

Procedure Title: Credit and Recognition of Prior Learning Procedures

Procedure Owner: Senior Deputy Vice-Chancellor

Keywords: Credit, Determination, Articulation Agreement, Maximum Credit Table, Prior Learning, Formal Learning, Specified, Unspecified, Block Credit, Assessing.

This procedure supports the University to operationalise the Credit and Recognition of Prior Learning Policy PL031 and must be complied with.

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1. INTENT

The purpose of this procedure is to outline:

- a. how the University will assess prior learning, to enable Students to obtain Credit towards the University's Courses;
- b. the process Students can use to request a review of a Credit Determination made by the University; and
- c. how the University will enter into and regularly review Articulation Agreements between the University and other educational providers.

2. ORGANISATIONAL SCOPE

This procedure applies to all ECU Staff and Students.

3. DEFINITIONS

The [University Glossary](#) and the definitions contained within the [Credit and Recognition of Prior Learning Policy](#) apply to this procedure.

4. PROCEDURE CONTENT

Granting Credit

- 4.1. The University may grant Credit for prior learning to a Student, where the integrity, reputation and qualification of a Course can be maintained, and where Students granted Credit are not disadvantaged in achieving their Course Learning Outcomes.
- 4.2. Recognition of prior learning can be used for possible entry into to a Course, or the provision of Credit within a Course. Applications for Credit should normally be lodged by:

- a. domestic students, before the commencement of the relevant Teaching Period; or
 - b. international students, when the Student applies for entry to the University.
- 4.3. The University may grant Credit to a Student for:
- a. Formal Learning; or
 - b. Informal Learning or Non-Formal Learning.
- 4.4. The University will not grant Credit:
- a. from the completion of an Enabling Course at another educational institution;
 - b. if a Student received a Fail (and has not subsequently passed) or Conceded Pass (or equivalent) for the relevant Formal Learning at a previous education provider;
 - c. where the Credit sought is for a Unit that the Student has already attempted and received a finalised grade for at the University; or
 - d. in relation to any Formal Learning, Informal Learning or Non-Formal Learning undertaken during any period of exclusion from the University (this does not include pre-approved cross-institutional studies).
 - e. for study undertaken in an associate degree or higher into an undergraduate certificate.
- 4.5. A Student may be granted an amount of Credit up to the maximums set out in the [Maximum Credit Table](#). Additional Credit, or credit not considered by the Maximum Credit Table, may only be given following consultation with Student Administration, and with the prior written approval of the relevant School Executive Dean and the Deputy Vice-Chancellor (Education). All instances of this are to be noted at the next Academic Board meeting. Academic Board submissions will be prepared by the relevant School.
- 4.6. Regardless of the nature or amount of Credit granted, all specific requirements of the Course must be fulfilled, including any conditions associated with professional recognition (see [Admission, Enrolment and Academic Progress Rules](#)).
- 4.7. A Student who receives Credit for prior learning, is not then entitled to earn additional Credit during their Course for completing the relevant Units in relation to which Credit has been given. A Student may elect to withdraw their application for Credit, or ask that the Credit granted be reversed.
- 4.8. If a Student transfers from one incomplete Course to another, the Credit approved in the original Course will not be transferred automatically - a new application by the Student is required having regard to the new Course. If a Student withdraws from or discontinues their original and incomplete Course, their application for Credit can be reversed, and the Student can rely upon the same prior learning in support of a new application for Credit in respect of their new Course.

Types of Credit

- 4.9. Credit may be granted as follows:
- a. Specified Credit: The Student is given Credit for specific Units. Specified Credit will only be given where there is at least 70% equivalence in Learning Outcomes of the prior learning when compared to the relevant Unit.
 - b. Unspecified Credit: The Student is given Credit towards a Course, so that they are required to complete fewer Units during their Course (i.e. Credit for elective Units or an unspecified Unit Set or Minor).
 - c. Block Credit: The Student is given Credit for a block component of a course (i.e. the first 60 credit points of a Course).
- 4.10. Only Specified Credit can be applied to a Designated Unit.
- 4.11. Where Credit is given, no numerical mark from the prior learning will be transferred or awarded to the Student, nor will it be included when determining a Student's Weighted Average Mark.

