

Unit Credit and Recognition of Prior Learning Policy and Procedure HEPP67

PURPOSE

The objective of the Unit Credit and Recognition of Prior Learning Policy is to ensure that an individual's prior learning achieved through formal or informal training is appropriately recognised. This policy and procedure provide a process for assessing and recognition of prior learning and 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. This policy supports the principles of academic governance and quality assurance as outlined in HESF Standards 1.4 and 1.5, ensuring the integrity, fairness, and equity of credit recognition processes. It also upholds commitment to student support and wellbeing consistent with HESF 2.3.

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). This policy applies to all student cohorts, including domestic and international students, with appropriate adjustments to meet diverse needs and support equitable access as required under HESF 2.3.3.

DEFINITIONS

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| Block Credit | Credit granted towards whole stages or significant components of a course of study, often for nested or articulated qualifications. |
| 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: <ul style="list-style-type: none"> 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. |
| Non-formal learning | Learning that occurs outside formal education frameworks, such as workplace training or community-based learning, which may be recognised under the RPL process. |
| SCEI-HE | Southern Cross Education Institute (Higher Education) |
| Student | An individual who is formally enrolled in a course of study at Southern Cross Education Institute (Higher Education), whether as a domestic or international student. This includes: <ul style="list-style-type: none"> Domestic students who are Australian citizens, permanent residents, or holders of relevant visas allowing study; and International students who hold a student visa as defined by the ESOS Act, excluding students prescribed under the ESOS Regulations. |

Students may be studying on-campus, online, or through blended modes, and must have a current enrolment and student ID.

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.
 - 1.1.1 Applications for credit transfer must demonstrate equivalence in learning outcomes. The Academic Director or delegated Course Coordinator must assess prior learning by mapping previous unit content, learning outcomes, and assessment tasks against the relevant unit(s) in the current 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 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.
- 1.7 The policy supports recognition of informal and non-formal learning (e.g., workplace training or life experience) through a rigorous RPL process. Applicants must provide a portfolio of evidence that demonstrates how prior learning aligns with unit outcomes and AQF level requirements. Credit through recognition of prior learning is granted only if students are not disadvantaged in achieving the expected learning outcomes for a qualification and the integrity of the course of study and the qualification are maintained.
- 1.8 The Academic Director is responsible for ensuring regular analysis of credit granting outcomes and progression data to inform continuous improvement, and for reporting any systemic issues to relevant governance bodies as required under HESF 1.4.2.
- 1.9 The institution will monitor credit granting outcomes and student progression to support continuous quality improvement and identify any systemic issues, as required by HESF 1.4.2.
- 1.10 All applications for credit and RPL are subject to academic integrity standards, ensuring that credit is granted only for authentic, verifiable prior learning in accordance with HESF 2.4.

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

3. Maximum credit:

| Course | Credit Limit |
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| 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.

Maximum credit is awarded in alignment with the Australian Qualifications Framework Pathways Policy.

4. Individual course rules:

| Course | Maximum and Block Credit |
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| Bachelor of Human and Community Services | In line with ACWA registration guidelines: a) Maximum of 40% RPL awarded from an education provider or course which is not ACWA accredited based on study. b) Maximum of 40% credit transfer awarded from an education provider or course which is not ACWA accredited. c) Maximum of 40% RPL awarded on prior work experience. |

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| | Applicants with a Diploma of Community Services from an education provider with ACWA-accreditation for the course will receive block credit of 8 units. Applicants with a Diploma of Community Services from an education provider without ACWA-accreditation for the course will receive block credit of 4 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 unit 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. |

Credit arrangements for nested or articulated qualifications, such as embedded diplomas within bachelor degrees, are managed through block credit pathways. Where applicable, these are listed on the SCEI-HE website and course information guides, ensuring transparent articulation.

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. Prospective and current students will be provided with access to advice and support services during the credit application process to ensure informed and supported decisions in accordance with HESF 2.3.3.
- 1.2 Applications for credit transfer must be completed on the *Unit Credit Application HEFOR01*. Where applications exceed the standard processing time, students will be provided with interim updates to maintain transparent communication.
- 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 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 *All application materials and personal information are managed in accordance with data privacy and confidentiality requirements consistent with HESF 3.2.*
- 2.4 No fees apply to review academic credit applications.
- 2.5 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.
- 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*.

3.6.1 Students wishing to appeal a decision must submit a written appeal within 10 working days of receiving the outcome letter. The appeal must include grounds and supporting evidence, and will be reviewed by an Academic Appeals Panel as per 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.

4.1.1 International students granted credit must maintain full-time load unless an approved reduced study load is recorded in the Student Management System. Academic progress is monitored through semester reports and subject to intervention strategies per the Progression Policy.

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.

4.5 International students will be clearly informed about the potential impacts of credit granting on their visa conditions and course progression through tailored advice and welfare support consistent with HESF 2.3.3 and the National Code 2018.

5. Domestic Students

5.1 Domestic students may apply for credit transfer or recognition of prior learning at any time prior to the commencement of the relevant unit.

5.2 Domestic students are responsible for ensuring they meet any course progression requirements as per the relevant academic policies.

5.3 Course duration adjustments for domestic students as a result of credit granted will be managed through the Student Management System and recorded accordingly.

5.4 Domestic students will be informed about how granted credit may affect their course progression and completion timeline.

5.5 Support services, including academic advice and welfare support, are available to domestic students to assist with credit transfer and course progression matters.

RELATED DOCUMENTS

Advanced Standing RPL Credit Transfer Application Form HEFOR01
Assessment Policy and Procedure HEPP04
Academic Appeals Policy and Procedure HEPP05
Admissions Policy HEPP38

LEGISLATIVE CONTEXT

Australian Qualifications Framework
Australian Qualifications Framework Pathways Policy
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 applications for credit transfer and recognition of prior learning.



| DOCUMENT AND RECORD CONTROL | |
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