

COURSE CREDIT AND ARTICULATION POLICY AND PROCEDURE

Policy Statement	<p>This policy will ensure the awarding of course credit towards a Kent Institute Australia (Kent) course of study will maximise student progression but not impinge on the integrity of the course.</p> <p>This policy and procedure supports:</p> <ul style="list-style-type: none"> • TEQSA, Higher Education Standards Framework, (Threshold Standards) 2015, Standard 1.2 • Standards for Registered Training Organisations (RTOs) 2015, Clause 1.12 and 3.5 • Australian Qualifications Framework 2013, Qualifications Pathway Policy • National Code Practice for Registration Authorities and Provider of Education and Training to Overseas Students 2018 (National Code 2018) Standards 2.3, 2.4 and 2.5.
Responsibility for Implementation	Managing Director/CEO, Executive Dean, Associate Deans
Compliance and Monitoring	Executive Dean, Academic Board

Purpose

Kent's commitment is to provide students with clear pathway opportunities to enhance their progression into and between courses.

Scope

This policy and procedure applies to all Kent students, prospective and current, and all courses offered by Kent. The policy applies to agreements with both higher education providers or vocational education and training providers, whether in Australia or overseas.

Aim

This policy and procedure will provide clear and transparent procedures to facilitate course credit through articulation arrangements and other pathways.

Definitions

The following definitions are to assist with the understanding of this Policy and Procedure as defined in the AQF Glossary of Terminology:

Pathways

Pathways allow students to move through qualification levels with full or partial recognition for the qualifications and/or learning outcomes they already have.

Credit

Credit is the value assigned for the recognition of equivalence in content and learning outcomes between different types of learning and/or qualifications. Credit reduces the amount of learning required to achieve a qualification and may be through credit transfer, articulation, recognition of prior learning (RPL) or advanced standing.

Articulation Arrangements

Articulation arrangements enable students to progress from a completed qualification to another with admission and/or credit in a defined qualification pathway.

Credit Transfers

Credit transfer is a process that provides students with agreed and consistent credit outcomes for components of a qualification based on identified equivalence in content and learning outcomes between matched qualifications.

Recognition of Prior Learning (RPL)

Recognition of prior learning is an assessment process that involves assessment of an individual's relevant prior learning (including formal, informal and non-formal learning) to determine the credit outcomes of an individual application for credit (National Quality Council Training Packages glossary).

PROCEDURE

1.0 Articulation Agreements

Kent will enter into articulation agreements with other selected education providers which will specify the course credit granted towards a higher education award offered by Kent. The arrangement negotiated will ensure that students receive the maximum credit available to students. Credit agreements in an articulation pathway will be determined taking into account the comparability and equivalence of the learning outcomes, volume of learning and course of study, including content and learning and assessments.

Articulation agreements negotiated with other education providers for credit for students towards higher level AQF qualifications in the same or a related discipline will use the following as the basis for the agreement:

- A maximum of 50% credit for completing both a Diploma and an Advanced Diploma or Associate Degree linked to a 3 year Bachelor Degree
- A maximum of 33% credit for either a Diploma or an Advanced Diploma linked to a 3 year Bachelor Degree.

Articulation Agreements will be in-line with Kent's Strategic Plan and approved by the Academic Board. A list of Kent Articulation Agreements are available to view as detailed on the Articulation Agreements Register. ([Documents](#) > *Public Policies and Forms* > *DOC - Articulation Agreements Register.*)

2.0 Course Credit

Course Credit will reduce the amount of learning required to achieve a qualification and may be through credit transfer, articulation, and recognition of prior learning. Students may apply for course credit where they have successfully completed courses at a similar level or standard in previous studies, either at Kent or at other institutions within Australia, or overseas equivalents, and can demonstrate the receipt of a clear passing grade.

3.0 Application for Course Credit

An application for course credits should be made by completing the relevant Course Credit Application Form (HEd), Course Credit Application Form (VET Business) or the Course Credit Application Form (VET IT) at the time of application for admission to the course and lodged with Kent Student Administration within four (4) weeks of the course commencing. ([Documents](#) > *Public Policies and Forms FORM* –

Course Credit Application Form.) The application should be accompanied by sufficient documentary evidence to support the application including:

- Certified transcript(s) of past academic record(s) indicating the course(s) completed, year completed and grade obtained (including details of the grading system), and weighting of the course as a portion of the total program
- Supporting documentation must be a certified copy and translated in English, if applicable, by a licensed translation service
- A copy of the course description, including the syllabus or handbook outline and learning outcomes
- A copy of the graduate attributes for the course studied

4.0 Assessment of Course Credit

The amount of credit to be granted to a student in a particular course will be assessed by the Associate Deans (Higher Education) or the Head of Vocational Education (VET). The credit will be determined within the framework of this policy which is ratified by Academic Board. When course credit has been approved, Kent will provide a record of the course credit to the student, which must be signed or otherwise accepted by the student. The credit granted will be recorded in the student systems by the Administrator. If course credit is not given, Kent will formally notify the student including a reason for not giving the credit.

5.0 Course Credit for Formal Studies

The total course credit granted for prior learning external to Kent will not exceed 50% of the total credit points required for the award

The maximum of 50% total credit points may comprise credit from formal study and work experience.

