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of Higher Education

CREDIT FOR PRIOR LEARNING POLICY AND PROCEDURE

1. Overview

- 1.1. Granting credit for prior learning ensures that students commence study at a level that appropriately recognises their prior learning experiences and are not required to repeat equivalent learning successfully undertaken in another context.
- 1.2. Kingsford Institute of Higher Education ("the Institute") has developed open and accessible guidelines to grant credit towards a course of study based on prior learning, whether from formal studies or professional work experience.
- 1.3. This policy maximises the credit students can gain for learning already undertaken and preserves the integrity of learning outcomes or discipline requirements of the award to which it applies.
- 1.4. This policy incorporates the best practice principles outlined in the AQF Qualifications Pathways Policy¹.
- 1.5. The Institute's policy on the granting of credit will:
 - a. Be evidence-based, clear, equitable, accessible and transparent.
 - b. Be applied consistently and fairly with decisions subject to review.
 - c. Recognise prior learning regardless of how, when and where it was acquired, provided it is relevant and current and relates to the course's learning outcomes.
 - d. Be academically defensible and account for the student's chance of success in a course so that a student will not be disadvantaged in achieving a course's expected learning outcomes.
 - e. Ensure the integrity of the course of study and resulting qualifications are maintained.

¹ Australian Qualifications Framework Handbook – January 2013



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- f. Be decided in a timely way.
- g. Ensure that pathways into and between awards are available to all students by furthering articulation pathways with other higher education and vocational training providers and facilitating transfer between courses at the Institute.
- h. Be formally documented for the student, including any reasons for not granting credit.

2. Granting of credit

2.1. General principles

- 2.1.1. Specific published entry criteria govern entry to the Institute's courses. Decisions regarding student selection will follow QAF026 Student Selection and Admissions Policy and Procedure.
- 2.1.2. An offer of credit does not guarantee admission into a specific course.
- 2.1.3. The Course Coordinator assesses the amount of credit granted in specific courses within the framework of this policy. The Dean must review their decision.
- 2.1.4. The requirements of each course must be met, regardless of the credit granted.
- 2.1.5. Credit can be given as block, specified or unspecified credit.
- 2.1.6. Candidates for an award from the Institute must complete a minimum amount of the course through the Institute. The total credit granted for prior learning external to the Institute shall not exceed 50% of the total credit points required for the award toward which credit is sought. The 50% may comprise a mixture of credit for formal study and credit for work experience. However, no more than 25% credit for learning from relevant and documented work experience will be granted.
- 2.1.7. Credit granted for a specific course cannot automatically be transferred from one course to another.

2.2. Credit for formal studies

- 2.2.1. Credit will not normally be granted for formal study completed more than five years before application unless there is evidence of continued relevance of this study for the course towards which credit is sought.



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- 2.2.2. Credit may be granted for the successful completion of the following:
- 2.2.3. Subjects or units of study that are part of an accredited course provided by a recognised higher education provider.
- 2.2.4. Non-award courses offered by a recognised higher education provider.
- 2.2.5. Accredited courses at AQF Level 5 and above offered by a registered vocational training provider.
- 2.2.6. Professional development or professional recognition courses provided by a professional association or other similar body.
- 2.2.7. Training delivered by employers or other similar training.
- 2.2.8. Credit shall be granted where there is substantial overlap with content or learning outcomes of the Institute unit of study for which credit is claimed.
- 2.2.9. When assessing credit for formal studies, the following will be accounted for:
 - 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 specific course and the methods adopted to achieve those objectives.
 - c. Admission requirements to the course.
 - d. The course's duration, regarding 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 concerning the study of the discipline.
 - h. Any arrangements for practical training and experience as part of the course.

2.3. Credit for learning from work experience

- 2.3.1. Credit may be granted for work experience where that learning can be documented to the satisfaction of the Course Coordinator. The onus shall be on



the applicant to provide appropriate evidence or demonstrate the relevant skills, knowledge and understanding.

2.3.2. 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.

2.3.3. When assessing credit for work experience, the following will be accounted for:

- a. Authenticity - the applicant has demonstrated the learning outcomes that are being claimed.
- b. Currency - the learning outcomes are still valid and performable.
- c. Quality - the learning has reached an acceptable level.
- d. Relevance - the learning applies to the unit of study claimed.
- e. Transferability - the learning outcome can be applied outside the specific context in which it was learned.
- f. Comparability - the prior learning is comparable in content and standard with the unit(s) of study in which credit is sought.

2.4. Internal transfer between courses

2.4.1. Credit may be granted when a student has completed units of study while undertaking a course with the Institute and wishes to transfer to another course within the Institute.

2.4.2. Credit will be granted for those units of study already undertaken that form part of the course into which the student is transferring.

