COURSE CREDIT AND ARTICULATION POLICY AND PROCEDURES

Policy Statement	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. This policy and procedure supports: • TEQSA, Higher Education Standards Framework, (Threshold Standards) 2021, Domain 1 Section 1.2 • Standards for Registered Training Organisations (RTOs) 2015, Clause 1.12 and 3.5 • Australian Qualifications Framework, Qualifications Pathway Policy • National Code Practice for Registration Authorities and Provider of Education and Training to Overseas Students (National Code 2018) Standards 2.3, 2.4 and 2.5.
Responsibility for Implementation	Chief Executive Officer (CEO), Executive Dean (Teaching and Learning), Associate Deans
Compliance and Monitoring	Executive Dean (Teaching and Learning), 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:

Advanced Standing
Advanced Standing is a form of credit for any previous learning, including via articulation arrangements, credit transfer, recognition of prior learning.

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

Block Credit

Block credit is credit granted towards whole stages or components of a program of learning leading to a qualification.

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.

Credit Arrangements

Credit arrangements are formal negotiated arrangements within and between issuing organisations or accrediting authorities and are about student entitlement to credit. They may also be formal arrangements made between issuing organisations and students.

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.

Formal Learning
Formal learning is the learning that takes place through a structured program of learning that leads to the full or partial achievement of an officially accredited qualification.

Informal Learning
Informal learning is learning gained through work, social, family, hobby or leisure activities and experiences. Unlike formal or non-formal learning, informal learning is not organised or externally structured in terms of objectives, time or learning support.

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

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).RPL is founded on evidence-based academic judgement about equivalence of learning.

Unspecified Credit
Unspecified credit is credit granted towards elective components of a qualification or program of learning

Volume of Learning
The volume of learning is a dimension of the complexity of a qualification. It is used with the level criteria and qualification type descriptor to determine the depth and breadth of the learning outcomes of a qualification. The volume of learning identifies the notional duration of all activities required for the achievement of the learning outcomes specified for a particular AQF qualification type. It is expressed in equivalent full-time years

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. *(Kent Website MyKent Public Link> DOC - Articulation Agreements Register> Public Login 'public@kent.edu.au' and enter Password 'AccessKent!').*

All Kent course credit arrangements will be recorded on a *Course Credit Database* for reference by all Kent stakeholders that will be required to access the Database for information and/or assessment of course credit application purposes. The Associate Dean (Sydney) is the designated Administrator with the responsibility for maintaining currency and accuracy of the Database and should be provided with all update data.

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* for either Higher Education or VET courses at the time of application for admission to the course and lodged with Kent Student Administration within four (4) weeks of the course commencing. *(Kent Website MyKent Public Link>FORM – Course Credit Application Form> Public Login 'public@kent.edu.au' and enter Password 'AccessKent!')* 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 course
- 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 following the below procedures:

Course Credit and Articulation Policy and Procedures
Version 7: 10 February 2023   Page **3** of 9

Kent Institute Australia Pty. Ltd.
ABN 49 003 577 302 CRICOS Code: 00161E   RTO Code: 90458
TEQSA Provider Number: PRV12051

4.1 Higher Education

A student's application form, together with certified copies of the completed qualifications and supporting transcripts must be provided to the Course Co-ordinator specifying the degree program applicant is applying for and intended campus of study.

The student's prior learning qualifications are taken into consideration when determining eligibility for credit. Credit may be given for a core and elective units.

Based on the input from the Course Co-ordinator, the Associate Dean finalises the course credit mappings and provides final approval in all cases.

