# CREDIT FOR PRIOR LEARNING POLICY

<table>
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<tr>
<th>Approved by</th>
<th>Date:</th>
<th>Document No:</th>
<th>Revision:</th>
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<tbody>
<tr>
<td>UOW College Academic Board</td>
<td>11 June 2015</td>
<td>POL-UOWC-04</td>
<td>6</td>
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<tr>
<td>Date Effective:</td>
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<tr>
<td>Date of Next Review:</td>
<td>June 2016</td>
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<tr>
<td>Custodian:</td>
<td>Academic Quality Manager</td>
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## Supporting Documents, Procedures & Forms:
- Student Handbook
- Student Grievance Policy
- Delegations of Authority – Part B - UOWC Ltd Academic Delegations
- Credit for Prior Learning Procedure
- Credit for Prior Learning Guidelines
- Application for Credit for Prior Learning Form
- Third Party Evidence Form

## References & Legislation:
- National Code of Practice for Providers of Education and Training to Overseas Students 2007 (National Code)
- Education Services of Overseas Students Act 2000 (ESOS Act)
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1. **Purpose of Policy**

1.1. This policy sets out UOW College’s (the College) requirements in relation to the granting of Course Credit for prior learning, regardless of where that learning was achieved and regardless of whether that learning was achieved through formal, informal or non-formal learning.

1.2. The College’s Credit for Prior Learning Policy aims to ensure:

   a. Accessible, inclusive and diverse pathways to education;
   
   b. Opportunity for individuals to have their different types of learning recognised;
   
   c. Equitable, valid and reliable processes for assessment of prior learning which enable every student to demonstrate the extent to which they have achieved the intended learning outcomes for a Subject;
   
   d. Alignment with the Australian Qualifications Framework (AQF) Qualifications Pathways Policy and AQF explanations of Credit Transfer and Recognition of Prior Learning; and
   
   e. Quality assurance to guarantee that prior learning is of an appropriate standard.

1.3. This Policy, replaces the Course Credit Policy, and the Vocational RPL and Credit Transfer Policy approved by the General Manager UOW College. It should be read in conjunction with the Credit for Prior Learning Procedures.

2. **Definitions**

<table>
<thead>
<tr>
<th>Word/Term</th>
<th>Definition (with examples if required)</th>
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<tbody>
<tr>
<td>Academic Quality Manager</td>
<td>A staff member with nominated responsibility for the oversight and coordination of quality assurance in the delivery of UOW College Academic Programs.</td>
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<tr>
<td>Articulation agreement</td>
<td>A signed agreement with another education provider that defines and publicises a specific, approved pathway for progression between qualifications, and between institutions.</td>
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<td>Appeal</td>
<td>The reassessment of a complaint when the student is not satisfied with the decision or outcome.</td>
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<tr>
<td>Confirmation of Enrolment (CoE)</td>
<td>A document provided electronically, which is issued by the registered provider to intending overseas students and which must accompany their application for a student visa. It confirms the overseas student’s eligibility to enrol in the particular course of the registered provider.</td>
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<tr>
<td>Credit Transfer</td>
<td>The process that involves assessment of an individual’s relevant prior</td>
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<td><strong>Course</strong></td>
<td>A program of study.</td>
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<tr>
<td><strong>Course Credit</strong></td>
<td>The value assigned for the recognition of equivalence in content and learning between different forms of learning and/or qualifications. It reduces the amount of learning required and exempts the student from completing the nominated subject or subjects and receive the appropriate credit points towards the completion of a Qualification. (AQF definition, 2nd Edition, 2013)</td>
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<td><strong>Equivalence</strong></td>
<td>Assessment of credit for prior learning will take into account equivalence and comparability of the learning outcomes; volume of learning; and program of study, including content.</td>
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<td><strong>Formal learning</strong></td>
<td>Learning that leads to a full or partial qualification attained through a formal program of study with an accredited education provider e.g. certificate, diploma or degree.</td>
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<td><strong>Informal learning</strong></td>
<td>Learning acquired in an informal context, such as through work, citizenship, community service, open learning opportunities, and/or life experiences.</td>
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<tr>
<td><strong>International Students</strong></td>
<td>A Student who is not a domestic student. This includes, but is not limited to, students on temporary residence visas, bridging visas, and student visas.</td>
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<td><strong>National Training Package</strong></td>
<td>Training Packages comprises qualifications, competency standards and assessment guidelines. They are not a training manual, and are industry developed.</td>
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<tr>
<td><strong>Non-formal learning</strong></td>
<td>Learning acquired through non-accredited study with a provider other than a university or accredited education provider. It includes education or training provided through employer-based programs and professional bodies. Micro-credentials such as MOOCS, open learning courses using Open Education Resources (OERs) and “Badges for Learning” are defined as non-formal learning.</td>
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<tr>
<td><strong>Recognition of Prior Learning (RPL)</strong></td>
<td>The process that involves assessment of an individual’s relevant prior learning to determine the credit outcomes of an individual application for credit. The term is most commonly applied to the recognition of formal, informal and non-formal learning.</td>
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<tr>
<td><strong>Record of Achievement/Statement of Attainment</strong></td>
<td>Record that one or more accredited units of competency has been achieved in a vocational course.</td>
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### Registered Training Organisation (RTO)
Training providers registered by ASQA to deliver vocational education and training (VET) services. They are recognised as providers of quality-assured and nationally recognised training and qualifications.

