Advanced Standing - Credit Transfer Policy

**Policy Code:** ACA-001  **Version:** 1.1  **Effective Date:** 13 August 2010

Purpose:

This policy is intended to provide a broad framework, set of principles and minimal requirements for determining, granting and transferring credit for previous or concurrent formal studies undertaken by an intending or enrolled student of Endeavour College of Natural Health towards completion of an award course of the College. It is policy subsidiary to the *Assessment Policy.*

The policy is separate from, but complementary to, the [Advanced Standing - Recognition of Prior Learning Policy](#).

Scope:

- All campuses
- All award courses
- All staff, decision-making bodies, students, agents and partners of Endeavour College

Policy Statement:

1. **The meaning of credit transfer**

   1.1. Credit transfer is a process that involves the assessment of previous or concurrent formal studies successfully completed by a student or an intending student wholly or partly towards gaining a qualification, at a post-secondary education level, in order to determine:

   a) whether those studies are equivalent to, or correspond with, the learning outcomes or standards required for award of a qualification from Endeavour College of Natural Health

   b) whether those studies may be counted (credited) towards completion of the course that leads to the award of that qualification.

   1.2. When an assessment is made that successfully completed previous or concurrent formal studies are equivalent and may be credited towards
completion of a course leading to a qualification at Endeavour College, those other studies may replace some subjects in the course that leads to that qualification.

1.3. The amount and type of credit granted and transferred will vary depending on the assessment made, the type of credit granted and any limitations on transfer of credit to a particular course.

1.4. For the purposes of this policy, the cross-crediting of subjects within a combined degree course offered by Endeavour College does not constitute credit transfer; rather, it is part of the approved structure for a combined degree course. However, if a student withdraws from a combined degree course and enrols in one course only then the student may make application for credit transfer to the new course of enrolment on the basis of studies completed successfully in the combined degree course.

2. Provision of credit transfer

2.1. The College will provide for transfer of credit for previous or concurrent formal studies successfully completed by an intending or enrolled student of the College in order that a student may gain credit for those studies towards completion of an award course within this College, where this is appropriate to the particular course.

3. Purpose of credit transfer

3.1. Credit transfer arrangements will be designed to:
   a) enable removal of duplication of learning and promote a continuum of learning
   b) enable students to gain a qualification in minimal time provided that the quality, integrity and standing of that qualification is not diminished in the process
   c) contribute to development of open, accessible, inclusive and integrated post-compulsory education systems
   d) facilitate student mobility between institutions, sectors, states and nations
   e) reduce the College’s exposure to risk with respect to academic standards.

4. Context for credit transfer

4.1. Credit transfer will be provided by the College consistent with requirements and
guidelines contained within the current versions of the:

- **Australian Qualifications Framework Implementation Handbook**
- National Principles and Operational Guidelines of Prior Learning ([Australian Qualifications Framework](#))
- National Guidelines on Cross-Sectoral Qualification Linkages ([Australian Qualifications Framework](#))
- Principles for the Provision of Education by Australian Universities ([Universities Australia](#))
- Provision of Education to International Students, Code of Practice and Guidelines for Australian Universities ([Universities Australia](#))
- **Good Practice Principles for Credit Transfer and Articulation from VET to Higher Education**, (Ministerial Council on Education, Early Childhood Development and Youth Affairs)
- **Principles for Good Practice Information Provision on Credit Transfer and Articulation from Vocational Training and Education to Higher Education** (Ministerial Council on Education, Early Childhood Development and Youth Affairs)
- **National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students**

and consistent with the assessment of any overseas qualification by the National Office of Overseas Skills Recognition ([AEI-NOOSR](#)) or as documented in current Country Education Profiles issued by Australian Education International or grades awarded under the European Credit Transfer System for completed courses.

5. **Availability of credit transfer**

5.1. Credit transfer will be available only where it is suitable and appropriate to a specific award course and only where the previous or concurrent formal studies for which credit may be granted are assessed as:

a) having learning outcomes equivalent to, or corresponding with, those specified for a particular subject or particular subjects within the relevant award course, or

b) having learning outcomes equivalent to, or corresponding with, outcomes at a particular level of study, eg: the first year of study in the course, and being suitable alternatives to a set of subjects available at that level, eg:
elective or optional subjects, within the award course.

5.2. Credit transfer will not be available:
   a) towards completion of award courses that are subject to any external accreditation or professional registration or similar recognition requirements that prohibit transfer of credit; or
   b) for any previous formal studies that are assessed as having learning outcomes that could bring into question the quality, integrity and standing of the award course and qualification; and
   c) for a part of a subject or parts of subjects in a course – credit transfer will be granted and transferred only for whole subjects or in unit values equal to those of a subject or subjects in a course.

