

Credit for Prior Learning Policy and Procedure		
Code: A1.03	Area: Academic	
Policy Owner: Academic Board	Version #: 2.4	Date: 24 Aug 2020
Policy Developer/Reviewer: QAM/Dean	Review date: 23 Aug 2023	

#### VERSION HISTORY

Version	Updated by	Approval Date	Details
1.0	Academic Board	7 Nov 2011	Document creation
1.1	Academic Board	27 Aug 2014	Various sections: clarification in time frames
1.2	Dean	4 May 2017	Review for alignment with HESF 2015
2.0	Academic Board	8 Mar 2018	Review and format; Added: procedure, related policy; Updated: policy title; credit transfer agreements, appeals, timeframes, overview.
2.1	Academic Board	26 Apr 2018	Removed credit for learning from work experience; removed sections allowing credit for VET study; removed credit transfer agreements.
2.2	PRG	13 Nov 2019	Added conditional credit for prior learning as an option in 2.5.
2.3	PRG	1 Apr 2020	Added "Credit for Prior Learning Register".
2.4	Academic Board	24 Aug 2020	Added role of Admin Office & Finance Manager in procedures, specified that QA Manager must review CPL register before TLC review.

#### PURPOSE AND SCOPE

The aim of this policy is to:

- Establish the criteria for acknowledging and supporting the previous formal and informal learning of applicants.
- Ensure that credit granting is applied equitably, consistently and is transparent.
- Clearly detail 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

The Sydney Institute of Traditional Chinese Medicine (SITCM) is committed to open and accessible guidelines for granting credit towards units of study based on prior learning, whether from formal studies or professional work experience. This policy is designed to maximise the credit applicants can gain for learning already undertaken and preserve the integrity of learning outcomes of the Bachelor of Traditional Chinese Medicine (BTCM).

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

## 2 POLICY

### 2.1 AWARDING OF CREDIT

#### 2.1.1 GENERAL PRINCIPALS

- 1) Credit for prior learning is only granted if:
  - a. The applicant is not disadvantaged in achieving the Bachelor of Traditional Chinese Medicine (BTCM) course learning outcomes; and
  - b. It does not undermine the integrity of the BTCM.
- 2) Entry to the BTCM course is based on specific published entry criteria and decisions regarding student selection will be in accordance with the *Student Admissions Policy and Procedure*.
- 3) An offer of credit does not guarantee admission into the BTCM course.
- 4) The total credit granted for prior learning external to SITCM shall not exceed 50% of the total credit points required for the BTCM for which credit is sought.
- 5) SITCM's Internal Articulation Program (IAP) for the Advanced Diploma of Traditional Chinese Medicine has been terminated and graduates of that course are not eligible for credit for prior learning towards the BTCM.
- 6) SITCM VET courses (Diploma and Advanced Diploma) do not count towards the requirement of the completion of a minimum amount of the BTCM course at SITCM.

#### 2.1.2 CREDIT FOR FORMAL STUDIES

- 1) Credit may be granted for the successful completion of:
  - a. Units which form part of an accredited higher education course provided by a recognised higher education institution.
  - b. Non-award courses offered by a recognised higher education institution.
- 2) Credit is granted where there is substantial overlap with content, volume of learning and learning outcomes of a SITCM unit(s) for which credit is claimed.
- 3) Credit can only be used for one specific unit and not for incomplete or parts of units.
- 4) Credit can only be granted from an original unit.
- 5) Credit will not be granted for a clinical component of a unit.
- 6) Credit will not normally be granted for formal study completed more than ten (10) years prior to application unless there is evidence of continued relevance of this study and it meets the criteria outlined in Section 2.3.1 (Credit for Formal Studies).
  - a. Continued relevance of study is usually on the basis of relevant professional work experience.

### 2.2 CREDIT AWARDED

- 1) Units that have been granted credit for prior learning will receive a result of '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 DETERMINING CREDIT FOR PRIOR LEARNING

#### 2.3.1 CREDIT FOR FORMAL STUDIES

- 1) When assessing credit for prior learning applications, SITCM will consider the comparability and equivalence of:

- a. The learning outcomes;
  - b. The volume of learning;
  - c. The content; and
  - d. Learning and assessment approaches.
- 2) The following may be considered:
- a. 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.
  - b. The objectives of the course and the methods adopted to achieve those objectives.
  - c. Admission requirements to the course.
  - d. The duration of the course, having regard to entry requirements and course objectives.
  - e. The breadth, depth and balance in the course material involved and the intellectual effort required.
  - f. The methods of assessment.
  - g. The relative emphasis on the teaching of skills in relation to the study of the discipline.
  - h. Any arrangements for practical training and experience as part of the course.

