

## Course Credit and Articulation Policy

### 1. Purpose

This document outlines the policy for awarding credit towards EIA higher education qualifications.

This policy complies with

- Section 1.2 of the Higher Education Standards (Threshold Standards) Framework.
- the National Code of Practice for Providers of Education and Training to Overseas Students 2018 specifically Standards 2.3, 2.4 and 2.5.
- the Australian Qualifications Framework 2013 specifically the Australian Qualifications Pathway policy.

### 2. Scope

This policy applies to all current and prospective EIA students.

### 3. Responsibility:

The Academic Board is responsible for approving policy developments.

The Dean and the Academic Director are responsible for the implementation of this policy.

The Course Coordinator is responsible for conducting the assessment of credit transfer and recognition of prior learning application and awarding credits.

### 4. Definitions

**AQF:** Australian Qualifications Framework

**Articulation agreement:** A credit transfer pathway determined by EIA that allows a student to gain admission and credit from their previous qualification(s) towards a EIA award.

**Block credit:** The maximum amount of credit that EIA awards, based on previous qualifications and experience. For full details, see the 'Credit Transfer Arrangements' section. Block credit will be reflected in internal qualification pathways where applicable. It can also be granted as a result of credit transfer arrangements with other education providers.

**Cognate Course:** A courses that in the same or similar fields of study, discipline or specialisation.

**Credit:** The value assigned to the study unit(s) undertaken towards the completion of a course and the conferral of a qualification. Credit also indicates the weekly workload students are required to study and the volume of learning for the duration of the course.

**Credit outcome:** The decision made after assessing a student's application for credit (including RPL) or credit transfer.

**Credit transfer:** The procedure of granting a student credit equivalent to the previous study completed or partially completed from other learning institutions.

**Census Date:** Census date is the last day for all students to withdraw from a course or unit without reference on academic records and liability of fee.

**Exemption:** A student is not required to enrol in a unit(s) due to prior studies or recognised work experience. However, the student has to complete a replacement unit as a substitute to earn credits that contribute to their overall qualification.

**Formal learning:** Learning that takes place within an instructional framework that is defined by the learning outcomes and assessment goals of a set qualification.

**Informal learning:** Incidental learning related to work and life experience that is not defined by the curriculum or specified course learning outcomes.

**Non-formal learning:** Organised learning activities that take place outside the formal learning environment and allow for the creative acquisition of skills and knowledge.

**Recognition of prior learning (RPL):** As defined in the AQF, this is 'an assessment process that involves the individual's relevant prior learning (including formal, non-formal and informal learning) to determine the credit outcomes for an individual application for credit'.

**Specified credit:** Credit is given for specific units or components of formal learning achieved. Specified credit involves granting credit for identified units within a EIA qualification.

**Unspecified credit:** Credit given as part of non-compulsory units towards either a program or a qualification. Unspecified credit relates to granting a credit against one or more units where there is no direct match between previous qualifications and units in the EIA qualification. However, there is an overall match to the course content, expected to learn outcomes and the AQF level of the EIA course.

## 5. Granting of credit

5.1 EIA may grant credits for the following, either individually or in combination:

- Specified credit;
- Exemption;
- Unspecified credit; or
- Block credit,

via recognition of prior learning to students who have achieved equivalent learning outcomes through other forms of formal, non-formal, of informal learning.

Credit can be granted to allow a student to enter a qualification and/or to offset units of a course. The latter option will reduce the time (volume of learning) required to complete the course.

5.2 Applications for credit must

- be applied six weeks prior to the enrolment deadline – the census date - for the unit(s) in question
- provide evidence to demonstrate that students' previous learning is equivalent to the unit and/or course learning outcomes for which credit is being sought.

5.3 Assessment processes under this policy and the *Credit Transfer and Exemptions Procedures* follow the principles determined by the AQF Council.

EIA will conduct a fair, detailed and evidence-based assessment to determine a student's eligibility for credit towards a EIA qualification award. Evidence that EIA should consider include:

### Formal learning

- a certified transcript of their academic records indicating the unit(s) completed, year completed, and grade obtained,
- details for the grading system,
- an official course outline (or similar) showing the weighting of the unit as a proportion of the total course,
- a copy of the unit outline, including the syllabus,
- Student Handbook (or similar) detailing the expected course learning outcomes and specified unit learning outcomes.

**Non-formal and informal learning (including RPL)**

- position description,
- a written reference from line managers, trainers or supervisors to support and validate the evidence of prior learning,
- portfolio of work related to the learning outcomes of the unit in question (e.g. projects, reports, articles),
- any other information considered relevant by the student.

