Credit for Learning Undertaken Elsewhere Policy

Purpose/objective

This Policy sets out the requirements and principles underpinning the granting of credit towards an Australasian Academy of Higher Education (AAHE) course in recognition of learning outcomes achieved elsewhere. Credit granted reduces the number of units a student must complete in their AAHE course.

The Procedure explains how the Policy is implemented.

Scope

This Policy and Procedure apply to all students who apply for credit towards an AAHE course for prior or approved concurrent learning and to the staff who are involved in assessing their applications.

Definitions

Terms used in this document are defined in the AAHE Glossary.

Policy

1. Principles

1.1 AAHE aims to give appropriate recognition to the learning that a student has already acquired when they first enrol at AAHE, as well as to the learning they might acquire through approved cross-institutional studies while enrolled at AAHE.

1.2 Credit may be awarded towards an AAHE degree for *formal learning* a student previously completed at a recognised higher education institution, as well as for prior *informal or non-formal learning* – the skills or knowledge gained through life or work experience or training.

1.3 Credit will only be awarded towards an AAHE course for prior learning that exceeds the minimum requirement for entry to that course.

1.4 Credit for prior learning will not be granted and cross-institutional studies will not be approved if

(i) the applicant's achievement of the AAHE course learning outcomes may be compromised, or

(ii) the integrity and distinctiveness of the AAHE course may be undermined, or

(iii) it would not comply with the requirements of the underpinning educational framework of the course.

1.5 Credit will not be granted for prior learning that a student has already used for credit towards another AAHE course (except in nested courses that are approved to be offered sequentially).

1.6 Credit will not be granted for learning acquired more than 8 years before a student first enrols at AAHE, except as approved by the Dean. The Academic Board may set a shorter time limit in disciplines that are rapidly changing.

1.7 A prospective student who is eligible for credit is not guaranteed admission to an AAHE course.

1.8 A student who has completed similar material in another course but is not eligible for credit may be required to take a substitute unit in their AAHE course.

1.9 The rules and limitations applying to the granting of credit will be clearly communicated and decisions will be made and applicants notified of the outcome and the reasons for the outcome in a fair and timely way.

2 Types of credit

2.1 Credit granted for prior learning may be:

- specified – credit is granted for one or more named AAHE unit(s) for which a student has already demonstrated successful completion of the learning outcomes
- unspecified – credit is granted for one or more electives in an AAHE course, where a student has completed the required volume of learning at the required level, but the learning activities and outcomes do not equate to an AAHE unit
- awarded as a block – credit is granted towards a whole stage of an AAHE course (such as the first trimester or year).

2.2 Units completed through credit for prior learning will appear on a student's transcript as AS (Advanced Standing granted). There will be no mark or academic grade.

2.3 Units completed through cross-institutional studies will appear on a student's transcript as EP (External Pass). There will be no mark or academic grade.

3 Credit for formal learning

3.1 Students must complete at least one third of their studies at AAHE to be awarded an AAHE Bachelor degree, or 50% for an AAHE Graduate Certificate, Graduate Diploma or Masters degree.

3.2 Subject to the above principles and in accordance with the AQF Qualifications Pathways Policy, AAHE may grant credit towards an AAHE Bachelor degree of up to:

- 50% for a related Advanced Diploma or Associate Degree
- 33% for a related Diploma.

3.3 Credit will only be awarded for a unit that the applicant has completed at Pass level or above (not including Conceded Pass or similar).

3.4 Specified credit will only be awarded where the assessor has assessed the prior learning to be reasonably equivalent to the AAHE unit for which credit is sought, in terms of its volume, learning outcomes, AQF level, content and approach to assessment.

4 Credit for informal or non-formal learning

4.1 Up to 24 credit points of credit (equivalent to one trimester of full-time study – normally four units) may be granted towards an AAHE course on the basis of informal or non-formal learning.

4.2 Credit for informal or non-formal learning will only be granted for specified units and where the applicant can demonstrate that they have met equivalent learning outcomes at the appropriate level.

5 Credit limits

5.1 Credit will only be granted for whole units.

5.2 Credit will not be available for units that are specified in the approved course rules and clearly identified on the AAHE website as having to be undertaken at AAHE (such as capstone units).

5.3 Credit will not be available for an AAHE unit that a student has attempted and failed.

5.4 Credit for units that a student undertakes elsewhere while excluded from AAHE can only be granted with the Dean's approval.

5.5 The amount of credit that can be applied to an AAHE course may be limited by the course rules and/or the student's unit choices. Where all the units in a course are specified, only specified credit is available.

5.6 The granting of credit will reduce the number of units that a student must complete at AAHE, but may not reduce the student's course duration.

5.7 The Academic Board may determine that no credit will be granted for the first year in which a course is offered. This information will be clearly communicated to prospective students and reiterated in offer letters.

6 Credit agreements with other institutions

6.1 The Dean may approve the establishment of credit agreements with other accredited institutions whose course learning outcomes, standards and approach to assessment are clearly aligned with AAHE's.

6.2 Approved agreements will be published on the AAHE website.

6.3 The Dean will ensure that credit agreements are regularly reviewed and updated.

7 Credit for learning taken elsewhere while a student is enrolled at AAHE

It is expected that a student who enrols in an AAHE course takes all their units at AAHE. In extraordinary circumstances, the Course Coordinator may approve a student's application to take one or more units at another institution for credit towards their AAHE course.

