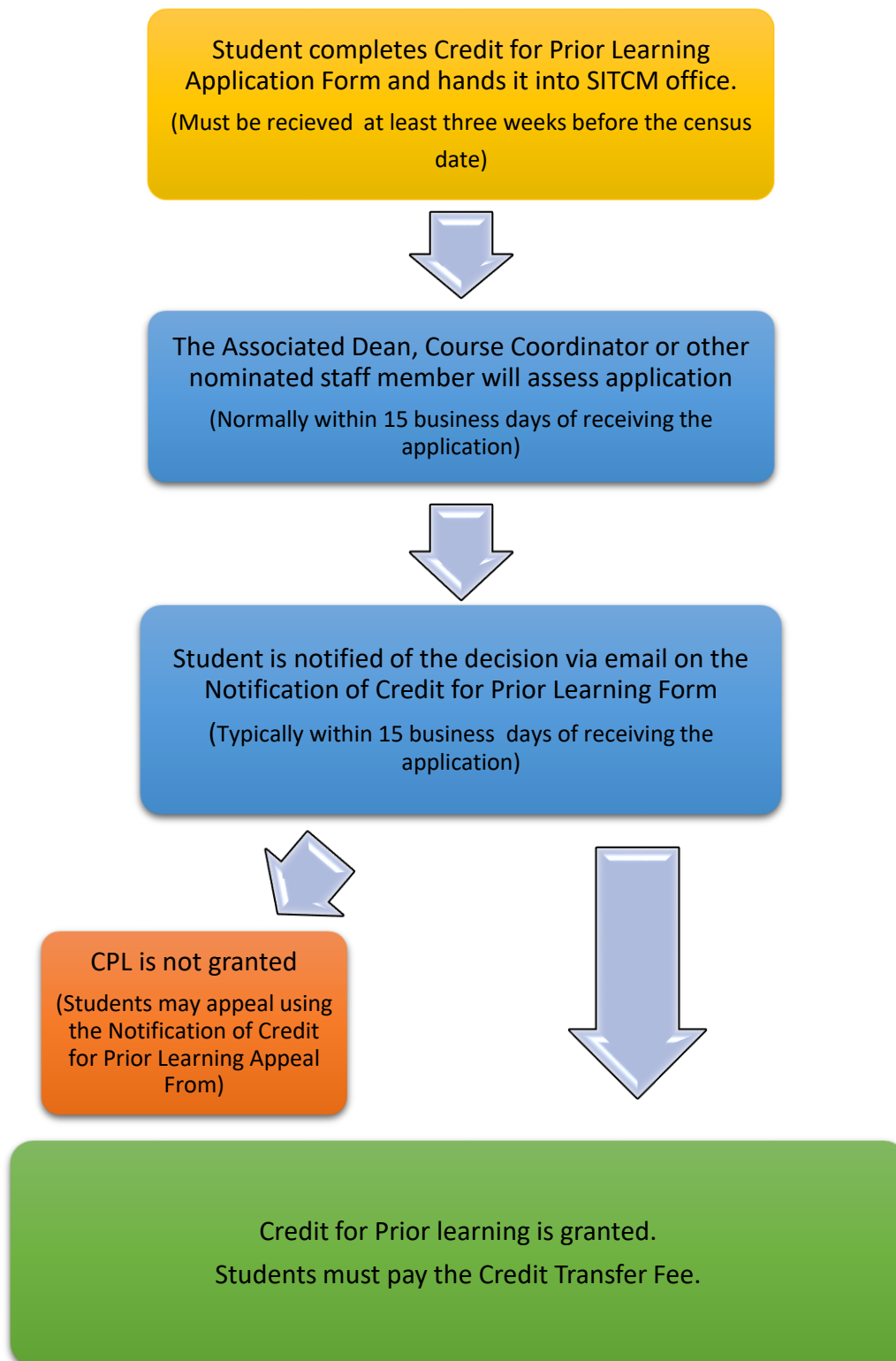
- 1) If the applicant is an international student applying for a study visa, the following applies:
  - a. Where credit is granted before the issue of a visa, the actual course duration in the Electronic Confirmation of Enrolment (eCoE) issued to the student will be reduced.
  - b. Where credit is granted after the issue of a visa, SITCM will report the change of course durations via the Provider Registration and International Student Management System (PRISMS).
- 2) Regardless of the amount of credit awarded for any given semester, an international student must be enrolled in a fulltime load to satisfy visa requirements.

### 3 PROCEDURE

#### 3.1 CREDIT FOR PRIOR LEARNING PROCEDURE

- 1) Applicants must apply for Credit for Prior Learning on the *Credit for Prior Learning Application Form*.
  - a. All applications must have supporting documentation attached.
  - b. Applications must be received no later than 3 (three) weeks before the census date.
  - c. All applications must be submitted to the administration office in person or by post.
- 2) The Associate Dean/Course Coordinator or other nominated staff member will assess the application.
- 3) Applicants will be notified of the outcome of their application via email on the *Notification of Credit for Prior Learning Form* normally within 15 business days of the administration office receiving the application.
- 4) Applicants must pay the Credit Transfer Fee within 15 business days of receiving notification. The credit will appear on transcripts when the fee has been paid.

## 3.2 CREDIT FOR PRIOR LEARNING FLOW CHART





#### **4 APPEALS**

- 1) Applicants may make an appeal against a decision regarding an application for Credit for Prior learning.
  - a. Appeals must be made on the *Credit for Prior Learning Appeal Form*.
  - b. Appeals must be made within five (5) business days of the decision being emailed to the applicant.
- 2) The Dean or other nominated person will assess the appeal.
- 3) Applicants will be notified the outcome of their appeal normally within 10 business days.
- 4) Applicants will be notified of the outcome of their appeal via email on the *Notification of Credit for Prior Learning Appeal Form*.
- 5) If a student remains dissatisfied with the outcome of their appeal against a decision regarding the award of credit they may utilise SITCM's grievance handling procedures.
- 6) All decisions of the Dean or other nominated person in relation to appeals will be reviewed by the Teaching and Learning Committee.

#### **5 RELATED POLICY AND OTHER DOCUMENTATION**

- 1) A1.01 Student Selection and Admissions Policy and Procedure.
- 2) Higher Education Framework (Threshold Standards) 2015.
- 3) Australian Qualifications Framework Second Edition January 2013.
- 4) AQF Qualifications Pathways Policy.
- 5) F1.04 Credit for Prior Learning Application Form.
- 6) F1.06 Notification of Credit for Prior Learning Form.
- 7) F1.05 Credit for Prior Learning Appeal Form.
- 8) F1.07 Notification of Credit for Prior Learning Appeal Form