5.3. Where previous formal studies are used as the means for meeting minimal entry requirements for an award course, credit for those same previous studies may not be transferred subsequently towards completion of the course except where:
   a) the previous studies were completed as part of a nested course within a suite of articulated course, or
   d) the previous studies were undertaken at an Australian higher education or other post-secondary education institution, or overseas equivalent, and the studies have been assessed as having learning outcomes equivalent to, or corresponding with, those specified for a particular subject or particular subjects within the relevant award course.

5.4. Credit transfer may be available in conjunction with credit for Recognition of Prior Learning (refer to Advanced Standing - Recognition of Prior Learning Policy) and combinations of different types of credit transfer may be available to individual students or intending students.

5.5. The types of credit transfer available to students or intending students will be:
   a) **specified credit for designated subjects** – the student is not required to complete one or more designated subjects in the relevant course for the different qualification because other formal studies already completed by the student have been assessed as having equivalent or corresponding learning outcomes;
   b) **unspecified credit** – based on assessment of the equivalence or correspondence of formal studies already completed by the student, the student is not required to complete the total number of subjects that usually need to be completed successfully in the course in order to gain
the relevant qualification and is given credit for subjects such as electives or options; however, the student is still required to complete specific subjects within the number of subjects remaining;

c) **block credit** – based on assessment of the equivalence or correspondence of formal studies already completed by the student, the student is not required to complete the total number of subjects that usually need to be completed successfully in the course in order to gain the relevant qualification and is granted credit for a block or set of subjects, e.g. all introductory or first year level subjects in the course; and

d) **exemption** – based on assessment of the equivalence or correspondence of formal studies already completed by the student, the student is required to complete successfully the total number of subjects required to gain the relevant qualification but may substitute alternative subjects in place of some specific subjects.

5.6. Credit transfer involving specified credit, unspecified credit and block credit will usually enable a student to complete a course in less time, whereas credit transfer involving exemptions only will not reduce the amount of time required to complete the course.

6. **Maximum amounts of credit that may be transferred**

6.1. The Academic Board will determine the maximum amount of credit that may be granted and transferred to each award course provided that:

a) the maxima preclude any student from completing an award course solely on the basis of credit transfer or a combination of both credit for Recognition of Prior Learning and credit transfer

b) the maximum amount of credit that may be transferred, outside of nested articulation arrangements, to a postgraduate course in the case of an individual student or intending student is:

   (i) 50% of the total unit value of a course that is accredited as being of less than two years full-time study

   (ii) 67% of the total unit value of a course that is accredited as being two years or more of full-time study

c) the maximum amount of credit that may be transferred in cross-sector (vocational education and training to higher education) linkage arrangements at undergraduate level is:

   (i) 50% of the total unit value of a three-year Bachelor degree course
6.2. If, at the time this policy takes effect, the College has entered into a formal contractual agreement with another entity that provides for a grant of credit that would exceed any maxima specified in item 6.1 above, the arrangements in that contractual agreement will prevail until the conclusion of that agreement and any renewal or extension of the agreement must accord with the provisions in item 6.1

d) the maximum amount of credit that may be transferred towards completion of a Bachelor course from previous or concurrent formal studies in the case of an individual student or intending student at undergraduate level and outside of cross-sector linkage arrangements is 67% of the total unit value of the relevant Bachelor degree course; and

e) the maximum amount of credit that may be transferred towards completion of a Bachelor course from a combination of credit for Recognition of Prior Learning (refer to Advanced Standing - Recognition of Prior Learning Policy) and credit for previous or concurrent formal studies in the case of an individual student or intending student at undergraduate level and outside of cross-sector linkage arrangements is 67% of the total unit value of the relevant Bachelor degree course.

7. Processes for credit transfer

7.1. The Academic Board will ensure and overview the development of procedures and guidelines, consistent with this policy, for determining, granting and transferring credit for previous or concurrent formal studies successfully completed by:

a) an individual intending or enrolled student of the College to enable that
individual student to gain credit towards completion of an award course within this College; and

b) a cohort of intending or enrolled students where the College has an articulation, linkage, dual-course or dual-award agreement or arrangement with another education provider that enables a cohort of students to gain credit for studies completed with that other education provider towards completion of an award course within this College.

