

Credit for Prior Learning Policy and Procedure

Overview

Granting credit for prior learning (Credit Transfer) ensures that students commence study at a level that appropriately recognises their prior learning experiences and are not required to repeat equivalent learning successfully undertaken in another context.

Macedon Ranges Education is committed to developing open and accessible guidelines to grant credit towards a course of study based on prior learning from formal studies.

This policy is designed to both maximise the credit students can gain for learning already undertaken and preserve the integrity of learning outcomes or discipline requirements of the award to which it applies.

This policy incorporates the best practice principles outlined in the *AQF Qualifications Pathways Policy*. Macedon Ranges Education's policy on the granting of credit will:

- be evidence based, clear, equitable, accessible, and transparent.
- be applied consistently and fairly with decisions subject to appeal and review.
- recognise prior learning regardless of how, when and where it was acquired, provided that the prior learning is relevant and current and has a relationship to the learning outcomes of the course.
- be academically defensible and take into account the students' chance of success in a course and that a student will not be disadvantaged in achieving a course expected learning outcomes.
- ensure the integrity of the course of study and resulting qualification are maintained.
- be decided in a timely way.
- ensure that pathways into and between awards are available to all students by furthering articulation pathways with higher education and vocational training providers and facilitating transfer between courses.
- be formally documented for the student including any reasons for not granting credit.

Granting of credit

General principles

- I. Entry to all courses is based on specific published entry criteria and decisions regarding student selection will be in accordance with the *Student Selection and Admissions Policy and Procedure*.
- II. An offer of credit does not guarantee admission into a specific course.
- III. The assessment of the amount of credit to be granted in particular courses shall be determined by the Course Coordinator within the framework of this.
- IV. Regardless of the credit granted, the requirements of each course must be fulfilled.
- V. Credit will be given as specific credit for equivalent units of competence.
- VI. Candidates for an award from Macedon Ranges Education are required to complete a minimum amount of the course through Macedon Ranges Education. The total credit granted for prior learning external to Macedon Ranges Education shall not exceed 50% of

the total credit points required for the award toward which credit is sought. The 50% may comprise a mixture of credit for formal study and credit for work experience, however, no more than 25% credit will be granted for learning from relevant and documented work experience.

- VII. Credit granted for a specific course cannot automatically be transferred from one course to another.

Credit for formal studies

- i. Credit will not normally be granted for formal study completed more than five years prior to application unless there is evidence of continued relevance of this study for the course towards which credit is sought.
- ii. Credit may be granted for the successful completion of:
 1. Subject which forms part of an accredited course provided by a recognised vocational education or higher education institution.
 2. accredited courses at AQF Level 2 and above offered by a registered vocational training provider.
- iii. Credit shall be granted where there is substantial overlap with content and/or learning outcomes of Macedon Ranges Education unit of study for which credit is claimed.
- iv. When assessing credit for formal studies the following will be taken into account:
 1. the general educational practices and standards of the provider(s) or any accreditation obtained by such provider that may be relevant to the course under consideration.
 2. the objectives of the course and the methods adopted to achieve those objectives.
 3. admission requirements to the course.
 4. the duration of the course, having regard to entry requirements and course objectives.
 5. the breadth, depth and balance in the course material involved and the intellectual effort required.
 6. the methods of assessment.
 7. the relative emphasis on the teaching of skills in relation to the study of the discipline.
 8. any arrangements for practical training and experience as part of the course

Internal transfer between courses

- I. Credit may be granted when a student has completed units of study while undertaking a course with Macedon Ranges Education and wishes to transfer to another course within Macedon Ranges Education.
- II. Credit will be granted for those units of study already undertaken which form part of the course into which the student is transferring.
- III. The maximum credit that can be granted in these circumstances is not limited.

Applications

An application for credit based on prior learning must be made on the appropriate form at the time of application for admission to a course. The application should be accompanied by sufficient documentary evidence to support the application.

Assessment of the application will be undertaken by the Chief Executive Officer or delegate who will

advise the applicant in writing of the result of their application. A record of any credit granted (including any reasons for not giving credit) will be signed by the Chief Executive Officer or delegate and the student and placed on the student's file. It is the intention of this policy that students should be advised of the credit that is offered at the time they accept a place in a course.

Appeals

A student may appeal against a decision on the granting of credit. The grounds for appeal are that the decision is inconsistent with this policy. Appeals must be made in writing and lodged with the Chief Executive Officer within ten working days of the student receiving written notification of the decision. The Chief Executive Officer will respond to the appeal within twenty working days and may confirm or vary the decision.

If a student remains dissatisfied with the outcome of their appeal against a decision regarding the award of credit, they may utilise Macedon Ranges Education's grievance handling procedures.

Related documentation

- Student Selection and Admissions Policy and Procedure
- Credit Transfer Application Form

Publication and review

This policy will be made available to all prospective and existing students on Macedon Ranges Education's website to enable them to make well-informed choices between alternative pathways and take into account the credit that may be available to them. Prospective students will be advised in pre-enrolment materials about this policy.

Version Control

This document is under version control.

Version	1.0	Created Date	18 Apr 2023
Created By	Dot Smith	Modified Date	18 Apr 2023
Modified By	Dot Smith	Status	Approved
Policy Group	Student Services	Approved By	Iona McKimmie