2.4.3. The maximum credit that can be granted in these circumstances is not limited.

3. Applications

3.1. An application for credit based on prior learning must be made on the appropriate form, preferably at the time of application for admission to a course. The application must include sufficient documentary evidence to support it.

3.2. The Course Coordinator will assess the application. They will advise the applicant in writing of the result of their application normally within 10 working days. Students will have the opportunity to accept the offer of credit in writing. The student's file



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will hold records of any credit granted (including any reasons for not giving credit) and its acceptance.

3.3. Students must be advised of the credit offered when they accept a place in a course.

3.4. The Dean will review all decisions of the Course Coordinator concerning the granting of credit.

4. International students applying for credit

4.1. If the applicant is an international student applying for a study visa, the following applies:

4.2. Where credit is granted before the issue of a visa, the actual course duration in the eCoE issued to the student will be reduced.

4.3. Where credit is granted after the issue of a visa, the Institute will report the change of course duration via PRISMS.

4.4. If an international student is granted credit that shortens their course, it remains a visa condition that they continue to study full-time.

4.5. International students will be provided with a written record of the decision to enable the student to accept the offer of credit once their visa has been granted. The written acceptance record will be retained for at least two years after the international student ceases to be accepted.

5. Articulation arrangements (credit agreements)²

5.1. In line with national policy, and where appropriate, the Institute will systematically negotiate agreements with other tertiary education providers to maximise the credit available to eligible students for entry into the Institute's courses, where appropriate. These agreements will provide graduates of specific courses offered by recognised providers of tertiary education credit for particular units of study which form part of an Institute course.

5.2. When negotiating such agreements, the Institute will take into account the comparability and equivalence of the articulating institution's course, notably:

- a. The learning outcomes.

² Articulation arrangements may also be referred to as 'credit transfer arrangements' or 'pathways'.



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- b. The volume of learning.
 - c. The content.
 - d. Learning and assessment approaches.
- 5.3. In order to assess the quantum of credit which may be awarded, the Institute will map the specified learning outcomes for the course provided by the external institution against the learning outcomes of units of study within the relevant Institute course. Credit for a unit of study within the Institute course will only be granted where there is a substantial match against the learning outcomes of that unit of study.
- 5.4. The benchmarks for the quantum of credit normally granted to students towards higher level AQF qualifications in the same or related discipline are as follows:
- a. 50% credit for an Advanced Diploma or Associate Degree linked to a 3-year Bachelor Degree.
 - b. 37.5% credit for an Advanced Diploma or Associate Degree linked to a 4 -year Bachelor Degree.
 - c. 33% credit for a Diploma linked to a 3-year Bachelor Degree.
 - d. 25% credit for a Diploma linked to a 4-year Bachelor Degree.
- 5.5. A credit agreement does not preclude an individual student from applying for additional credit under this policy.
- 5.6. The Academic Board will approve all articulation arrangements after evidence of mapping the learning outcomes of the external course against the Institute course underpinning the proposed credit arrangements has been considered.
- 5.7. Once approved by the Academic Board, the articulation arrangement will be set out in a formal credit agreement, signed by both parties and recorded in a register of approved articulation agreements.
- 5.8. The Institute will make details of all current credit agreements publicly available following section 2.3 of the *AQF Qualifications Pathways Policy*³.

³ As set out in the Australian Qualifications Framework Handbook – January 2013.



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5.9. Internal articulation arrangements

5.9.1. The Institute may develop internal articulation arrangements to enable graduates of lower AQF level courses offered by the Institute to articulate to higher AQF level courses offered by the Institute, where appropriate. The process for developing these arrangements and determining the quantum of credit will be the same for external articulation arrangements.

6. Review of a decision

6.1. A student may request a review of a decision to grant credit. The grounds for a review are that the decision is inconsistent with this policy. Requests for a review must be made in writing and lodged with the Dean within ten working days of the student receiving written notification of the decision. The Dean will respond to the request within twenty working days and may confirm or vary the decision. All decisions of the Dean concerning reviews under this policy will be reported to the Teaching and Learning Committee.

6.2. If a student remains dissatisfied with the outcome of their request to review a decision regarding the granting of credit, they may utilise the Institute's grievance handling procedures.

7. Related documentation

7.1. Credit for Prior Learning Application Form

7.2. Student Grievance Handling Policy and Procedure

8. Publication and review

8.1. This policy is available to all prospective and existing students on the Institute's website to enable them to make well-informed choices between alternative pathways and account for the credit that may be available to them. Prospective students are advised in pre-enrolment information about this policy.

8.2. This policy will be regularly reviewed to maximise applicability to new and updated awards and student and industry needs in line with section 4.3 of the Institute's QAF001 Quality Assurance Framework.

9. Version history



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Version	Approved by	Approval Date	Details
1.0	Academic Board	19 July 2023	Document creation and initial approval
1.1	Academic Board	15 December 2023	Minor revision

Document owner: Dean