Southern Cross Education Institute
Higher Education

530-538 Victoria Street, North Melbourne, VIC, 3051, Australia.
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Unit Credit Policy and Procedure HEPP67

PURPOSE
The objective of the Unit Credit Policy is to ensure that an individual's prior learning achieved through formal training is appropriately recognised. This policy and the corresponding procedure provide a process for assessing and recognition of credit transfers and granting and recording of the subsequent course credits, whilst preserving the integrity of the award and complying with the underpinning requirements of the course/award to which it applies.

SCOPE
Applicants, whether they are current or prospective students, will be offered an outcome to meet their specific circumstances within Southern Cross Education Institute (Higher Education)'s Scope of Registration, subject to the fees and charges outlined below (subject to change and review annually).

DEFINITIONS	
Block Credit	Credit granted towards whole stages or components of a course of study.
Certification documentation	Certification documentation is the set of official documents that confirms that a qualification has been completed and awarded to an individual.
Course of study	An accredited course of study leading to an AQF award.
Credit Transfer	A process of the registered provider accepting and acknowledging credit for units which are: • AQF certification documentation issued by another provider; • AQF-authorised issuing organisation such as University.
eCoE	Electronic Confirmation of Enrolment
Formal learning	Any learning that occurs through a structured program of instruction and is linked to the attainment of a formal qualification or award, such as certificates, diplomas or higher education degree.
International student	A person (whether within or outside Australia) who holds a student visa as defined by the ESOS Act, but does not include students of a kind prescribed in the ESOS Regulations.
PRISMS	The Provider Registration and International Student Management System (PRISMS) is the system used to process information given to the Secretary of DEST by registered providers.
Recognition for Prior Learning	Recognition of informal, industry learning.
SCEI-HE	Southern Cross Education Institute (Higher Education)
Student	Active, on-campus student with a current course of enrolment with Southern Cross Education Institute-Higher Education. Includes a person (whether within or outside Australia) who holds a student visa as defined by the ESOS Act, but does not include students of a kind prescribed in the ESOS Regulations.

POLICY

1. The policy principles are to:
  1.1 provide students with credit towards completing their course of study based on prior learning, where it can be demonstrated that the prior learning and outcomes achieved satisfy the learning outcomes and any other required components of their course of study;
  1.2 assist students who have been granted credit to progress through their course in less than the usual duration of the course;
  1.3 recognise learning regardless of how, when and where it was acquired, provided that the learning is

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relevant and current and satisfies the learning outcomes of the course of study;

1.4 report to the Australian Government Department of Education via PRISMS any changes to course duration that occur from granting a course credit for international students;

1.5 provide a credit transfer process that is evidence based, equitable, transparent and applied consistently and fairly for all students; and

1.6 allow for credit outcomes to be used to meet pre-requisites or entry requirements into a course of study leading to a qualification or for partial credit of the requirements of a qualification.

2. International students may be awarded 1 unit credit per semester.

3. **Maximum credit:**

Course	Credit Limit
3 Year Bachelor's Degree	Minimum of 1/3 of course must be completed with SCEI-HE
4 Year Bachelor's Degree	Minimum of 1/4 of course must be completed with SCEI-HE
1 Year Graduate Diploma	Minimum of 1/2 of course must be completed with SCEI-HE
2 Year Masters	Minimum of 1/2 of course must be completed with SCEI-HE
Note: Please refer to individual courses for specific course rules regarding RPL.	

4. **Individual course rules:**

Course	Maximum and Block Credit
Bachelor of Human and Community Services	In line with ACWA registration guidelines, a maximum of 40% RPL can be awarded where prior learning is from an education provider or course which is not ACWA accredited. A maximum of 40% RPL can be awarded on prior work experience. Applicants with a Diploma of Community Services or a Diploma of Nursing will receive block credit of 2 units.
Bachelor of Early Childhood Education	Applicants with a Diploma of Early Childhood Education and Care will receive block credit of 8 units. 7 units from Year 1 and 1 from Year 2 – RPL will not include a diploma level placement unit in line with ACECQA standards.
Graduate Diploma of Early Childhood	No academic credit can be granted for placement units GDECE104 or GDECE108.

PROCEDURE

1. **Application**

1.1 All prospective students are made aware either in print or electronic form (such as through the Student Handbook, SCEI-HE website, brochures, course information) of the ability to apply for course credit.

1.2 Applications for credit transfer must be completed on the *Unit Credit Application HEFOR01*.

1.3 The application must be accompanied by certified copies of certification documentation. These documents must indicate the code and title of the units of competency, date of completion and result.

1.4 All applications are to be submitted to Student Administration.

1.5 International Students must apply for unit credit upon enrolment but no later than the 2nd week of the first term of study in their enrolled course.

1.6 Domestic students may apply for unit credit transfer upon enrolment or at any time but must be applied for prior to the unit they are seeking credit for has commenced delivery.

2. **Processing Applications**

2.1 All credit transfer applications and supporting evidence will be provided to the Academic Director for consideration. The Academic Director may review or delegate the application with the relevant course coordinator and/or lecturer.

2.2 Applications for credit transfer will be assessed on the evidence provided and in accordance to the principles of assessment and rules of evidence.

2.3 No fees apply to review academic credit applications.

2.4 Students will be advised of the outcome of their application within 14 days of their application being received by Student Administration.

3. **Outcome of Application**

3.1 Once the application has been assessed, student administration must record the outcome on the students record.

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3.2 The Student Administration Manager is to inform the student of the outcome by completing a Confirming Outcome of Credit/RPL letter. The letter will be posted and emailed to the student and a copy retained in the Student Administration File.

3.3 Upon receipt of the Confirming Outcome of Credit/RPL letter, the student must sign the letter to indicate they have received it and acknowledge the outcome.

3.4 The student must return the signed letter to Student Administration, where Student Administration will:

   3.4.1 Upload a scanned copy to the Student Management System;

   3.4.2 Record the granted credit in the Student Management System.

3.5 If the application for credit transfer is denied, the Confirming Outcome of Credit/RPL application must include the reasons for not granting credit.

3.6 If the student is dissatisfied with the decision of SCEI-HE, the student may appeal following *Academic Appeals Policy and Procedure HEPP05*.

4. International Students

4.1 A full-time study load must be maintained by adjusting the student's course schedule and duration for completion of the course of study.

4.2 If the credit transfer is granted before the student visa has been granted the Enrolment Officer will record the revised course duration in the eCoE issued for the student.

4.3 If the credit transfer has been granted after the student has been issued a student visa, and it will reduce the course duration, the Enrolment Officer will record a change to the course duration in PRISMS, cancel the original eCoE and issue a new eCoE.

4.4 If the credit transfer has been granted after the student has been issued a student visa, and it will not affect the course duration, the Enrolment Officer will notify Student Administration to have the student's file updated with the course credit.

RELATED DOCUMENTS

Advanced Standing RPL Credit Transfer Application Form HEFOR01
Assessment Policy and Procedure HEPP04
Academic Appeals Policy and Procedure HEPP05

LEGISLATIVE CONTEXT

Australian Qualifications Framework
Education Services for Overseas Students Act 2000
National Code of Practice for Providers of Education and Training to Overseas Students 2018

RESPONSIBILITIES

Academic Director and Student Administration Manager: Responsible for the implementation of this procedure and to ensure that staff and students are aware of its application and that staff implement its requirements.

Enrolment Officers: Abide by this policy and procedure in receiving and processing granted credit for international students.

Lecturers: Abide by this policy and procedure when discussing or processing credit transfer applications.

DOCUMENT AND RECORD CONTROL	
Created	Mar 2019 (V1.0)
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