



CREDIT FOR PRIOR LEARNING POLICY

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Custodian:	Academic Quality Manager		
Supporting Documents, Procedures & Forms:	Academic Quality Standards Credit for Prior Learning Procedure Delegations of Authority Policy Student Grievance Policy Third Party Evidence Form		
References & Legislation:	Australian Qualifications Framework <i>Education Services for Overseas Students Act 2000 (Cth)</i> National Code of Practice for Providers of Education and Training to Overseas Students 2018 Standards for Registered Training Organisations (RTOs) 2015		



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1. Purpose

- 1.1. This Policy outlines the principles governing UOW College Australia's award of course credit in recognition of prior learning.
- 1.2. This Policy contributes to UOW College's vision and mission through ensuring that UOW College is an educational environment that:
 - a. Is accessible, inclusive and diverse pathways to education;
 - b. Provides opportunity for individuals to have their different types of learning recognised;
 - c. Has equitable, valid and reliable processes for assessment of prior learning;
 - d. Complies with legislative requirements; and
 - e. Quality assures operations.

2. Scope

- 2.1. The policy applies to:
 - a. Current and prospective UOW College students;
 - b. Course credit made on the basis of formal credit agreements made between UOW College and other educational institutions (articulation pathways); and
 - c. Course credit granted by UOW College in response to individual applications.

3. Definitions

Word/Term	Definition
Articulation agreement	A signed agreement with another education provider that defines and publicises a specific, approved pathway for progression between qualifications, and between institutions.
Block Credit	Credit granted for completed sections (e.g. one session) of a course.
Course	A program of study.
Course Credit	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.
Credit Points	The value attached to a subject that indicates study load.
Credit Transfer	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 prior learning.
Domestic Student	A person registered in a course or enrolling in a course of study, who is an Australian Citizen or Permanent Humanitarian Visa Holder, who will be resident in Australia for the duration of the course of study.
Equivalence	Assessment of credit for prior learning will take into account equivalence and comparability of the learning outcomes; the volume of learning; and program of study, including content.
Formal Learning	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.
Informal Learning	Learning acquired in an informal context, such as through work, citizenship, community service, open learning opportunities, and/or life experiences.
International Students	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.
National Training Package	Training Packages comprises qualifications, competency standards and assessment guidelines. They are not a training manual and are industry developed.
Non-formal Learning	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.
Recognition of Prior Learning (RPL)	An assessment process that involves assessing an individual's relevant prior learning (including formal, informal and non-formal learning) to determine the credit outcomes of an individual application for credit.



Record of Achievement/Statement of Attainment	A record that one or more accredited units of competency have been achieved in a vocational course.
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.
Specified Credit	Credit granted towards one or more specific subjects. Specified credit is granted when learning can be demonstrated to be a near or exact equivalent to a UOW subject or UOW subjects.
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.
Unspecified Credit	Credit granted as the equivalent to the volume of learning of an elective subject or subjects, but not subject learning outcomes. Unspecified credit can be awarded for elective subjects. This does not exempt an applicant from a compulsory subject or subject. Unspecified credit receives an appropriate unit value in credit towards the completion of a course.

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. Maintain the integrity of UOW College awards;
- b. Be academically defensible and take into account the students' ability to meet the learning outcomes of the qualifications successfully;



- 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. Ensure that the integrity of the qualification is maintained;
- e. Comply with the requirements of the underpinning educational framework of the course; and,
- f. Be applied consistently, fairly, transparently and in a timely fashion.

5. Granting of Credit

- 5.1. Credit towards a course may be granted when students can demonstrate they have achieved subject learning outcomes relevant to their course from formal, non-formal or informal learning.
- 5.2. An application may cover more than one category of learning.
- 5.3. Credit may be granted a s specified credit, unspecified credit or block credit.
- 5.4. Provisional credit may be granted to applicants when an offer of admission is made and will be subject to confirmation.

6. Amount of Credit

- 6.1. For English Language and Academic Programs, a significant proportion of studies leading to a UOW College course must be completed at UOW College. In the absence of exceptional circumstances, this should be interpreted to preclude the grant of more than 50% of course credit.
- 6.2. There is no limit on the amount of credit that can be awarded in vocational programs.