8 Reporting and record keeping

8.1 The Dean will prepare an annual report for the Learning and Teaching Committee regarding the decisions that were made in relation to credit and recognition of prior learning and cross-institutional studies.

8.2 The Assessment Academic Progress Committee will monitor and report to the Academic Board on the performance of students who were granted credit in comparison with other students.

8.3 All records relating to credit and recognition of prior learning must be stored securely and retained in accordance with the Records Management Policy.

Related documents and relevant legislation

Credit for Learning Undertaken Elsewhere Procedure
Admissions Policy and Procedure
Credit for Learning Undertaken Elsewhere application form
Cross-institutional Studies Application Form
Higher Education Standards Framework (Threshold Standards) 2021
National Code of Practice for Providers of Education and Training to Overseas Students 2018
AQF Qualifications Pathways Policy

Document information

Document owner: Academic Board

Version	Approved by	Approved on	Implementation date	Changes made
1.0	Academic Board	27/07/2023	01/10/2023	
1.1	Academic Board	09/09/2025	01/10/2025	Inclusion of EP grade description

Procedure

1 Applications to have prior learning recognised

1.1 Domestic students apply via a Credit for Learning Undertaken Elsewhere application form before they commence their classes at AAHE, except where the Dean approves a late application.

1.2 International students apply via a Credit for Learning Undertaken Elsewhere application form at the same time as they apply for admission to an AAHE course.

1.3 Credit is applied automatically to students admitted to AAHE through a credit agreement.

1.4 Applications must be accompanied by certified supporting documentation.

- Applications based on formal learning should include the applicant's academic transcript and relevant unit guides, showing unit content, learning outcomes and assessment.
- Applications based on informal or non-formal learning should include a statement that addresses each of the learning outcomes of the units for which credit is sought and that explains the supporting documentation, which may include a resume, training record, portfolio of previous work or projects, or references from employers.
- Documents in languages other than English must be accompanied by certified translations.

1.5 Where the prior learning is informal or non-formal, the onus is on the student to demonstrate the equivalence of the learning they have gained through their work or life experience to the intended learning outcomes of the AAHE unit for which they are seeking credit.

1.6 Any documentation that is not available at the time of application should be submitted as soon as possible and no later than two weeks after the student starts studying at AAHE.

1.7 Applications submitted after this time or without the required documentation will be rejected.

2 Assessment of applications relating to prior learning

2.1 A student's eligibility for credit may be assessed based on standing arrangements with other institutions, precedents established by the Course Coordinator, or on a case-by-case basis.

2.2 Where the Course Coordinator has approved a precedent, the Admissions Officer will determine the amount of credit that is to be awarded to a student on the basis of prior formal learning.

2.3 Where there is no precedent, or the application is based on informal or non-formal learning, the Admissions Officer will refer the application to the Course Coordinator for a decision.

2.4 Where a new decision can be used as a precedent, the Course Coordinator will record it in the AAHE Credit Register and will ensure that such decisions are regularly reviewed.

2.5 The Australian Government Country Education Profiles assessment tool will be used to correlate studies taken at an international institution against the AQF.

2.6 To assess an application for credit based on informal or non-formal learning, the Course Coordinator will review the evidence supplied and may request further information and/or may require the applicant to attend an interview or complete an examination.

3 Applications to study elsewhere while a student is enrolled at AAHE

3.1 A student who is unable to take one or more units in their AAHE course at AAHE may apply to take up to four units at another institution.

3.2 Applications should be made well before the relevant trimester on an Application for Cross-Institutional Studies form.

3.3 The Course Coordinator will make a decision based on the student's individual circumstances, their progress in their AAHE course, the learning outcomes and assessment requirements of the unit or units the student proposes to take elsewhere, and the institution at which the student plans to take those units.

3.4 Where cross-institutional studies are approved, credit will be granted after the student has supplied evidence of successful completion of the unit or units at the other institution.

4 Notification of outcomes

4.1 Credit for prior learning may be granted on a provisional basis where the applicant is unable to provide the required supporting evidence at the time of application. If the evidence is not provided before the student commences their studies at AAHE, the provisional offer will lapse.

4.2 A credit offer will also lapse if an applicant declines an offer of a place in an AAHE course or withdraws from an AAHE course before the census date in their first trimester of enrolment.

4.3 All credit decisions will be recorded in the AAHE Credit Register and students will be notified in writing of the outcome within five working days after the application has been received by AAHE and invited to accept the decision.

4.4 Where the credit granted and accepted reduces a student's maximum period of study or course duration, the student will be instructed to see a course advisor to revise their enrolment plan.

4.5 AAHE will issue a new Confirmation of Enrolment (CoE) and report the change in PRISMS where credit granted and accepted reduces the duration of an international student's course.

4.6 Where credit is not granted, the applicant will be advised of the reason and the process for requesting a review.

4.7 A student who wishes to relinquish the credit they have been granted for prior learning must apply in writing to the Dean.

5 Review of outcome

5.1 A student who is dissatisfied with a decision in relation to credit for prior learning or cross-institutional studies may apply to the Dean for a review within five working days after they are notified of the outcome.

5.2 The Dean will respond to the request for a review within 10 working days.

5.3 A student who remains dissatisfied may lodge a complaint in accordance with the Student Complaints Procedure.

Document information

Document owner: Dean

Version	Approved by	Approved on	Implementation date	Changes made
1.0	Academic Board	27/07/2023	01/10/2023	
1.1	Academic Board	02/07/2024	01/01/2025	Change from semester to trimester terminology