For any core (specified) unit or specified elective, the credit mapping process includes following steps:

i. The relevant Course Co-ordinator reviews student's transcripts, volume of learning completed, AQF Level equivalency, and Trimester/Semester study schedule to identify potential units that can be credited.

ii. If a student has multiple qualifications to his/her credit, preference will be given to qualification at AQF level 7 courses.

iii. If the documents provided includes unit outlines and a detailed description of the unit, the learning outcomes of the potential unit are checked against the learning outcomes of the unit offered at KENT.

    a. If learning outcomes match, assessment tasks from the prior study are reviewed. If there is sufficient evidence for the compatibility of assessments, other factors to ensure that students will not be disadvantaged in his learning at KENT are determined. This, for instance, may include any additional software/tools required for the overall learning of the unit.

    b. Once compatibility between a unit taken at a prior study and a unit offered at KENT is established, the unit is credited towards student's choice of course at KENT as stated in their initial application.

    c. Multiple units from prior learning can be collectively credited towards one unit at Kent for mapping purposes.

iv. If detailed descriptions of the unit and unit outlines are not provided with the application, the Course Co-ordinator will access education provider's website to seek publicly available information to establish alignment with KENT's unit learning outcomes, if any.

v. If the website of the provider does not provide sufficient information on course/unit, the relevant Course Co-ordinator will contact the provider to get the required information directly.

vi. The unit is added to KENT'S course mapping database with the record of provider's name.

vii. The database is periodically revised to record any changes made to the unit by external providers or KENT.

4.1.1 Additional Course Specific Credit Assessment Considerations

4.1.1.1 Bachelor of Accounting (BACCT)

In BACCT course, the total course credits granted for prior learning external to KENT will not exceed 50% of the total credit points required for the award. A maximum of 50% of total credit points may be offered comprising credits from previous formal study and work experience. Applicant's previous formal study can be from any course i.e., accounting or non-accounting course and can be of varying AQF levels.

If the applicant's prior learning is in accounting (AQF level 7) and the previous education provider is CPA/CAANZ accredited, the Course Coordinator will visit CPA's website www.cpaaustralia.com.au to determine equivalent unit/s. A formal assessment of accounting units from CPA/CAANZ accredited providers is available at CPA/CAANZ

Course Credit and Articulation Policy and Procedures
Version 7: 10 February 2023   Page **4** of 9

Kent Institute Australia Pty. Ltd.
ABN 49 003 577 302 CRICOS Code: 00161E   RTO Code: 90458
TEQSA Provider Number: PRV12051

website. In the event the previous provider is not CPA/CAANZ accredited, Course Coordinator will undertake a mapping of learning outcomes of the various units completed in prior learning and completed qualification/s against the learning outcomes of units in BACCT course offered at KENT Institute Australia.

Applicants from non-Accounting background in their prior learning, Course Coordinator will access the unit outlines from the previous education provider's website and will undertake a comprehensive mapping of learning outcomes of units from the previous study against the learning outcomes of units in BACCT program at KENT. In case of non-availability of the unit outlines, course coordinator may request the applicant to provide copies.

In case the previously completed formal study is from VET sector (AQF level 5 and 6), Course Coordinator will visit www.training.gov.au website to determine learning outcomes and performance criteria and map them against the learning outcomes of BACCT units. Multiple units from the different VET qualifications can be collectively credited towards one unit at KENT's accounting course for mapping purposes.

In case no equivalent unit is found student may still be granted 7 unspecified electives on a case-by-case basis.

4.1.1.2 Bachelor of Business (BBUS)
Students applying to study BBUS can receive a maximum of 12 units as credit, maximum of 50% of course towards their program offered at KENT. A maximum of 50% of total credit points may be offered comprising credits from previous formal study and work experience. Applicant's previous formal study can be from any course i.e., business or non-business course and can be of varying AQF levels. Course Co-ordinator will undertake a mapping of learning outcomes of the various units completed in prior learning and completed qualification/s against the learning outcomes of units in BBUS course offered at KENT Institute Australia.

In the event of detailed description of the units and unit outlines are not provided with the application, Course Coordinator will access education provider's website and will undertake a comprehensive mapping of learning outcomes of units from the previous study against the learning outcomes of units in BBUS program at KENT. In the case of non-availability of the unit outlines, Course Coordinator may request the applicant to provide copies.

