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1 PRELIMINARIES

Commencement

This policy and procedure commenced on 10 December 2014.

Purpose

This policy and procedure outline how the Polytechnic Institute Australia (“PIA”) will recognise studies completed at other institutions (credit transfer) and learning from work and/or life experience (recognition of prior learning).

Application

This policy and procedures apply to all PIA Higher Education awards.

2 DEFINITIONS

The following definitions apply in this document:

Term	Definition
Articulation Agreement	An agreement with another institution sending students to grant credit towards whole stages or components of a qualification or program of learning.
Block Credit	Block credit is credit granted towards whole stages or components of a qualification or program of learning
Evidence Table	A document specifying what learning must be demonstrated for credit to be granted and what units will not be granted credit.



Term	Definition
Exemption	This may be awarded where students have completed similar subject material in another award, and thus are exempted from the unit, but receive no credit point recognition as they will be required to undertake substitute or alternative units.
Recognition of Prior Learning	This is an acknowledgement of learning outside of formal education and training, including knowledge, skills, competencies, and attributes that may have been learned through work experience, community involvement, or through general life experience.
Related Discipline	A discipline that is relevant for the provision of current, formal, informal or non-formal learning gained and to be applied in the field of study to which an applicant is seeking admission.
Specified Credit	Specified credit is credit granted towards particular or specific components of a qualification or program of learning
Unspecified Credit	Unspecified credit is credit granted towards elective components of a qualification or program of learning

3 POLICY

3.1 Credit

3.1.1 PIA is committed to maintaining the integrity of its academic courses in alignment with the Australian Qualifications Framework (AQF) and grants credit accordingly. Credit is to be awarded on the basis of completed formal academic studies that an authorised institution has assessed and certified (i.e. units of learning that are “quality assured” against known standards). Recognition of Prior Learning (RPL) is based on “prior experiential learning”, that is, “a process through which learning is achieved outside formal education or training.”

3.1.2 Credit is recognition of achieving a portion of the required knowledge, skills and understanding of units in a course of study, expressed as an equivalent unit and is given an ‘AS’ grade on the student’s academic transcript. It can be awarded in the following ways:

- Specified Credit
- Unspecified Credit
- Block Credit
- Exemption
- Recognition of Prior Learning (RPL)



3.1.3 All decisions should be informed by careful professional judgment that is transparent and fair.

3.1.4 Where studies were taken at an international institution, the Australian Government Country Education Profiles assessment tool will be used to correlate the award against the AQF.

3.2 Limits on Credit

3.2.1 Credit into PIA undergraduate awards will be limited to the following:

- Up to 50% credit (18 months equivalent) in a PIA 3-year bachelor's degree for an Advanced Diploma or Associate Degree from another institution; or
- Up to 33% credit (1 year equivalent) in a 3-year PIA bachelor's degree for a Diploma from another institution.

3.2.2 Credit into PIA postgraduate awards will be limited to the following:

- Up to 50% credit in the PIA award for a Degree at AQF level 8 or above from another institution.
- Only evidence of formal and informal learning completed in the previous five (5) years will be considered unless approval is given based on evidence of subsequent development and life or work experience in the discipline.

3.2.3 Credit is determined through equivalence of the:

- learning outcomes;
- volume of learning;
- program of study, including content; and learning and assessment approaches.

3.2.4 Certified transcripts of studies must be provided for the studies on which credit is being claimed. Unit outlines may be requested by the Institute unless an articulation agreement exists. Credit awarded at other institutions is not sufficient evidence for determination of credit.

3.2.5 Actual credit awarded may be less than the theoretical maximum established in this policy.

3.2.6 Credit for previous studies in a related discipline may be granted within the limitations of this clause (3.2).

3.2.7 Credit for previous studies in an unrelated discipline will be limited as follows provided that the course in question has sufficient general electives to allow the application of the unspecified credit:

- a masters or masters extended course – two unspecified credits;
- a graduate diploma or graduate certificate course – no credit; and
- An undergraduate degree course – 4 unspecified credits.



3.3 Recognition of Prior Learning

3.3.1 In determining the applicability of RPL, PIA will assess whether students have met the unit learning outcomes or standards or competencies prescribed for a unit. This may require that assessment evidence include, but not necessarily be limited to, methods such as:

- relevant professional training;
- project work;
- practice related learning;
- independent research;
- a piece of scholarship;
- a portfolio with examples of previous work;
- letters from employers or community leaders explaining the applicant's experience, responsibilities, skills and capacities;
- work-based assessment;
- examinations;
- interviews;
- demonstrations; or
- a combination of some or all of these methods.

4 RESPONSIBILITIES

4.1 The Dean has a responsibility to:

- approve articulation agreements
- approve all decisions for credit
- report on the relative success of students when credit has been granted in annual reports to the Academic Board.

4.2 Discipline Heads have the responsibility to

- identify those units that do not attract credit transfer
- recommend credit to the Dean

4.3 The Registrar has a responsibility to:

- record all decisions regarding credit
- ensure all decisions are conveyed to the applicant in a timely manner
- keep records of acceptance as required.



5 PROCEDURES

5.1 Applying for Credit

- 5.1.1 Students must submit a formal application using the online Credit Application Form and must provide supporting documentation including certified transcript(s) to substantiate that they have completed studies cognate to the unit(s) for which credit is sought.
- 5.1.2 All credit applications must be submitted during the process of applying to study at PIA, and not after commencement of studies. If a document that is required for the application is not available at the time of application for admission to the course, students may apply within the first two (2) weeks of commencing studies. Applications made after the first two (2) weeks will be automatically rejected.
- 5.1.3 Failure to provide all the required documents with the application will result in the applications being delayed or rejected. Students may reapply if it is within the stipulated time frame. There are no extensions to the timeframe.
- 5.1.4 Upon approval of credit, as part of the enrolment process, international students will receive
- a written record of the decision
 - notification of the reduced course duration if the credit granted has reduced the course length.

5.2 Appeals Procedures

- 5.2.1 Any student who wishes to lodge an appeal because of an unsuccessful application for credit should follow the procedure described in the Student Grievance Handling Policy and Procedure.

5.3 Administration

- 5.3.1 Records of acceptance of credit will be retained for at least two years after an international student ceases to be an accepted student.

6 RELATED LEGISLATION AND DOCUMENTS

Institute Documents

- Credit Application Form
- Student Admissions Policy and Procedure
- Student Grievance Handling Policy and Procedure



Applicable External Standards and Codes

This policy and procedures support compliance with the following

Standards/Code	Standards/Clauses
Higher Education Standards Framework (Threshold Standards) 2021	1.1, 1.2
National Code of Practice for Providers of Education and Training to Overseas Students 2018	2

7 FEEDBACK

PIA staff and students may provide feedback about this document by emailing policy@pia.edu.au for such feedback to be incorporated into a future review.

8 POLICY MANAGEMENT

Approval and Review	Details
Approval Authority / Owner (Role)	Academic Board
Administrator / Responsible for Implementing	Dean
Approval Date	30 April 2024
Next Review Date	30 April 2027

Document History

Month and Year	Version	Amendments
December 2014	1.0	Policy created and endorsed by the Academic Board
February 2024	2.7	The formatting was updated to include the document history
April 2024	2.8	Adding limits for unrelated studies



9 APPENDIX A – APPLICATION AND APPROVAL WORKFLOW

