

Credit (HE) Policy

1. Purpose

The main purpose of this Credit (HE) Policy is to outline the principles and requirements for granting credit towards Melbourne Polytechnic awards.

2. Principles

This policy will be guided by the following principles in determining credit:

- Maintain the integrity of the award
- Recognise different types of learning (formal, informal, non-formal)
- Enable flexible qualification pathways
- Make evidence based decisions that are applied consistently, fairly and in a timely manner
- Ensure any credit granted for prior learning does not disadvantage the student concerned or compromise the integrity of the course of study
- Eliminate unfair or unnecessary barriers to access qualifications
- Ensure that any credit granted is consistent with the requirements of professional accreditation or registration bodies (where applicable)

3. Scope

This policy applies to

- all current and prospective students of Melbourne Polytechnic higher education courses
- staff involved in the granting of credit and/or recognition of prior learning in Melbourne Polytechnic higher education courses

4. Granting Credit

- 4.1 Students may be granted credit based on previous studies in the form of block, specified or unspecified credit. Credit may be granted as a block of credit for whole sections of a course. Specified credit may be granted where the completed subject is assessed against the learning outcomes of the individual subject and deemed equivalent or unspecified credit may be granted for elective subjects.
- 4.2 Granting partial credit for a subject is not permitted.
- 4.3 Formal qualifications must be within a timeframe of currency, normally ten years.
- 4.4 Formal qualifications awarded more than ten years prior to the year of application may be considered, where the qualification is recognised by external registration bodies.
- 4.5 Informal or non-formal studies may be granted under recognition of prior learning.
- 4.6 Eligibility for credit does not guarantee admission to that course.
- 4.7 Credit may be granted for subjects undertaken on a non-award basis.
- 4.8 Credit may be granted for approved cross-institutional studies undertaken with another provider.
- 4.9 Credit may be granted for studies undertaken as part of an approved exchange program.
- 4.10 Credit will normally be granted once per program of study. Credit applications will be submitted prior to enrolment and assessed no later than the end of the second week of semester.

Credit (HE) Policy

- 4.11 Where credit is sought based on completed equivalent subjects studied at an Associate, Bachelor or Higher Degree level, credit may be granted on a subject per subject basis, up to the maximum credit threshold for that Melbourne Polytechnic award.
- 4.12 For *undergraduate courses*, credit can be granted for subjects at any year level, but is restricted in the final year of the award to a maximum of 24 credit points.
- 4.13 For *postgraduate courses*, students enrolled in a nested (that is articulating) course (Graduate Certificate/Graduate Diploma) will be granted full credit regardless of whether the previous award is conferred.
- 4.14 Students who do not take the previous award as an exit point and sequentially articulate into a higher-level course, on completion of the course will be conferred in the higher-level award and not the lower level award.

5. Credit Limits

There are limits to the amount formal credit that will be granted for a course. Maximum credit limits are detailed below. These agreements do not preclude any further institutional or individual student negotiations for additional credit. Study completed as part of a Melbourne Polytechnic nested course will be granted full credit.

Qualification	Maximum credit available (%)	Credit points
Level 9 qualification (18 month Coursework Masters)	50%	72
Level 9 qualification (2 year Coursework Masters)	50%	96
Level 8 qualification (6 months Graduate Certificate)	50%	24
Level 8 qualification (1 year Graduate Diploma)	50%	48
Level 7 qualification (3 year Bachelor Degree)	50%	144
Level 7 qualification (4 year Bachelor Degree)	50%	192
Level 6 qualification (Associate Degree or Advanced Diploma linked to a 3 year Bachelor degree)	50%	144
Level 6 qualification (Associate Degree or Advanced Diploma linked to a 4 year Bachelor degree)	37.5%	144
Level 5 qualification (Diploma linked to a 3 year Bachelor degree)	33%	96
Level 5 qualification (Diploma linked to a 4 year Bachelor degree)	25%	96

A Melbourne Polytechnic Higher Education course comprises 96 credit points per year.

