



## POLICY: Transfer of Credit – Domestic Students

<b>Policy Group(s):</b>	Group B: Academic – 1: Students (Ref: B1/1006.6-1112; 0917)		
<b>Related Policy:</b>	Advanced Standing Articulation Deferral for Domestic Students Deferral for Overseas Students Grievance Policy and Procedures for Domestic Students – Academic Grievances Recency of Study for Transfer of Credit Purposes Time Limits for Course Completion		
<b>Commencement Date:</b>	July 2006	<b>Review Date:</b>	April 2017 Scheduled review – 2022

### POLICY STATEMENT

#### Intent:

Christian Heritage College (CHC) recognises that students may undertake or may have undertaken studies at other institutions which would be equivalent to units in their course of study at CHC and thus welcomes application for credit.

These applications are assessed for their equivalence and recency when compared to units in the course of study which is being undertaken at CHC.

This policy is to ensure the fairness of treatment of all applications for transfer of credit at CHC and to ensure the integrity of the courses of study at CHC

#### Scope:

This policy applies to all domestic CHC students, internal and external.

*Restrictions:* Domestic students.

*Exclusions:* Overseas students – see the policy for *Transfer of Credit – Overseas students*

#### Objectives:

1. To identify and evaluate the equivalence of units for which students apply for credit and exemption.
2. To identify and evaluate the currency and recency of units for which students apply for credit and exemption.
3. To ensure that the ten-year recency and currency principle applies both at the point of application and completion.
4. To provide the minimum requirements for determining credit for:
  - a. prior formal post-secondary learning or
  - b. prior non-formal or informal learning
5. To ensure compliance with the Higher Education Standards Framework (HESF 2015)

#### Policy Provisions:

##### 1. General

- 1.1. This policy statement outlines generic rules that apply to the equivalence and recency of studies for transfer of credit purposes.
- 1.2. Transfer of credit is only available into courses of 80 credit points or more unless otherwise specified

in the course rules. In exceptional cases, Academic Board may relax this provision.

- 1.3. A maximum amount of 50% of credit is permitted unless otherwise specified in the course rules.
- 1.4. Decisions on applications will be made by the Dean or their delegate of the school which houses the unit for which credit has been applied.
- 1.5. A Dean may seek a variation or relaxation of the rules from Academic Board and where such a variation or relaxation is permitted, an extract from the minutes shall be included on the student's file.
- 1.6. Australian Higher Education Providers have established procedures for transfer of credit. Studies at CHC and other higher education providers are mutually recognised.
- 1.7. Most commonly, transfer of credit is granted where students have previously undertaken formal post-secondary studies offered by an accredited institution.
- 1.8. It is sometimes possible for students to be granted credit towards their course of study on the basis of recognition of prior learning (RPL) where the institution and/or course are not accredited.
- 1.9. It is sometimes possible for students to be granted credit towards their course of study on the basis of recognition of current competence (RCC) based on the students' experience(s).
- 1.10. All applications for transfer of credit are to be accompanied with the appropriate certified documentation. The *Application for Transfer of Credit* form details the typical documentation required. Applications will not be processed until the documentation is received.
- 1.11. It is recommended that applications for transfer of credit be made at the point of application for admission. This allows an applicant's program to be determined at the commencement of their course of study.
- 1.12. Applications for transfer of credit for specific unit(s) will not be accepted for unit(s) in which applicants are currently enrolled.
- 1.13. Assessment of applications will be completed within 20 working days, provided that the applicant has provided all of the information required to assess the application.
- 1.14. When an application for transfer of credit is approved, the student will be offered the credit through formal communication. The student will then sign to acknowledge their acceptance of the credit and it is then required this credit will be utilised in the student's course of study.
- 1.15. In exceptional cases students may apply for credit to be revoked after accepting the offer of credit.
- 1.16. CHC reserves the right to revoke credit should any conditions such as time limits not be met.
- 1.17. Should a student not be satisfied with the outcome of the evaluation for transfer of credit, the student may access the *Grievance Policy and Procedure for Domestic Students – Academic Grievances*.

## 2. Equivalence criteria for transfer of credit

In assessing an application for transfer of credit based on prior studies, the equivalence criteria which are taken into consideration include the following elements:

- 2.1. Academic standing of the institution and course in which the student has studied;
- 2.2. Equivalence / comparability of the prior study (this principle may apply in different ways depending on whether credit is sought towards required or elective elements of the course);
- 2.3. Duration of study / contact hours;
- 2.4. Scope / extent / breadth of study;
- 2.5. Standard / level / depth / rigour / complexity of learning;
- 2.6. Nature / extent / rigour of assessment (assessment is a required element where credit is sought for prior studies);
- 2.7. Extent to which the learning outcomes of the unit for credit are met;
- 2.8. Recency of study as per CHC policy (see section 6);
- 2.9. Currency of knowledge or competence as relevant to the field of study.

