Recognition of Prior Learning and Credit Transfer Procedure

1   Purpose

The Recognition of Prior Learning and Credit Procedure supports the [Recognition of Prior Learning and Credit Transfer Policy](#) guiding UNSW College's (College) granting of credit and recognition of prior learning that contributes towards satisfying the requirements of a College award.

2   Scope

This Policy only applies to College award programs.

3   Procedure

Prior formal, non-formal and informal learning may make an applicant eligible for credit or advanced standing towards a College award program. Key principles guiding UNSW College recognition of prior learning and granting credit include:

(a)   it can be demonstrated that the prior learning and outcomes satisfy College course learning outcomes;

(b)   the integrity of the program learning outcomes are not compromised in the granting of credit;

(c)   prior learning is assessed as being both relevant and current;

(d)   volume of learning, discipline context, content, learning and assessment approaches are considered in determining equivalence;

(e)   formal learning for which credit is granted is for a successfully completed course(s);

(f)   credit granted does not exceed one third (1/3) of the program;

(g)   UNSW endorses the granting of credit for College programs which articulate into University degrees, so as not to compromise agreed articulation arrangements.

4   Articulation arrangements

(a)   Articulation arrangements between the College and other higher education providers can be used to provide automatic admission from one qualification into another.

(b)   Where articulation arrangements are established, the agreed credit outcomes

and the defined pathway between the linked qualifications will be documented and made publicly available.

(c)   Articulation arrangement with other providers are subject to change and a credit may not be granted for modified, terminated or expired agreements.

5   Recognition of Prior Formal Learning

5.1   Definition of Formal Learning

(a)   In this context, formal learning, applies to education undertaken after completion of compulsory, high school or equivalent, education.

(b)   Formal learning is assessed by:

    i.   determining the extent to which the applicant's prior studies undertaken after the completion of compulsory, high school (or equivalent) education are equivalent to the content and learning outcomes of one or more courses in the College award program; and

    ii.   ensuring the educational judgement concerning equivalence is based on the discipline context, content, standards and assessment in the program or course the applicant has undertaken.

5.2   Evidence required for Formal Learning Recognition of Prior Learning applications

(a)   An application must be accompanied by supporting documentation which includes evidence which clearly identifies the applicant's previous learning, indicating the knowledge, skills and experience acquired and the time at which they were acquired.

(b)   The following evidence must be provided when seeking credit for formal learning:

    i.   certified copies of academic transcripts and course results, together with an official explanation of the grading system used; and

    ii.   where the credit is not based on an articulation agreement, the appropriate sections from the official course outlines including learning outcomes, topics, course workload (e.g. contact hours) and assessment for the year in which the course was passed; and

    iii.   where applicable, evidence that the course(s) fully or partially meet the requirements of a program of study leading to registration of accreditation in Australia.

6   Recognition of Prior Non-formal and Informal / Workplace Learning

6.1   Definition of Non-Formal and Informal / Workplace Learning

In this context:

(a)   non-formal learning is learning that takes place through a structured program of learning but does not lead to an officially accredited qualification;

(b)   informal or workplace learning is learning that takes place through life and work experience. Unlike formal or non-formal learning, it is not organised or externally structured in terms of objectives, time or learning support;

(c)   responsibility for providing appropriate evidence for the recognition of prior informal and non-formal learning that demonstrates the relevant skills, knowledge and understanding, lies with individual applicants;

(d)   professional and para-professional experience, or training and other experience through work or life, may be taken into account in the granting of prior informal and non-formal credit, provided that the learning can be documented and the applicant can demonstrate the standard they achieved from participating in these activities is comparable to the standards in the program in which they are seeking credit.

6.2   Evidence Required for Non-formal Learning Recognition of Prior Learning applications

The following evidence must be provided when seeking credit for non-formal learning:

(a)   a statement that individually addresses each learning outcome for every course for which credit is sought; and

(b)   a certified copy of a statement of satisfactory completion of the study offered by a professional body, enterprise, or other provider; and

(c)   a statement of the objectives, learning outcomes, content of the course and of any assessment completed; and

(d)   details of the contact hours of the course; and

(e)   information on the course presenter/s and their qualifications.

