

Policy Link	Admissions Policy				
Responsible Officer	Academic Dean				
Superseded Documents	Nil				
Associated Documents	Admissions Policy Assessment Handbook Credit Procedures Memorandum of Understanding Between Moore College and Youthworks College Oakhill College Student Exchange Program				
Review Date	August 2020				
Access Flag	Student Public				
Version	Endorsed By	Date	Authorised By	Approval Date	Effective Date
1.0	The Principal	18 August 2015	Governing Board	18 August 2015	18 August 2015

1. PURPOSE

This policy outlines the principles for assessing and awarding academic credit for prior study or learning towards admission or a Moore College qualification. The granting of credit will be carried out in terms of upholding the academic standards of the College.

2. BACKGROUND

This policy is developed to provide a framework for approval of credit transfer and to incorporate the guidelines of the AQF Pathways Policy statement for the higher education sector.

3. SCOPE

This policy applies to all coursework programs of study. It covers both the granting of credit towards a qualification at Moore College and for admission to programs of study.

4. DEFINITIONS

This section sets out definitions for key terms and acronyms referred to in the Policy. On the whole definitions are in accord with those stated in the Australian Qualifications Framework.

Term	Definition
AQF	Australian Qualifications Framework
Articulation	Articulation is an arrangement approved by the Academic Board that enables a student to progress from a previously completed qualification to be admitted to a program of study at Moore College with a determined volume of credit. ¹
Credit	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

¹ Australian Qualifications Framework. 2nd ed. (January 2013), 92.

	through credit transfer, articulation, recognition of prior learning or advanced standing. ²
Credit Transfer	Credit transfer is a process that provides students with agreed and consistent credit outcomes for successfully completed components of a qualification based on identified equivalence in content and learning outcomes between matched qualifications. ³
Recognition of Prior Learning (RPL)	Recognition of prior learning is an assessment process that involves assessment of an individual's relevant prior learning (including formal, informal and non-formal learning) to determine the credit outcomes of an individual application for credit. ⁴

5. POLICY STATEMENT

5.1 Principles

- (i) The awarding of credit will have regard to the integrity and learning outcomes of the Moore College program of study.
- (ii) The assessment and awarding of credit evidence based and documented.
- (iii) Credit for previous learning may be granted in the form of articulation, credit transfer or as recognised prior learning.

5.2 Forms of Credit

- (i) Credit may be awarded in the form of block, specified or unspecified credit.
- (ii) Block credit is credit granted for a whole stage or part of a program of study. Block credit will normally be considered to fulfil the requirements for admission or progression from one stage of a course to another. Block credit will normally be in terms of formal arrangements with another institution.
- (iii) Specified credit is credit granted for a particular unit within a program of study.
- (iv) Unspecified credit is credit granted towards a qualification where the specific unit is not identified.

5.3 Assessment of Credit

- (i) Credit is assessed in terms of the standards of the Australian Qualifications Framework Pathways Policy. Therefore, credit is assessed in terms of equivalence and comparability of learning outcomes, volume of learning, content and assessments and is subject to the limits on credit.
- (ii) Under the terms of this policy credit is given for successfully completed prior study.
- (iii) A terminating or conceded Pass for a unit from another institution will not be considered successful completion.
- (iv) Prior learning must have been completed within the previous ten years to be eligible for credit.
- (v) Normally, credit is granted only for entire units, not part of a unit.
- (vi) Exemptions may be granted for parts of a unit.

² Australian Qualifications Framework. 2nd ed. (January 2013), 94.

³ Australian Qualifications Framework. 2nd ed. (January 2013), 94.

⁴ Australian Qualifications Framework. 2nd ed. (January 2013), 99.

5.4 Responsibilities

- (i) Applications for credit transfer are assessed by the Learning and Teaching Committee.
- (ii) Applications for articulation based on previous study are assessed by the Admissions Panel for undergraduate admissions.

5.5 Credit Limits

- (i) The maximum amount of credit granted for a course of study is limited.
- (ii) The amount of credit will be within the standards set by the Australian Qualifications Framework Pathways Policy.
- (iii) Credit limits are set and approved by the Academic Board.
- (iv) Credit granted toward a completed award cannot be granted again for another award.

5.6 Cross-Institutional Study

- (i) Credit may be given for cross-institutional study done at Australian College of Theology affiliated colleges for the coursework Master of Arts (Theology) program, or as approved by the Learning and Teaching Committee from other institutions.
- (ii) Normally the College does not approve cross-institutional study within its undergraduate programs of study, unless through formal student exchange programs.

5.7 Academic Records

- (i) Where specified or unspecified credit is granted it will be recorded on a student's academic transcript of results.
- (ii) Credit does not contribute to the grading of a qualification. It is classed as undesignated credit.

5.8 Appeals

The student may appeal any decisions of the Academic Board with respect to credit. Any such appeals should be made in terms of the Academic Grievance (Appeals) Policy.

6. LEGAL AND POLICY FRAMEWORK

This section identifies the legal and policy context within which this Policy operates and with which the Policy must conform.

Australian Qualifications Framework. 2nd ed. January 2013.

Educational Services for Overseas Students Act 2000.

Higher Education Standards Framework. December 2014 (Document with the Minister)

National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007 (National Code 2007). 7 March 2007.

IMPLEMENTATION

The Academic Dean is responsible for the implementation of the Academic Credit Policy.

7. ACKNOWLEDGEMENTS

Australian National University. *Credit Policy*. ANUP_000399. 10 Dec 2013.

Monash University. *Credit Policy*. Version 1.0. 29 February 2012.

University of Melbourne. *Credit, Advanced Standing and Accelerated Entry Policy*. (MPF1293) 26 Feb 2015.

University of Technology Sydney. *Credit Recognition Policy*. UR10/990. 03/12/2010.

8. REVIEW AND HISTORY

Version	Approved By	Approval Date	Effective Date	Sections modified
1.0	Governing Board	18 August 2015	18 August 2015	New policy