### **3. Assessing an application for transfer of credit**

- 3.1. In assessing an application for transfer of credit based on prior studies in an accredited course at an accredited institution the criteria in Provision 2 are applied.
- 3.2. Reference may be made to the national credit transfer framework (Australian Qualifications Framework) in determining the outcomes of applications for transfer of credit.
- 3.3. In the case of applications from students whose prior studies were undertaken at an overseas institution, CHC will consider the accreditation of the institution and the course, in the country in which the studies were undertaken.

### **4. Assessing an application for advanced standing**

- 4.1. Advanced standing will be granted to a CHC student who either:
  - 4.1.1. transfers or articulates to a course within a nested group of courses; or
  - 4.1.2. transfers to or commences a course which has similar content to their previous course or is a variation of the previous course (e.g. Bachelor of Education (Primary) to a Bachelor of Education (Secondary or)).
- 4.2. Commencing students who have completed studies in another institution will not be granted advanced standing but rather will be assessed for transfer of credit for their previous studies as outlined in Section 3 above.

### **5. Assessing an application recognised prior learning**

- 5.1. In assessing an application for other prior learning experiences, assessment is made whether the student could be considered to have gained sufficient prior learning and/or undertaken adequate reflection in relevant areas equivalent to the type of learning experience gained through the unit(s) being considered for credit.
- 5.2. Credit through recognition of prior learning is granted only if:
  - 5.2.1. students granted such credit are not disadvantaged in achieving the expected learning outcomes for the course of study or qualification, and
  - 5.2.2. the integrity of the course of study and the qualification are maintained.
- 5.3. The type and amount of credit will vary determined by the course of study and the type of prior learning.

### **6. Assessing an Application for Recognised Current Competencies**

- 6.1. In assessing an application for recognised current competencies, assessment is made whether the student could be considered to have gained sufficient prior experience and/or undertaken adequate reflection in relevant areas equivalent to the type of learning experience gained through the unit(s) being considered for credit.
- 6.2. The type and amount of credit will vary determined by the course of study and the type of competencies.
- 6.3. Applicants will demonstrate through the provision of evidence that they meet the learning outcomes of the unit for which credit is granted.

### **7. Recency of Studies For Transfer of Credit Purposes**

- 7.1. In the consideration of applications for transfer of credit, attention shall be given to the recency of the studies for which credit is sought.
- 7.2. Credit will normally only be given for studies undertaken within the preceding ten years. In fields of study where the turnover of knowledge is accelerated, shorter time limits may be applied. That is to say, both currency of knowledge and recency of study are criteria for assessing equivalence, and the assessment of equivalence will take into account these criteria. Currency of knowledge will necessarily involve some evidence of current competence.

### **8. Interaction of Recency and Course Completion Time Limits**

- 8.1. Questions may arise concerning the coherence and currency of a course of study where students test the maximum time limits for credit transfer and course completion. For example, if credit were to be

given for studies completed ten years ago, and the student then took ten years to complete the award, course coherence would be dependent upon studies completed twenty years ago. Consequently, where credit is sought for 25% or more of course requirements, credit shall only be granted on the condition that all studies contributing to the award will have been completed within the normal time limit nominated for completion of the course.

8.2. Unless otherwise determined by Academic Board, where this provision is breached, the grant of credit will be revoked on the basis that the imported studies no longer meet equivalency requirements for currency.

8.3. Where credit is revoked, students may, with the approval of the Dean, qualify for exemption from certain course requirements.

## 9. Exemption

9.1. Exemption may be granted from unit(s) where it is recognised that an applicant has met the learning outcomes at a lower AQF level.

9.2. Credit points are not transferred when an applicant is granted exemption but the nominated unit(s) do not have to be completed.

9.3. Credit may be given on an “unspecified” basis, or towards a specified unit, in which case students are exempted from the requirement to undertake the unit specified.

## 10. Credit for Courses

10.1. Credit must be given on the basis of work done at CHC towards the completion of any course only if during the relevant period the student was enrolled in the course for which credit is sought.

10.2. Despite provision 10.1, the Academic Registrar may, on the recommendation of the Dean, grant credit on the basis of work done at CHC towards the completion of a course where, during the relevant period, the person was not enrolled for the course for which credit is sought, provided:

10.2.1. the student would have been eligible for admission for the course they are seeking credit towards at the time they commenced the course of study in which the units for credit were undertaken; and

10.2.2. the student derived no advantage in undertaking the units under the original course, in respect of the conditions that would have applied to them had they taken the units in the course they are seeking credit towards; and

10.2.3. it is onerous or impractical for the student to comply with provision 10.1;

10.2.4. academic standards will not be lowered; and

10.2.5. the action will not be unfair to another student.