6.3   Evidence Required for Informal / Workplace Learning Recognition of Prior Learning applications:

The following evidence must be provided when seeking credit for informal or workplace learning:

(a) a statement that individually addresses each learning outcome for every unit for which credit is sought and all, or a combination of, the following:

(b) a detailed curriculum vitae and a letter of support from an appropriate person/organisation who/which can verify relevant details; and/or

(c) certificates, reports, testimonials or affidavits relating to the applicant's learning, skill or competency; and/or

(d) certified supporting statements from employers; and/or

(e) if the applicant has been self-employed, a copy of the ABN registration and a letter from an accountant or solicitor certifying the nature of the business and the period during which the applicant has been engaged in the business; and/or

(f) examples of the applicant's work drawn from the workplace, social, community or other settings in which the applicant applies their learning, skill or competency; and/or

(g) reflective papers, journals, portfolio or a statement that relate/s the applicant's prior learning to the learning or competency outcomes for which recognition is sought.

6.4 Assessment of Non-formal and Informal / Workplace Learning

(a) Non-formal, Informal / Workplace Learning is assessed by:

  i. determining the extent to which an applicant has achieved learning outcomes comparable to one or more courses in the College program in which they seek credit, through a structured program of non-formal learning or workplace learning that takes place through life and work experience;

  ii. to enable assessment, applicants must provide evidence as outlined above in 6.2 and 6.3.

7 Application Process

(a) Applicants or students must formally apply for recognition of prior learning or exemptions to be granted unless:

  i. formal articulation arrangements have been established (see Section 4 above); or

  ii. students are transferring internally from one College program to

another, in which case the recognition of prior learning process is undertaken as part of the admissions process.

(c)   Subject to the exceptions identified in 7(a) (i) and (ii), an <u>Application for Recognition of Prior Learning form</u> must be completed and submitted to <u>admissions@unswcollege.edu.au</u>, together with the evidence indicated in Sections 5 and 6 above.

(d)   Applicants are encouraged to encouraged to submit their application as early as possible, preferably at the same time as applying for admission to a College program as this then provides sufficient time for an assessment and decision to be communicated prior to enrolment.

(e)   The Admissions team will forward the application for credit and supporting documentation to the Executive Director Academic or delegate for a decision.

(f)   The Executive Director Academic or staff with the relevant disciplinary expertise determines the credit to be granted and forwards the decision, application and supporting evidence to the Head of Academic Services, or their delegate, who will:

(g)   advise the applicant in writing of the decision and the appeal processes where relevant; and

(h)   record the credit granted in the Student Management System.

8   Types of Credit

8.1   Specified Credit:

(a)   Credit granted relates to the specific course or courses in a program, exempting students from those courses and awarding the appropriate Units of Credit in their place.

(b)   Specified Credit is granted when an exact or near exact equivalence to one or more courses studied can be demonstrated.

(c)   When credit is granted for prior study at Intuitions other than UNSW College, credit is recorded in the College transcript with a grade of "T" (Transfer).

(d)   Recognition of Prior Learning can only be granted for completed entire courses not part courses.

(e)   Once approved by the College and endorsed by the receiving university, this recognition becomes a precedent, subject to periodic review.

8.2 Unspecified Credit

Unspecified credit is granted when an exact or near exact course equivalence cannot be demonstrated. It most often relates to prior learning deemed to be relevant to the learning outcomes of a program as a whole and is granted in the form of elective courses or other optional parts of a program.

9 Time Limit on Credit

Credit or exemption from a course will not be considered when more than 10 years has elapsed from the successful completion of the course (or other learning) and the student's commencement in the program at the College.

10 Maximum Credit Granted

To ensure the integrity of College programs, credit granted will not exceed one third of the courses undertaken within a program of study.

11 Notification and record keeping

Applications for credit submitted by a student and the supporting documentation will be placed on the student's file

12 Review and Appeals

To submit an appeal against a decision relating to credit, students should follow the Student Review and Appeal Policy.