### Student
Any person who is enrolled in any course or program offered at, or in conjunction with, UOW College. For vocational, this may be referred to as ‘learner’.

### Subject
A self-contained unit of study or vocational unit of competency in any Course or program offered at, or in conjunction with, UOW College.

### Subject Outline
The document governing content, delivery, and assessment of material for a subject.

### Unit of Competency
A unit of competency is the specification of knowledge and skill, and the application of that knowledge and skill, to the standard of performance expected in the workplace. A unit of competency is the smallest unit that can be assessed and recognised.

### 3. Scope of Policy

3.1. The policy applies to:

a. future and current students of the College;

b. all College award qualifications and records of achievement/statement of attainments);

c. Course credit made on the basis of formal credit agreements made between the College and other education institutions and partners (articulation pathways); and

d. Course credit granted by the College in response to individual applications.

### 4. Policy Principles

4.1. The following principles will inform the assessment of course credit and recognition of prior learning. Course credit decisions will:

a. Be academically defensible and take into account the students’ ability to meet the learning outcomes of the qualification successfully;

b. Not disadvantage the student in achieving desired subject and course learning outcomes;

c. Recognise learning regardless of how, when and where it was acquired, provided that the learning is relevant and current and has a relationship to the learning outcomes of the qualification;

d. Be applied consistently and fairly with decisions subject to appeal and review;
e. Be clearly communicated and transparent;

f. Be approved at the appropriate level and be clearly documented; and

g. Be undertaken in a timely way.

5. **Course Credit for Programs where an Articulation Agreement exists**

5.1. Students who successfully undertake a subject in a course where an articulation agreement between the College and a third party exists, will be eligible for course credit in the equivalent College subject, as identified in the relevant articulation agreement.

5.2. Students previously enrolled in a program with another provider where an articulation agreement exists will not be required to apply for course credit when transferring to the College. Individual results for each student will be reviewed upon enrolment at the College to confirm eligibility for course credit in the equivalent College subject.

6. **Course Credit for Programs where no Articulation Agreement exists**

6.1. Students must apply for course credit by completing an Application for Credit for Prior Learning Form. This form is available from College reception and the College website.

6.2. Vocational students must pay the required application fee. The amount payable is available from the UOW College website and stipulated on the application form. Processing of the application will only commence once the required application fee has been paid and all evidence is submitted.

6.3. Students, other than those previously enrolled in a course where an articulation agreement exists, must lodge the Application for Credit for Prior Learning Form by the end of week one (1) of the course.

6.4. In the case of students transferring between College courses, students may apply for course credit when already enrolled at the College; prior to the commencement of the College course they are transferring to.

6.5. In the case of students transferring from the University of Wollongong (UOW) to the College seeking course credit for subjects undertaken at UOW, students may apply for course credit while enrolled at UOW, prior to the commencement of the College course.
6.6. Course credit may be granted for nationally recognised vocational qualifications from other RTOs. Course credit will be awarded against a unit of competence contained in a qualification on producing an original or certified copy of a record of achievement or statement of attainment containing exactly the same code as shown in the vocational qualification the student plans to undertake.

