

Unit Credit and Recognition of Prior Learning Policy and Procedure HEPP67

PURPOSE	
The objective of the Unit Credit Policy is to ensure that an individual's prior learning, achieved through formal, informal, and non-formal learning, 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 a university.
eCoE	Electronic Confirmation of Enrolment
Formal learning	Any learning that occurs through a structured course of instruction and is linked to the attainment of a formal qualification or award, such as certificates, diplomas or higher education degrees.
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 learning acquired through formal, informal, and non-formal contexts that are relevant and current and can be mapped against unit or course learning outcomes.
SCEI-HE	Southern Cross Education Institute (Higher Education)
Relevant prior learning	Learning previously undertaken that is appropriate in scope and content for granting credit towards a course or unit.
AQF Leve	A descriptor from the Australian Qualifications Framework that defines the expected knowledge, skills, and application of learning for a particular level of qualification (e.g., Level 7 – Bachelor degree, Level 9 – Masters).
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.

- 1.1.1 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 prerequisites 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.
- 1.8 All credit transfer and RPL assessments must explicitly demonstrate equivalence between prior learning and the learning outcomes, volume of learning, and AQF level of the unit(s) or course of study.
2. International students may be awarded 1 unit credit per semester.
3. **Maximum credit:**
4. Credit arrangements for each course will be assessed based on the accrediting bodies' standards.

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.

5. Granting of credit towards AQF qualifications at any level is based on the comparability and equivalency of the:
 - 5.1. learning outcomes
 - 5.2. volume of learning
 - 5.3. course of study, including content and any prerequisites
 - 5.3. relevant learning and assessment approaches
6. Maximum allowable credit for students towards higher level AQF qualifications in the same or a related discipline, completed within the last 10 years, is as follows:
 - 6.1. Bachelor qualification is:
 - 50% credit for an Advanced Diploma or Associate Diploma linked to a 3-year Bachelor Degree (12 units of 24 units, with no credits in Year 3 and capstone units).
 - 37.5% credit for an Advanced Diploma or Associate Diploma linked to a 4-year Bachelor Degree (12 units of 32 units, with no credits in Years 3 and 4 and capstone units).
 - 33% credit for a Diploma linked to a 3-year Bachelor Degree (8 units of 24 units, with no credits for units in Years 2 and 3 and capstone units).
 - 25% credit for a Diploma linked to a 4-year Bachelor Degree (8 units of 32 units, with no credits for units in Years 2, 3 and 4 and capstone units).
 - 50% credit for a Bachelor or higher level linked to a 3-year Bachelor Degree (12 units of 24 units, with no credit for unit in Year 3 and capstone units).
 - 50% credit for a Bachelor or higher level linked to a 4-year Bachelor Degree (16 units of 32 unit, with no credits for units in Year 3 and 4 and capstone units).
 - 6.2. Postgraduate qualifications (Master's or Graduate Diploma) are:
 - 50% credit for a Postgraduate coursework degree.
 - Credit for informal and non-formal learning, e.g. work experience, is capped at 20%.
7. 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, or course information), of the ability to apply for course credit.
- 1.2 Applications for credit transfer must be completed on the Advanced Standing RPL Credit Transfer 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 apply prior to the unit they are seeking credit for commencing 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 to the relevant course coordinator and/or lecturer.
- 2.2 Applications for credit transfer will be assessed on the evidence provided and in accordance with the principles of assessment and rules of evidence.
- 2.3 Assessment of prior learning must include mapping of previous units, qualifications, or informal learning against the AQF level descriptors, volume of learning, and specific learning outcomes of the units in the SCEI-HE course. Evidence must demonstrate equivalence in complexity, depth, and breadth of knowledge and skills.
- 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 student's 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 will be 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.

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 ensuring 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

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