### 2.3.2 RESPONSIBILITIES

- 1) Assessment of credit for prior learning is undertaken by the Associate Dean.
  - a. The Associate Dean may nominate another staff member to assess credit for prior learning applications.
  - b. Nominated staff members provide assessment recommendations, generally within seven (7) days of being nominated for this task.
  - c. All assessment recommendations are confirmed by the Associate Dean.
- 2) The Administration Office facilitates credit for prior learning applications through providing the necessary information to the relevant parties (see Section 3.1: Credit for Prior Learning Procedure).
- 3) The Finance Manager processes credit transfer fees.
- 4) The Registrar records all decisions of the Associate Dean in the *Credit for Prior Learning Register*.
- 5) The Quality Assurance Manager reviews the *Credit for Prior Learning Register* before every Teaching and Learning Committee meeting.
- 6) The Quality Assurance Manager presents the *Credit for Prior Learning Register* at every Teaching and Learning Committee meeting.

### 2.4 APPLICATIONS

- 1) All applications for credit for prior learning must:
  - a. Be made on a *Credit for Prior Learning Application Form*;
  - b. Be made within the timeframes outlined in Section 2.4.2 (Application Timeframes); and
  - c. Include supporting documentation.
- 2) Applications which do not meet these criteria will be rejected.
- 3) A credit for prior learning application fee per unit approved is charged. This information is stated on the *Credit for Prior Learning Application Form* and the *Notification of Credit for Prior Learning*.

**2.4.1 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 submitted to the SITCM office, in person, by email or by post.
  - a. Applications must be received by the office in the timeframes specified in Section 2.4.2 (Application Timeframes).

**2.4.2 APPLICATION 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.

**2.4.3 SUPPORTING DOCUMENTATION**

All applications for credit for prior learning must include supporting documentation.

- 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.
- 3) A certified copy is:
  - a. A photocopy of the original document signed and dated by an authorised officer such as a Justice of the Peace, notary publics, or staff at the nearest Australian embassy, high commission or consulate.
  - b. An original copy cited by SITCM staff.
  - c. Documentation provided in a language other than English must be translated into English by an authorised translator.

**2.4.4 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 in the *HE Schedule of Tuition Fees*, which is on the SITCM website's [policy](#) page.
- 3) The fee must be paid within 15 business days of receiving notification of credit, or the Credit Transfer will lapse and the applicant will need to lodge a new application.

**2.5 ASSESSMENT 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 the course or unit.

## 2.6 OUTCOMES

- 1) Credit for prior learning is either:
  - a. Granted for one or more units.
  - b. Granted for one or more units with conditions attached.
    - i. The credit will not be officially approved until the conditions are met.
    - ii. There may be a requirement to complete the conditions within a specified timeframe before the credit is officially approved.
    - iii. The conditions must ensure that all the learning outcomes of the SITCM unit have been achieved by the applicant.
  - c. Not granted for one or more units.
- 2) A record of credit granted and/or credit not granted will be signed by the Associate Dean and the applicant and placed on the applicant's file.
- 3) 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 OUTCOME

- 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 INTERNATIONAL STUDENTS

- 1) If the applicant is an international student applying for a student visa, the following applies:
  - a. Where credit is granted before the issue of a visa, SITCM will indicate the actual course duration in the Electronic Confirmation of Enrolment (eCoE) issued for the student.
  - b. Where credit is granted after visa grant, SITCM will report the change in course duration via the Provider Registration and International Student Management System (PRISMS) under section 19 of the ESOS Act.
- 2) Regardless of the amount of credit awarded, for any given semester an international student must be enrolled in a full-time load to satisfy visa requirements unless there are valid reasons or circumstances for a reduced study load (refer to the *Student Progression Policy and Procedure* for further information).