13 Roles, responsibilities and delegations

Role	Responsibility
Academic Board	Provides critical oversight of academic quality, including approval of new programs, approval of program withdrawals and teach out plans, approval of material changes to existing programs and approval of academic policies.
	Provides advice to the Board of Directors on academic matters, including new programs, academic policy, practice and quality assurance.

Executive Director Academic	Key leadership role responsible to the College CEO for the quality of learning and teaching linked to all College programs. The role is responsible in the context of this policy for ensuring the granting of any credit does not compromise the integrity of College programs.
UNSW Faculty Dean or nominee	Endorses granting of any credit towards College programs which articulate into UNSW programs, to ensure any agreed articulations between the College and UNSW are not compromised.

Definitions and Acronyms

Definitions and Acronyms	
AQF	Australian Qualifications Framework
Articulation arrangement	An approved agreement or structure which enables students to progress in a defined pathway from one qualification to another with credit. An articulation arrangement can be internal, through an articulated sequence of programs, or external.
Award	A diploma or certificate conferred following completion of a program. It provides official recognition of successful completion of that program and carries the official seal of the College.
Award programs	Has the meaning as defined in the TEQSA Act (see higher education award) and include diplomas, advanced diplomas and undergraduate degrees.
Course	A planned and structured sequence of learning and teaching that allows a student to gain knowledge skills and understanding in relation to an agreed set of learning outcomes. Is sometimes called a 'unit' or 'subject' in other institutions.
Course learning outcomes (CLOs)	The knowledge, attitudes, skills and their applications, behaviours and practices that students need to demonstrate to complete a course within a program. CLOs articulate with Program Learning Outcomes (PLOs).

Credit	The value assigned for the recognition of equivalence in content, volume of learning and learning outcomes between different types of learning and / or qualifications. This value may be expressed in terms of units of credit or prescribed courses.
Exemption	The waiver of a requirement to complete a specified course. Students are not granted credit and are required to complete an alternative course of the same credit value.
Formal learning	Learning that takes place through a structured program of study that is delivered by education or training providers, which leads to the full or partial achievement of an officially accredited qualification.
Informal / workplace learning	Learning that takes place through life and work experience. Unlike formal or non-formal learning, it is not organised or externally structured in terms of objectives, time or learning support.
Learning Profile	A portfolio of evidence aligned with the course learning outcomes of a particular course for which credit is granted. It may include a UNSW College assessment undertaken by the applicant as evidence of competency.
Program	An approved set of requirements and courses into which a student is admitted which will lead to a College award.
Program Learning Outcomes (PLOs)	The specific knowledge, skills and their applications, behaviours and practices, including graduate capabilities, that students need to demonstrate in completing a program.
Recognition of Prior Learning	The process of assessing an individual's relevant prior learning (including formal and informal learning) for equivalence to: • the learning outcomes of the qualification specified as a requirement for admission to the program; or • courses in the program to which a student has been admitted, to determine the credit or exemption to be granted.

Specified credit	Credit granted when an exact or near exact equivalence to one or more courses studied either at the College or UNSW or at another higher education provider, or through informal prior learning, can be demonstrated.
	Once agreed, this recognition becomes a precedent for other students.
Unspecified credit	Credit granted when an exact or near exact course equivalence cannot be demonstrated.
Volume of learning	The notional duration of all activities required for the achievement of the learning outcomes specified for a program, expressed in units of credit.

Related Policy and Supporting Documents

Related Policy Documents and Supporting Documents	
Legislation	Higher Education Standards Framework (Threshold Standards) 2021
	Education Services for Overseas Students Act 2000 (Cth) (ESOS)
Policy	• Admissions Policy
	• Student Review and Appeal Policy
Forms	Credit for Prior Learning application

Policy Governance

Recognition of Prior Learning and Credit Transfer Procedure	
Category/Business Group	Admissions
Published Externally (Yes/No)	Yes
Approver	Executive Director, Future Students and Business Development
Responsible Officer	Head of Admissions and Student Systems
Contact Officer	Head of Admissions and Student Systems
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Version	Approved by	Approval date	Effective date	Sections modified
1	Executive Director Academic - David West	16 August 2023	17 August 2023	N/A

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