Assessing Formal Learning

- 4.12. A Student may apply to the Student Administration Directorate for Credit, or for recognition they have met some or all of the admission requirements for their intended Course, based on prior Formal Learning.
- 4.13. The Student's application must be made using any Prescribed Process, during the admission process or, when the Student has already enrolled in the relevant Unit, no later than 14 days after the relevant Unit commences. The Director, Student Administration, may in their absolute discretion, extend this deadline to any date before the Census date for the relevant Teaching Period. No Credit will be given where a Student lodges an application for Credit after the relevant census date.
- 4.14. An application based on Formal Learning must include:
 - a. verifiable copies of any relevant statements of academic record;
 - b. unit outlines or other official documentation relating to the prior learning; and
 - c. such other information as the Student Administration Directorate may reasonably require.
- 4.15. The requirements in 4.14(a) and 4.14(b) will be waived where the Student is relying upon prior Formal Learning undertaken at the University. Unit outlines from other education providers will not be required where the Student is relying upon prior Formal Learning identified in the [Precedent Database](#).
- 4.16. An application based on Formal Learning which is consistent with the [Precedent Database](#) will be determined by the Director, Student Administration or nominee. An application which is not contemplated within the [Precedent Database](#) will be referred to the relevant Course Coordinator for determination.
- 4.17. In determining an application based on Formal Learning, the Course Coordinator will have due regard to:
 - a. the merit and quality of the application and the ability to verify the Student and the Student's participation in the prior learning (see 4.14);
 - b. the [Precedent Database](#) and the Maximum Credit Table;
 - c. the Admissions Policy (including its entry standards, Academic Admission Bands and English Language Bands);
 - d. the entry level of prior schooling or education required for entry into the prior learning;
 - e. the quality, length, depth of study and content of the prior learning, including the status of the course or the other education provider (including recognition under the Australian Qualifications Framework, QRP Unit, NARIC or similar); and
 - f. any applicable professional accreditation requirements.
- 4.18. Credit will not normally be granted for Formal Learning that has been completed more than ten years before the time of application for Credit. The Associate Dean (Teaching and Learning) may impose a shorter or longer time limit in relation to a particular Course or application, provided that the decision to do so is consistent with the principles outlined in 4.17(a).
- 4.19. At the Course Coordinator's direction, the University will as soon as practicable notify the Student in writing of the Credit Determination, including reasons for any refusal to grant Credit.

Assessing Non-Formal or Informal Learning for Credit

- 4.20. A Student may apply to the Student Administration Directorate for Credit, or for recognition they have met some or all of the admission requirements for their intended Course, based on prior Informal Learning or Non-Formal Learning.
- 4.21. The Student's application must be made using any Prescribed Process, during the admission process or, when the Student has already enrolled in the relevant Unit, no later than 14 days of the relevant Unit commencing. The Director, Student Administration, may in their absolute discretion, extend this deadline to any date before the Census date for the relevant Teaching Period.
- 4.22. An application based on Informal Learning or Non-Formal Learning:
- must include material that demonstrates the Student's prior learning and the relevant skills, knowledge and understanding the Student has (including publications, portfolios, testimonies, letters from employers or clients, tangible outputs, etc.);
 - may include a statement as to how the Student has met each Unit Learning Outcome;
 - must include such other information as the Student Administration Directorate may reasonably require; and
 - will be referred to the relevant Associate Dean (Teaching and Learning) for determination.
- 4.23. In determining an application based on Informal Learning or Non-Formal Learning, the Associate Dean (Teaching and Learning):
- will evaluate the material presented against the following criteria:
 - Validity - prior learning should be relevant to the intended Course and the relevant Learning Outcomes, and the knowledge and skills obtained in prior learning should still be current when compared to the content of the relevant Unit or Course;
 - Achievement - the Student's level of achievement in the prior learning should be consistent with the qualification level and type specified for the relevant Unit or Course;
 - Authenticity - the prior learning claimed by the Student and the standard of achievement must be verifiable; and
 - Sufficiency - the evidence of prior learning must be sufficient as to reliably verify that there is at least 70% equivalence in Learning Outcomes of the prior learning when compared to the relevant Unit;
 - will have regard to the [Precedent Database](#) and the [Maximum Credit Table](#);
 - may consult with other suitably qualified Staff; and
 - may require the applicant to complete a written, oral, and/or practical assessment to determine their level of prior learning, including the requirement to sit an Examination for a Unit.
- 4.24. Credit will not normally be granted for Informal Learning or Non-Formal Learning that has been completed more than ten years before the time of application for Credit. The Associate Dean (Teaching and Learning) may impose a shorter or longer time limit in relation to a particular Course or application, provided that the decision to do so is consistent with the principles outlined in 4.23(a).
- 4.25. At the direction of the Associate Dean (Teaching and Learning), the University will notify the Student in writing of the Credit Determination as soon as practicable, including reasons for any refusal to grant Credit.