## 2.9 APPEALS

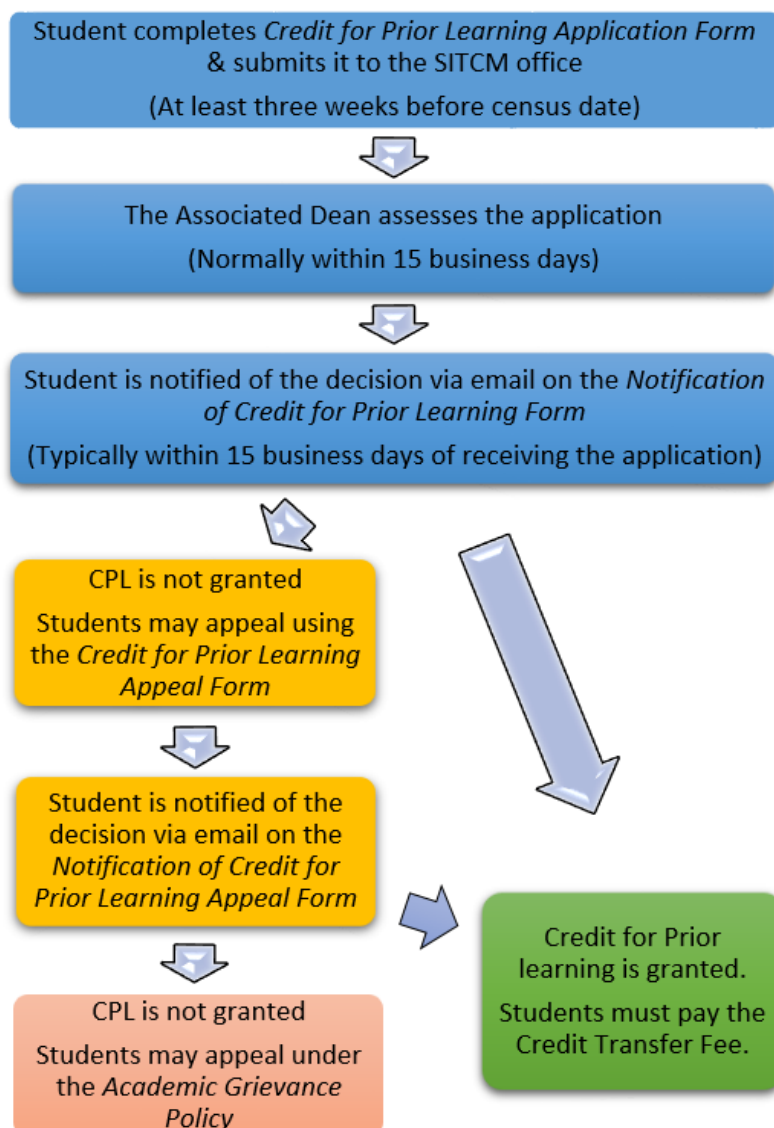
- 1) Applicants may make an appeal against a decision regarding an application for credit for prior learning.
  - a. Appeals must be made on the *Credit for Prior Learning Appeal Form*.
  - b. Appeals must be made within five (5) business days of the decision being emailed to the applicant.
- 2) The Course Coordinator 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*, and the outcome will be included in the *Credit for Prior Learning Register*.
- 5) Students who are dissatisfied with the outcome of an appeal should consult the *Academic Grievance Policy and Procedure*.
  - a. An appeal of a credit for prior learning appeal outcome begins at Stage 3: Appeal (Internal Panel).

### 3 PROCEDURES

#### 3.1 CREDIT FOR PRIOR LEARNING PROCEDURE

- 1) Applicants must apply for credit for prior learning by submitting the *Credit for Prior Learning Application Form* to the Administration Office.
  - a. All applications must have supporting documentation attached.
  - b. Applications must be received no later than three (3) weeks before the census date.
- 2) The Associate Dean or other nominated staff member assesses the application.
- 3) The Administration Office notifies the applicant of the outcome of their application via email on the *Notification of Credit for Prior Learning Form*, normally within 15 business days of receipt of the application.
  - a. The Administration Office ensures the applicant is aware of how this credit will affect their course progression, having regard to requisite unit requirements, by providing a copy of the relevant BTCM Course Structure to the applicant.
- 4) The applicant returns a signed copy of the *Notification of Credit for Prior Learning Form* and pays the Credit Transfer Fee to the Administration Office within 20 business days of receiving notification.
  - a. If the applicant does not return a signed copy of the *Notification of Credit for Prior Learning Form* and pay the Credit Transfer Fee within 20 business days, the Credit Transfer will lapse.
  - b. Once a Credit Transfer lapses, the applicant must re-apply for credit for prior learning. A fee of \$200.00 applies in addition to the Credit Transfer Fee.
- 5) The Administration Office forwards a copy of the signed *Notification of Credit for Prior Learning Form* to the Finance Manager for processing.
- 6) If the credit for prior learning is granted with conditions, the student must meet the conditions within the specified timeframe before the credit is officially approved.
  - a. If the conditions require involvement from any other staff, such as a unit lecturer, the Administration Office notifies these other staff.
- 7) The credit appears on transcripts when all conditions have been met and the fee has been paid.
- 8) The Registrar records the case in the *Credit for Prior Learning Register*.
- 9) The Quality Assurance Manager reviews the *Credit for Prior Learning Register* and then presents it at every Teaching and Learning Committee meeting.

### 3.2 CREDIT FOR PRIOR LEARNING FLOW CHART



## 4 RELATED POLICY AND OTHER DOCUMENTATION

- 1) Higher Education Framework (Threshold Standards) 2015.
- 2) AQF Qualifications Pathways Policy.
- 3) Australian Qualifications Framework Second Edition January 2013.
- 4) Education Services for Overseas Students Act 2000.
- 5) A1.01 Student Admissions Policy and Procedure.
- 6) Credit for Prior Learning Register.
- 7) Credit for Prior Learning Application Form.
- 8) Notification of Credit for Prior Learning Form.
- 9) Credit for Prior Learning Appeal Form.
- 10) Notification of Credit for Prior Learning Appeal Form.