7.2. The procedures and guidelines developed for credit transfer will:

a) be designed to achieve the purposes of credit transfer as specified in item 6 above

b) detail application processes for individuals seeking credit transfer, including in relation to documentary evidence required to assess the application

c) provide for an individual to lodge an application for credit transfer simultaneous with an application for entry to a course or at any time during a student’s enrolment in a course

d) enable timely and transparent assessment of individual applications for credit transfer

e) detail general processes and criteria to be used for evidence-based assessment of individual applications for credit transfer and for approving credit transfer arrangements as part of articulation, linkage or dual-course or dual-award arrangements

f) ensure that assessments and decisions concerning the grant of credit transfer to individual applicants are made by Department staff with an understanding of the relevant discipline or field of study and who are familiar with the subject or course to which the application or proposal for credit transfer relates

g) ensure that assessment and decisions concerning the granting of credit transfer to staff studying at Endeavour are dealt with in an open and transparent way through the evaluation and decisions of the application being undertaken by a panel composed of senior academic staff

h) include advice that, usually, credit transfer should not be granted for formal studies completed by a student more than 10 years before a student makes an application for credit transfer in order to ensure the currency of knowledge and skills in light of the intended learning outcomes of College subjects and courses
i) make clear the responsibilities of Heads of School, Program Leaders and Subject-Coordinators with respect to various processes associated with credit transfer

j) incorporate processes for recording and managing records of credit transfer

k) incorporate processes for validating and monitoring credit transfer

l) include information on grievance and appeal processes in relation to decisions made on credit transfer

m) result in production of a statement issued to an applicant (or a student granted credit transfer under an articulation, linkage or dual-course or dual-award arrangement) that provides details of any grant of credit transfer and, in the case of an international student on a student visa, any associated adjustment of the duration of the student’s course

n) incorporate processes for provision of detailed information and advice on credit transfer for the College community, College partners and intending students; and

o) include processes for evaluating the effectiveness of credit transfer in eliminating duplication of learning, promoting student success and contributing to the mobility of students across institutions, sectors, states and nations.

8. Responsibilities

8.1. The Academic Board is responsible for:
   a) ensuring and overviewing the development of procedures, guidelines and information for implementation of this policy
   b) determining the maximum amount of credit that may be granted and transferred to each award course
   c) validating and monitoring credit transfer
   d) evaluating the effectiveness of credit transfer.

8.2. The Teaching and Learning Committee is responsible for providing advice to the Academic Board on matters relating to credit transfer.

8.3. The Heads of School are responsible for:
   a) ensuring implementation of this policy and its associated procedures and guidelines within the relevant Departments; and
   b) making final decisions on the grant of credit transfer to individual
applicants in relation to courses offered or administered by the Departments.

8.4. Each Program Leader is responsible for:
   a) authenticating evidence provided in applications for credit transfer;
   b) arranging timely assessment of credit transfer, consistent with this policy and its associated procedures and guidelines, by Department staff with expertise in the relevant discipline or field of study and who are familiar with the subject/s or course to which the application or proposal for credit transfer relates; and
   c) providing Heads of School with detail of assessments made on credit transfer for individual applicants

Related Procedures:

Advanced Standing - Credit Transfer Procedure
Application for Credit Transfer Form

Definitions:

Articulated courses – two or more award courses, often at different levels and sometimes from different institutions, that are connected, and that enable a student to progress from one course to the next or undertake both courses simultaneously, and that sometimes involve recognition of studies successfully completed in one of the courses towards completion of the other course

Award course – a set of studies or subjects leading to the award of a qualification, eg: a Bachelor of Health Science (Naturopathy) course

Cross-sector – across higher education and other post-secondary education levels

Subject – a specific subject that is studied as a component of an award course

Coursework – study that involves undertaking subjects other than research components in higher degrees by research

Linkage – connection, eg: linkage arrangements are connection
arrangements between institutions at the higher education level and another level, e.g. vocational education and training level

**Nested articulation arrangements** – two or more award courses at different levels (eg: Certificate, Diploma and Bachelor degree) that are connected, that enable a student to progress from one course to the next and involve recognition of the studies completed in a lower level course towards completion of a course at a higher level

**Credit point** – a numerical value associated with a subject or course, eg: in order to complete a course a student may need to acquire 96 credit points (complete eight subjects that have a value of 12 credit points each or four subjects that have a value of 24 credit points each).

**Further Information:**

**Related Policies:**  
Advanced Standing - Recognition of Prior Learning Policy  
Assessment Policy  
General Student Grievance Policy

**Benchmarking:**  
Not Applicable

**Supporting Research and Analysis:**  
Not Applicable

**Related Documents:**  
Application for Credit Transfer Form

**Related Legislation:**  
Not Applicable

**Guidelines:**  
Advanced Standing - Credit Transfer – Internal Guidelines
Policy Author: Director of Education

Policy Owner: National Academic Manager – Curriculum

Contact: Susan Russell, National Academic Manager – Curriculum
Ph: 03 9655 9559
susan.russell@endeavour.edu.au

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Endorsement Committee: College Council
Meeting date: 13 August 2010
Agenda Item: D.17

Policy Status: Revised

Responsibilities for Implementation: National Academic Manager - Curriculum
National Enrolment Coordinator
National Student Support Coordinator

Key Stakeholders: National Academic Manager - Curriculum
National Enrolment Coordinator
National Student Support Coordinator
Heads of School

Date for Next Review: 13 August 2011

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