If the student is an overseas student, who had completed prior study or informal learning, in a country where English is not the formal language, the evidence must be translated into English by a certified translator.

EIA will not usually grant credit for units completed more than five years before the application, unless there is evidence of how the student’s skills and knowledge have remained current.

5.4 When making decisions on applications for credit, EIA must ensure:

- the granting of credit will not disadvantage students,
- students will be able to progress through the course of study successfully within the specified period of study,
- students will be able to achieve the expected course learning outcomes,
- the integrity of the course will be maintained.
- RPL and course Credit outcome are recorded in the Credit Transfer Register
- Retain all student related records for the duration of their study and a minimum period of two years from the last enrolment at EIA according to EIA’s Records Management Policy and Procedure.

5.5 Roles and Responsibilities

Role/Decision/Action	Responsibility	Conditions and Limitations
Specification of forms and due dates for applications for credit and publication of credit information and deadlines	Course Coordinator	Related form: RPL & Credit Transfer application
Specification of maximum credit that may be granted	Academic Director	Refer to 6.2,6.3, 6.4
A member of EIA’s academic staff who is deemed by the Course Coordinator to have the subject-matter expertise to determine the equivalency of an applicant’s skills and knowledge	Assessors	Based on EIA course content and the expected learning outcomes

Ensure assessors implement this policy consistently and take into account EIA's academic standards and equity principles when considering the supporting evidence	Course Coordinator	
Approval of applications for credit	Course Coordinator	
Monitoring and review of credit	Academic Director	

## 6. Articulation agreements and Credit transfer arrangement

6.1 The AQF allows for articulation agreements with educational institutions. In line with AQF requirements, EIA will maximise the opportunity for students to gain credit for prior, verifiable formal learning by publishing relevant information on the website and in the Student Handbook.

6.2 Maximum credits to be granted for a course:

- Unspecified credits may be granted for completed study within a cognate course up to the maximum of 100 credit points (equivalent to 8 EIA units).
- Unspecified credits may be granted for completed study within a non-cognate course up to the maximum of 50 credit points (equivalent to 4 EIA units).

6.3 The following credit amounts recommended by AQF will be taken into account when negotiating articulation arrangements into a EIA bachelor degree in a cognate area of study with other educational institutions:

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

6.4 All students will receive the same credit where a credit transfer agreement exists, and they can verify that they have met the qualification requirements specified in the agreement. This does not preclude individual students from applying for additional credit based on additional formal learning.

6.5 A near pass (45 - 49%) or supplementary pass (passing with a supplementary assessment) will not be considered for any credit transfer.

6.6 Roles and Responsibilities

Decision/Action	Responsibility
Negotiate the credit transfer arrangements and articulation agreements with other educational institutions	Academic Director
Approval of credit transfer arrangement and articulation agreement	Academic Board

The agreements will be recorded in the Credit Transfer Register and be publicly accessible on the EIA website either in document form or via searchable database	Registrar
Monitoring of articulation agreements	Academic Director
Regular review of agreements	Academic Board

## 7. Grievance and appeal

Any student dissatisfied with the credit assessments and admission decisions may lodge an appeal, subject to *Student Grievance and Appeals Policy and Procedure for Academic Matters*.

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<b>Date Created</b>	10/05/2019
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<b>Custodian</b>	Quality and Governance Officer
<b>Responsible for Implementation</b>	Dean Academic Director
<b>Version History</b>	
Version Number	Amendments
1.1 (approved on 11/11/2019)	Changed term “academic credit” to “credit”. Changed definition for the definition for “Exemption”. Updated and harmonised definitions, policies and procedures in document with Credit Transfer and Exemption Procedures and RPL/Credit Transfer Application Form. Reviewed policy and clarified granting of unspecified credits for cognate and non-cognate prior-study into EIA course. Reviewed language and formatting. Changed the “Credit Transfer and Exemptions Policy and Procedure” to “Credit Transfer and Exemptions Procedures”.
1.2 (approved on 19/05/2020)	Reword part 5.5 roles and responsibilities Clarify the enrolment deadline is the census date Add the following to the policy: definition of Census Date requirements that any study in countries where English is not the formal language must submit English translated documents. requirement to retain RPL/Credit Transfer related documents for at least 2 years from the last enrolment at EIA4. Reword 6.1 to reflect the nature of AQF allows (not encourage) articulation agreements
1.3	Change company name to Edvantage Institute Australia (EIA); update responsibility