Credit Determination Reviews

- 4.26. A Student who has reason to believe that a Credit Determination is incorrect may ask the relevant Associate Dean (Teaching and Learning) (using any Prescribed Process)

- for an informal review to be undertaken within 14 days of the Credit Determination occurring.
- 4.27. Within a further 7 days (or such longer timeframe as may be reasonable in the circumstances and communicated to the Student), the Associate Dean (Teaching and Learning) will confirm in writing the outcome of the informal review.
- 4.28. A Student who is dissatisfied with the outcome of an informal review may (using the Prescribed Process) within a further 14 days, apply to the Director, Student Administration, for a formal review be undertaken.
- 4.29. A request for a formal review may only be made on one or more of the following grounds:
- the decision was affected by discrimination, prejudice, or bias;
 - a process was not duly carried out in accordance with these Procedures or the [Credit and Recognition of Prior Learning Policy](#); or
 - the Credit Determination was made contrary to the evidence provided.
- 4.30. A formal review is only available where the Student:
- has engaged or attempted to engage in the informal review process; and
 - is currently enrolled - a prospective Student who is not enrolled in the University may not request a formal review, even where this affects a determination as to whether they meet the applicable entry criteria to the University.
- 4.31. The formal review will be conducted by the Director, Student Administration in consultation with the Executive Dean of the School responsible for the Student's intended Course.
- 4.32. In conducting the review, the Director, Student Administration and the relevant Executive Dean may, but are not obliged to:
- consult with any relevant Staff member;
 - seek advice from relevant subject matter experts within the University;
 - consult with and seek further information or documentation from the Student;
 - consider any information or documentation available to them at the time of the review; and
 - rely on any information, guidance or standards (if any) provided by the Australian Government Department of Education and Training, the QRP Unit, NARIC and any equivalent entity.
- 4.33. Within 14 days (or such other time as may be reasonable and communicated to the Student) of the Student's request for a formal review, the Director, Student Administration will notify the Student in writing of the formal review outcome including reasons for any decision made.
- 4.34. The formal review outcome is the final avenue of appeal within the University in relation to Credit Determinations.

Credit Withdrawal

- 4.35. The University may reverse or modify a Credit Determination where there is clear error, or in the event that documentation or information submitted as part of a Credit application was inaccurate, misleading or fraudulent.
- 4.36. The University will not withdraw a Student's Credit that has been given, solely because there are subsequent changes to the [Precedent Database](#), [Maximum Credit Table](#) or an Articulation Agreement.
- 4.37. Credit withdrawals are subject to the review procedures set out in paragraphs 4.25 - 4.33 above.

Articulation Agreements

- 4.38. The University may enter into an Articulation Agreement documenting an arrangement it has with another education provider, to recognise particular courses that will lead to Students being granted Credit at the University.
- 4.39. Articulation Agreements are designed to increase future student enrolments and create positive relationships between the University and other education providers.
- 4.40. Students who commence their Course at ECU during the term of an Articulation Agreement will, subject to meeting all other University admission requirements, be eligible to be granted Credit in accordance with the Articulation Agreement.
- 4.41. The University will consider the following factors when determining whether to enter into an Articulation Agreement with another education provider:
 - a. the number of Students enrolled currently, and likely to enrol, in a Course as a result of the proposed agreement;
 - b. the estimated number of Students who would study at the University as a result of the proposed Articulation Agreement;
 - c. the other education provider's reputation, for example whether it is a government registered provider;
 - d. the level of qualification offered by the other education provider, in particular how it compares to the Australian Qualifications Framework; and
 - e. the University's goals and strategic plans.
- 4.42. The creation and development of an Articulation Agreement will:
 - a. involve consultation between the International Office, the Student Administration Directorate, and any relevant Schools or Teaching Areas (as required); and
 - b. be supported by a statement outlining why the Articulation Agreement is in the University's best interests.
- 4.43. Where an Articulation Agreement contemplates that Credit will be granted to Students in a manner that is higher than the [Maximum Credit Table](#), the proposal must be approved by Academic Board (with endorsement of the relevant Executive Dean, the Entry Standards Working Group and the Education Committee).
- 4.44. An Articulation Agreement with a domestic education provider must be endorsed by the relevant Executive Dean approved by the Senior Deputy Vice-Chancellor.
- 4.45. An Articulation Agreement with an international education provider must:
 - a. comply with any relevant international sanctions and foreign influence laws and reporting regimes;
 - b. be endorsed by the relevant Executive Dean, and the Dean, International Operations or the Dean, International Relations; and
 - c. be approved by the Deputy Vice-Chancellor (International).
- 4.46. An Articulation Agreement will:
 - a. usually be for three to five years, but can be for a longer period if the circumstances justify it; and
 - b. require both parties to notify the other if there are changes to programs of study that would affect Credit arrangements.
- 4.47. No less than 6 months before the expiry of a domestic Articulation Agreement, the relevant School(s) connected with the Articulation Agreement will initiate a review of the Articulation Agreement, with input from relevant stakeholders (see 4.42).
- 4.48. No less than 6 months before the expiry of an international Articulation Agreement, the Dean, International Operations or the Dean, International Relations, will initiate a review of the Articulation Agreement, with input from relevant stakeholders (see 4.42).
- 4.49. A review is to include an assessment of whether the Articulation Agreement has met its objectives, and a recommendation to the Senior Deputy Vice-Chancellor (for domestic agreements) or Deputy Vice-Chancellor (International) (for international