- 5.1 Course credit granted for a specific course cannot be automatically transferred from one course to another.
- 5.2 Credit may also be granted for:
 - Non-award courses offered by registered higher education providers where appropriate
 - Study in accredited courses with vocational training providers
 - Study in courses provided by a professional association or other similar body
 - Courses delivered by accredited training organisations
- 5.3 When assessing course credit for formal studies the following will take into account the comparability and equivalence of the:
 - Learning outcomes
 - Volume of learning
 - Program of study, including content
 - Learning and assessment approaches
- 5.4 Course credit shall be granted where there is substantial overlap in content and/or learning outcomes with a Kent unit for which credit is claimed.
- 5.5 Course credit will not normally be granted for formal study completed more than ten years prior to application unless there is evidence of continued relevance of this study for the course towards which credit is sought.

5.6 Course Credit for Work Experiences

- 5.6.1 Course credit/RPL may be granted for work experience where that learning can be documented to the satisfaction of the Associate Deans (Higher Education) or the Head of Vocational Education (VET). Applications for RPL will be considered by completing the relevant Recognition of Prior Learning Application Form at the time of application for admission to the course and lodged with Kent Student Administration within four (4) weeks of the course commencing. (*Documents > Public Policies and Forms > FORM – Recognition of Prior Learning Application Form.*) The application should be accompanied by sufficient documentary evidence to support the application:
- Certified transcript(s) of past academic record(s) indicating the course(s) completed, year completed and grade obtained (including details of the grading system), and weighting of the course as a portion of the total program
 - Supporting documentation must be a certified copy and translated in English, if applicable, by a licensed translation service
 - A copy of current curriculum vitae
- 5.6.2 The onus shall be on the applicant to provide appropriate evidence or demonstrate the relevant skills, knowledge and understanding. The maximum credit that can be granted for learning from work experiences is up to 25% (HEd) or up to 50% (VET) of the total course credits required for the course toward which credit is sought.
- 5.6.3 When assessing course credit for work experience, the following will be taken into account:
- **Authenticity** - the applicant has actually demonstrated the learning outcomes that are being claimed;
 - **Currency** - the learning outcomes are still valid and performable;
 - **Quality** - the learning has reached the acceptable level;
 - **Relevance** - the learning is applicable to the unit claimed;
 - **Transferability** - the learning outcome can be applied outside the specific context in which it was learned;
 - **Comparability** - the assessment mechanisms adopted ensure that the prior learning is comparable in content and standard with the unit(s) in which credit is sought and the standards applied in assessing prior learning should not be greater than those required to pass the unit(s).
- 5.6.4 Application will be processed within ten (10) business days.

6.0 Credit Transfers

- 6.1 Credit transfer may be granted when a student has completed units whilst undertaking a course with Kent and wishes to transfer to another course.
- 6.2 Credit will be granted for those subjects already undertaken which form part of the course into which the student is transferring.
- 6.3 The maximum credit that can be granted in these circumstances is not limited.

7.0 Specified Course Credits

- 7.1 Specified course credits (for a named Kent unit) will be granted where prior learning is regarded as having reasonable correspondence to the learning outcomes of the specific Kent unit that is a compulsory or named elective unit in the applicant's Kent course.
- 7.2 Specified course credit is granted using the Kent Unit code and credit point value.

8.0 Unspecified Course Credit

- 8.1 Unspecified course credit may be granted where the prior learning is deemed broadly consistent with the outcomes of the course being undertaken without it being directly equivalent to the learning activities and outcomes of specific Kent units.
- 8.2 Unspecified course credit will be granted as a total number of units and may be designated as meeting part(s) of a course (typically elective requirements).

9.0 Block Credits

Block credit is granted towards whole stages or components of a course. Block credit does not require exact Kent unit equivalence. Rather, it will require reasonable correspondence to the learning objectives of the Kent course so that the graduate attributes of the Kent course will be achieved.

10.0 Conceded Pass Results, and Grades and Grade Point Averages

Course credit is not granted for prior learning for which the results of Conceded, Conditional, Concessional or Terminating Pass or their equivalents have been awarded.

The grades achieved in prior learning are not recorded in the granting of course credits nor is the course credit counted towards a Kent Cumulative Grade Point Average.

11.0 Course Credit for International Students

Where Kent grants an international student course credit which leads to a shortening of the student's course, Kent will:

- a) If the course credit is granted **before** the student visa grant, indicate the actual net course duration in the CoE issued for that student for that course, or
- b) If the course credit is granted **after** the student visa is granted, report changes of course duration via the Department of Home Affairs (DHA) Provider Registration and International Student Management System (PRISMS).

12.0 Appeals

Applicants for course credit who are dissatisfied with the outcome of a course credit application may request a review of the decision. Such a review request must be accompanied by a full statement concerning the basis for the review and be sent to the Campus Director/Dean, or nominee, who will review the initial decision in terms of these course credit procedures.

A student who is dissatisfied with the outcome of a review of a course credit may appeal. See Kent's Complaints & Appeals Policy & Procedures ([Documents](#) > *Student Policies and Forms* > *POLICY – Complaints & Appeals Policy & Procedures – Login Required*). A Student Complaints & Appeals Form must be lodged with the Higher Education Administrator or VET Administrator within twenty (20) working days from the notification date of Kent's decision ([Documents](#) > *Student Policies and Forms* > *FORM – Student Complaints & Appeals Form – Login Required*).

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AMENDMENTS 30/10/2017 – Update Policy Statement reference to National Code 2018 and minor word amendments to clarify maximum credit percentage in Clause 1.0. 16/11/2017 – addition of Recognition of Prior Learning Application Form details 20/02/2018 – update reference to Department of Home Affairs (DHA)	