In cases where the previously completed formal study is from VET sector (AQF level 5 and 6), Course Coordinator will visit www.training.gov.au website to determine learning outcomes and performance criteria and map them against the learning outcomes of BBUS units. Multiple units from the different VET qualifications can be collectively credited towards one unit at KENT's Business Course for mapping purposes. In the case of a non-equivalent units, a student may still be granted 4 unspecified electives on a case-by-case basis.

4.1.1.3 Bachelor of Information Technology (BIT)
For every unit to be credited, the pre-requisite requirements for the unit at KENT is identified. If a student has completed pre-requisite units or if there are no pre-requisite conditions for the potential unit, the mapping process continues as specified earlier.
If a student is applying for BIT/BIT with a Specialisation in Cyber Security, student can get maximum of 12 Units credits (i.e. 78 Credit Points or 50% of the award course) towards BIT/ BIT with Cyber Security course at KENT Institute Australia.

In cases where the previously completed formal study is from VET sector (AQF level 5 and 6), Course Coordinator will visit www.training.gov.au website to determine learning outcomes and performance criteria and map them against the learning outcomes of BIT units. Multiple units from the different VET qualifications can be collectively credited towards one unit at KENT's Bachelor of Information Technology Course for mapping purposes.

In case of no equivalent unit is found student may still be granted up to 6 unspecified electives on a case-by-case basis for BIT course without specialisation in Cyber Security.

4.1   Vocational Education

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 to the Kent student will be recorded in the Kent Student Information System accordingly. If course credit is not approved, 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.

Notwithstanding the preceding paragraph, for students who have graduated or are due to graduate an HEd Course from <u>Kent</u> and wish to enrol in a different Course or the same Course with a different specialisation or different specialisations so that the completion of that Course will lead to the Conferral of an additional Qualification, the total course credit granted for prior learning at Kent will not exceed 66% of the total credit points required for the new Course.

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
- Course 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 be granted for formal study completed more than ten (10) 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

Course Credit and Articulation Policy and Procedures
Version 7: 10 February 2023   Page **6** of **9**

Kent Institute Australia Pty. Ltd.
ABN 49 003 577 302 CRICOS Code: 00161E   RTO Code: 90458
TEQSA Provider Number: PRV12051

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. *((*Kent Website *MyKent Public Link> FORM – Recognition of Prior Learning Application Form> Public Login 'public@kent.edu.au' and enter Password 'AccessKent!').* 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 course
- 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

The following clauses in this specific Section are **not applicable** to students who are eligible to graduate (unless the student is prepared to forgo the award they are eligible to receive) or have graduated from Kent:

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 Units 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 dis-satisfied with the outcome of a course credit application may register a complaint and request a review of the decision. Such a review request should be completed on the *Student Complaints & Appeals Form* and must be accompanied by a full statement concerning the basis for the review of the initial decision in terms of this *Course Credit and Articulation Policy and Procedures*.

A student who is dis-satisfied with the outcome of a review of a course credit may appeal. See Kent's *Complaints & Appeals Policy & Procedures (*Kent Website *MyKent Public Link> POLICY – Complaints & Appeals Policy & Procedures> Public Login 'public@kent.edu.au' and enter Password 'AccessKent!'). 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 *(*Kent Website *MyKent Public Link> FORM – Student Complaints & Appeals Form>Public Login 'public@kent.edu.au' and enter Password 'AccessKent!').*

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Date Updated: 10th September, 2014	Reviewed By: **V4** CEO Academic Board

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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) for name change – no approval required.
22/10/2018 – 12 month review and clarification regarding eligibility limit for credit purposes for graduating students. Addition of the Course Credit Database as a reference for information and assessment purposes.
28/10/2019 – 12 month review with minor amendments to Business Management System\Sharepoint Hyperlinks.
10/02/2023 – Review to add procedures associated with the assessment of course credit in establishing equivalencies and thereby address External Review Feedback from TEQSA Reviewer Associate Professor Michael Cowling.

Course Credit and Articulation Policy and Procedures
Version 7: 10 February 2023   Page **9** of 9

Kent Institute Australia Pty. Ltd.
ABN 49 003 577 302   CRICOS Code: 00161E   RTO Code: 90458
TEQSA Provider Number: PRV12051