7. Restrictions on the Granting of Credit

- 7.1. Credit will not be granted for prior learning completed more than ten years ago, unless the applicant can demonstrate currency of learning against the subject/course learning outcomes.

8. Transfer of Grades with Award of Credit

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



9. Applying for Course Credit where an Articulation Agreement Exists

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

10. Applying for Course Credit where no Articulation Agreement Exists

- 10.1. Students must apply for course credit by completing an application in the prescribed form before the end of week one (1) of the course.
- 10.2. In the case of students transferring between UOW College courses, students may apply for course credit when already enrolled at UOW College; prior to the commencement of the UOW College course, they are transferring to.
- 10.3. In the case of students transferring from the University of Wollongong (UOW) to UOW 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 UOW College course.

Vocational Courses

- 10.4. Course credit may be granted for nationally recognised vocational qualifications from other RTOs.
- 10.5. Course credit will be awarded against a unit of competency 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 or a code deemed equivalent by the training package as indicated on training.gov.au.
- 10.6. Vocational students must pay the required application fee for credit for prior learning of informal or non-formal learning. There is no fee for credit transfer applications. 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.



11. Supporting Documentation for Applications for Course Credit

- 11.1. Applications for course credit must be accompanied by full, original documentation or certified copies.
- 11.2. All evidence presented must be in English. Where the documentation is not in English a certified translation must be provided.
- 11.3. 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.
- 11.4. Students seeking course credit for prior informal and non-formal learning should complete the Third Party Evidence Form, providing documentary evidence appropriate to the application. This may include:
 - 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; and/or
 - g. Membership of professional associations.
- 11.5. UOW College may request an interview with students seeking course credit for prior informal and non-formal learning to assess competencies or demonstrate relevant skills.

12. Assessment of Applications

- 12.1. Applications for credit for prior learning will be assessed by the delegated authority in accordance with the Delegations of Authority Policy.



12.2. In assessing the application, the delegate must consider:

- a. Equivalency with regard to the level of course studied;
- b. Equivalency subject content and objectives;
- c. Student performance in the subject for which credit is being sought;
- d. And, for vocational programs, equivalency against the relevant national training package or accredited course.

12.3. UOW College will advise students of the outcome of their application for course credit in writing within ten working days.

12.4. 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.

13. Withdrawal of Credit

13.1. UOW College reserves the right to withdraw course credit where an administrative error has been made or where the documentation provided by the applicant has been found to be misleading, invalid, or fraudulent subsequent to the decision.

13.2. The withdrawal of course credit must be approved by Academic Quality Manager who will notify relevant stakeholders.

14. International Student Visa Implications

14.1. Where UOW College approves RPL or course credit that results in a reduction of an international student's course length, UOW College will:

- a. Inform the student of the reduced course duration;
- b. Where reduced course credit is accepted by the student, issue a confirmation of enrolment (CoE) for the reduced duration of the course; and
- c. Where course credit is granted after the student visa is granted, report any change in course duration to the Department of Education and Training through the Provider Registration and International Student Management System (PRISMS).



15. Appealing Decisions

15.1. 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.

16. Version Control and Change History

Version Control	Date Effective	Approved By	Amendment
1	16/11/07	WCA Academic Board	New Policy
2	22/07/10	WCA Academic Board	Modified to include credit for offshore programs
3	20/06/11	Ian Tobin	Updated for name change, correction to 4.1
4	18/02/13	UOWC Academic Board, UOW/UOWC Board of Studies	Modified to include UOW accredited Diplomas, credit for onshore programs and applications from students transferring between College Programs and seeking credit for UOW study.
5	4/12/2014	UOW College Academic Board	Reflect branding changes, structural changes, inclusion of vocational programs, and procedural changes.
6	11/06/2015	UOW College Academic Board	Change of process for vocational courses.
7	21/07/2016	Compliance Officer	Minor change only – College branding and document formatting updated.
8	22/03/2018	Academic Board	Substantive review – align with UOW and provide additional detail throughout. Visa implications reviewed in light of revised National Code 2018.