- agreements), on whether the Articulation Agreement should be renewed. The University is likely to extend an Articulation Agreement where the:
- a. review determines that during the Articulation Agreement has met its expected goals for student articulation; or
 - b. a relevant School or Centre believes that there are adequate reasons (other than Student enrolments) for extending the agreement and it is in the University's best interests to do so.
- 4.50. Once an Articulation Agreement is executed or renewed:
- a. it will be noted by the relevant School Curriculum Teaching and Learning Committee(s); and
 - b. the Director, Student Administration will:
 - c. amend the [Precedent Database](#), including setting out the relevant education provider and courses included, and the period during which Credit will be recognised; and
 - d. notify the Education Committee (when next convened) of changes made to the [Precedent Database](#).

Maximum Credit Table

- 4.51. The Director, Student Administration will initiate a review of the [Maximum Credit Table](#) no less than once every three years. Any changes proposed to the [Maximum Credit Table](#) are to be approved by Academic Board.

Record-Keeping

- 4.52. Staff involved in making or reviewing Credit Determinations must keep adequate records in accordance with the University's [Records Management Policy](#). All Credit Determinations will be recorded in writing.
- 4.53. All Credit granted is to be identified in a Student's Statement of Academic Record and Australian Higher Education Graduation Statement (where applicable).

5. ACCOUNTABILITIES AND RESPONSIBILITIES

Academic Board must approve any major amendments to these procedures (i.e. those changes that change the overall intent of one or more sections of these procedures).

The Procedure Owner is Senior Deputy Vice-Chancellor, who may approve minor amendments and updates to these procedures.

The Director Student Administration is responsible for currency of information and provision of advice relating to these procedures.

6. RELATED DOCUMENTS

By-Laws, Statutes and Rules

[Admission, Enrolment and Academic Progress Rules](#)

Policies

[Admissions Policy](#)

[Credit and Recognition of Prior Learning Policy](#)

Operational documents and resources

[Maximum Credit Table](#)

[Precedent Database](#)

7. CONTACT INFORMATION

For queries relating to this document please contact:

Procedure Owner	Senior Deputy Vice-Chancellor
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8. APPROVAL HISTORY

Procedure approved by:	Senior Deputy Vice-Chancellor
Date procedure first approved:	This date does not change once the procedure has been approved for the first time.
Date last modified:	10 June 2021
Revision history:	<p>10 June 2021 [AB98/21]:</p> <ul style="list-style-type: none"> Addition to paragraph 3.4, stipulating that the University will not grant credit for study undertaken in an associate degree or higher into an undergraduate certificate. To recognise credit from an enabling course in to the Undergraduate Certificate, and indicate that students cannot transfer from and an Undergraduate Degree in to an Undergraduate Certificate due to the course structures. <p>5 December 2019 [AB174/19] New procedures amalgamating:</p> <ul style="list-style-type: none"> Assessing Courses for Credit into ECU Courses Assessing prior learning for ECU courses and units Advanced Standing Review of decision Institutional Advanced Standing Arrangements

Date last modified:	11 November 2022
	11 November 2022 Administrative changes to 4.5 to clarify that the School will prepare the submission to Academic Board.
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