## 11. Communication

11.1. Applicants will receive written advice regarding the outcome of their application for transfer of credit in a timely manner.

11.2. The written communication will include:

11.2.1. the outcome of the application;

11.2.2. the amount of credit being offered;

11.2.3. the specific unit(s) or the unspecified credit for which the credit is offered;

11.2.4. any specific time limits for course completion which are applied as conditions of credit transfer;

11.2.5. any other conditions attached to the transfer of credit offer; and

11.2.6. an attachment for the student to acknowledge the acceptance of all or a portion of the credit being offered.

## Supporting Procedures and Guidelines:

### 1. How to Apply for Transfer of Credit

1.1. Submit a completed online *Application for Transfer of Credit Form* which is available on the CHC

website.

- 1.2. Ensure the appropriate attachments and supporting documents are included. These are noted on the application form. Please note that all documents supporting an application for transfer of credit *must* be certified documents.
- 1.3. You will be advised in writing of the outcome of your application. This will include any specific information of time limits for course completion which are applied as conditions of the successful credit transfer and an attachment which you must sign to acknowledge which credit offered you agree to accept or reject.

## 2. Recording the Transfer of Credit

Please refer to Section 9 of *CHC Manager User Guide* for detailed instructions on the administrative issues connected with the processing, recording and communication of Transfer of Credit.

### POLICY FURTHER INFORMATION

**Relevant Commonwealth/ State Legislation:** Higher Education Standards Framework (2015)

The provisions of this policy statement are to be integrated into CHC's standard policy statement concerning transfer of credit, so that all of the criteria for transfer of credit are covered in a single statement.

### ACCOUNTABILITIES

<b>Implementation:</b>	Deans
<b>Compliance:</b>	Academic Board
<b>Monitoring and Evaluation:</b>	Academic Board
<b>Development/Review:</b>	Academic Board
<b>Approval Authority:</b>	Academic Board
<b>Interpretation &amp; Advice:</b>	Academic Registrar

### WHO SHOULD KNOW THIS POLICY?

Academic staff  
Academic Administration staff  
Deans  
Students

### EFFECTIVENESS OF THIS POLICY

- Performance Indicators:**
- Number of applications for transfer of credit
  - Number of applications approved / not approved
  - Most applications should be processed within a four week time frame.
  - The smooth processing of applications for both students and staff.
  - The processing of applications within the specified four week frame.
  - Most applications occurring at the point of application for admission with at range of 80% - 90% being the target.

**Other:** Nil

**Definitions and Acronyms:** **Advanced Standing** – recognition of achieving a portion of the required knowledge, skills and understanding of units in a course of study, expressed as

an equivalent.

**AQF** – Australian Qualifications Framework

**CHC** – Christian Heritage College

**CMC** – Citipointe Ministry College

**Course of Study** – the course leading to an award or degree.

**Credit** – is the value assigned for the recognition of equivalence in content and learning outcomes between different types of learning and/or qualifications. Credit reduces the amount of learning required to achieve a qualification and may be through credit transfer, articulation, recognition of prior learning or advanced standing.

**Credit transfer** – is a process that provides students with agreed and consistent credit outcomes for components of a qualification based on identified equivalence in content and learning outcomes between matched qualifications.

**Dean** – the head of the School administering a course, includes the Executive Director of the Millis Institute.

**RPL** – Recognised Prior Learning

means (a) learning acquired in a credentialed context (that is qualified through assessment other than in a university or other higher education institution; or (b) learning acquired in an uncredentialed context such as through work experience.

**RCC** – Recognised Current Competencies – is recognition of competencies which may have been acquired in ways other than formal study.

**School** – the academic organisational units of CHC, includes the Millis Institute.

#### **APPROVAL – section maintained by the Director of Quality and Standards**

<b>Reference No.</b>	<b>Approved</b>	<b>Date</b>	<b>Committee/Board</b>	<b>Resolution No. / Minute Ref.</b>
B1/1006.6	Yes	12/10/2006	Academic Board	4.4

#### **REVISION HISTORY – section maintained by the Director of Quality and Standards**

<b>Revision Reference No.</b>	<b>Approved/Rescinded</b>	<b>Date</b>	<b>Committee/Board</b>	<b>Resolution No. / Minute Ref.</b>
0907	Approved	27/09/2007	Academic Board	4.2
0409	Approved	02/04/2009	Academic Board	4.2
1112	Approved	30/11/2012	Academic Board	4.1
0917	Approved	07/09/2017	Academic Board	5.1c