7. Transfer of Grades with Award of Credit

7.1. Except for subjects completed at or accredited by the College, no marks or grades will be recorded for subjects where course credit has been granted.

8. Supporting Documentation for Applications for Course Credit

8.1. Applications for course credit must be accompanied by full, original documentation or certified copies.

8.2. All evidence presented must be in the English language.

8.3. Students seeking course credit for prior formal learning must provide the following documentation, where applicable:
   a. Certified copies of relevant pages from the handbook of the institution concerned;
   b. A complete copy of the relevant subject outline, including subject content by topic and assessment details in percentage terms; and
   c. Record of results or record of achievement/statement of attainment.

8.4. Students seeking course credit for prior informal and non-formal learning may provide the following documentation as evidence, where applicable:
   a. Detailed CV/resume with referee details;
   b. Statement of attendance or certificates relating to professional development courses, workshops, seminars etc. undertaken;
   c. Job descriptions;
   d. Relevant licences;
   e. References/letters of support from past employers/statements of service;
   f. Relevant job sheets/log books/project documentation;
   g. Membership of professional associations, etc.
8.5. The College may request an interview with students seeking course credit for prior informal and non-formal learning after initial assessment of the application to provide additional evidence of the relevant competencies or demonstrate the relevant skills.

9. Assessment of Applications

9.1. Applications for credit for prior learning will be assessed by the delegated authority as per the Delegations of Authority – Part - B UOWC Ltd Academic Delegations. Criteria include equivalency with regard to the level of course studied; equivalency of individual subject content and objectives; satisfactory performance in the subject previously studied for which credit is being sought, and for vocational programs equivalency against the relevant national training package or accredited course.

9.2. Students will be advised in writing of the outcome of their applications for course credit within ten working days. International students who are granted course credit must make an appointment with the Student Adviser to discuss any implications for their student visa. International students must maintain, if possible, a full-time study load and are advised that course credit may cause a reduction in the student visa duration.

9.3. For vocational students only, where the application for credit is approved a student will receive a refund for the unit of competency for which the credit was granted.

10. Withdrawal of Credit

10.1. The College reserves the right to withdraw course credit where an administrative error has been made or where the documentation provided by the applicant is misleading, invalid, or fraudulent.

10.2. In cases where the submission of fraudulent or altered documentation is suspected, the College reserves the right to contact the issuing institution to validate the claims of the applicant.

10.3. The withdrawal of course credit must be approved by Academic Quality Manager and notified to the Marketing and Admissions Officer, Student Services Division, UOW.

11. Visa Implications for International Students

11.1. When the granting of course credit leads to a shortening of an international student’s course whilst studying in Australia, the College will:

a. in cases where course credit is granted before the student visa grant, indicate the actual course duration (as reduced by course credit) in the confirmation of enrolment issued for that student for that course, or
b. in cases where course credit is granted after the student visa grant, report the change of course duration via PRISMS under Section 19 of the ESOS Act.

12. Appealing Decisions

12.1. If a student is not satisfied with the outcome of their application for course credit they may appeal the decision in accordance with the Student Grievance Policy.

13. Version Control and Change History

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<tr>
<th>Version Control</th>
<th>Date Effective</th>
<th>Approved By</th>
<th>Amendment</th>
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<tr>
<td>1</td>
<td>16/11/07</td>
<td>WCA Academic Board</td>
<td>New Policy</td>
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<tr>
<td>2</td>
<td>22/07/10</td>
<td>WCA Academic Board</td>
<td>Modified to include credit for offshore programs</td>
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<tr>
<td>3</td>
<td>20/06/11</td>
<td>Ian Tobin</td>
<td>Updated for name change, correction to 4.1</td>
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<td>4</td>
<td>18/02/13</td>
<td>UOWC Academic Board, UOW/UOWC Board of Studies</td>
<td>Modified to include UOW accredited Diplomas, credit for onshore programs and applications from students transferring between College Programs and seeking credit for UOW study.</td>
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<tr>
<td>5</td>
<td>4/12/2014</td>
<td>UOW College Academic Board</td>
<td>Reflect branding changes, structural changes, inclusion of vocational programs, and procedural changes.</td>
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<tr>
<td>6</td>
<td>11/06/2015</td>
<td>UOW College Academic Board</td>
<td>Change of process for vocational courses.</td>
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