Credit (HE) Policy

6. Granting Recognition of Prior Learning (RPL)

Recognition of prior learning may be granted based on relevant work experience non-formal and/or informal learning. Where credit is sought on the basis of RPL, it is the responsibility of the applicant to submit relevant documentation that illustrates their capabilities against the learning outcomes of the Melbourne Polytechnic subject(s) for which credit is sought.

Credit may be granted up to the value of 24 credit points for 1-4 years full time equivalent work experience, or up to 48 credit points for work experience of 5 years or more. This will be at the discretion of the assessor and approved by the Head of School.

7. Granting a combination of Credit Transfer (CRT) and Recognition of Prior Learning (RPL)

Credit may be awarded based on a combination of Credit Transfer and Recognition of Prior Learning within the following maximum thresholds.

For undergraduate courses, combined credit may be granted for up to 67% of a Melbourne Polytechnic higher education undergraduate award and may include RPL, specifically:

- A maximum of 192 credit points towards a 3-year Bachelor's qualification;
- A maximum of 128 credit points towards a 2-year Associate Degree qualification; or
- A maximum of 64 credit points towards a 1-year Diploma.

For postgraduate courses, combined credit may be granted for up to 50% of a Melbourne Polytechnic higher education postgraduate coursework award and may include RPL, specifically:

- A maximum of 96 credit points towards a 2-year coursework Masters qualification;
- A maximum of 72 credit points towards an 18-month coursework Masters qualification;
- A maximum of 48 credit points towards a Graduate Diploma; or
- A maximum of 24 credit points towards a Graduate Certificate.

8. Articulation arrangements

Where specific articulation agreements for Melbourne Polytechnic courses are in place, credit granted should reflect up to the maximum amount stated within the accredited curriculum documentation. Credit awarded will be in accordance with current articulation agreements. Refer to the Articulation into Higher Education Policy and procedure and articulation register.

9. Application for credit or RPL

Students may apply for credit or RPL prior to submitting a course application, after receiving an offer or at enrolment using the Higher Education Academic Credit Application Form. The application is assessed by the Head of Program to determine the amount of credit to be granted.

10. Notification of Outcome

Students will be notified in writing of the outcome of their application for credit no later than the end of the third week of semester. Students will be made aware that the granting of credit could affect study load and therefore eligibility for certain payments (e.g. Centrelink).

A successful application for credit or RPL may result in a changed course completion time, which will have implications for the visa status of international students. Any award of academic credit to international students must be reported to the International Office for further action.

Once credit or RPL has been granted, the decision can only be amended or reversed at the discretion of the Head of School.

Credit (HE) Policy

11. Right of Appeal

Where a student is dissatisfied with the decision on their application, they should discuss their concerns with the relevant academic in the first instance.

If the issue remains unresolved, the student can then lodge an appeal in accordance with the *Student Complaints and Appeals Policy*.

12. Definitions

For the purpose of this policy, the following definitions apply:

Block Credit: Block credit is granted towards whole stages or components of a course leading to a qualification (AQF) in the form of a year or credit point equivalent. Credit may be granted horizontally across qualifications at the same level as well as vertically between qualifications at different levels.

Credit Transfer (CRT): 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 (AQF). It relates to previous successful study at Melbourne Polytechnic or previous successful study at another higher education, tertiary or TAFE institution are considered.

Formal learning: Learning that takes place through a structured program of learning and assessment that leads to the full or partial attainment of a recognized AQF qualification or other formally recognized qualification (AQF).

Informal learning: Learning gained through work-related, professional, industry, social, family, hobby or leisure activities and experiences. Unlike formal and non-formal learning, informal learning is not organized or externally structured in terms of objectives, time or learning support (AQF).

Nested program: On successful completion of a lower level course, the student may be eligible for credit towards the higher-level course.

Non-formal learning: Learning that takes place through a structured program of learning but does not lead to an officially accredited qualification (AQF).

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

Specified Credit: Specified credit is credit granted towards specific components of a qualification such as a subject deemed to be equivalent to that for which credit is sought.

Unspecified Credit: Unspecified credit is granted towards elective components of a qualification in the form of credit points

Credit (HE) Policy

13. Responsibility and Accountability

Task	Responsibility	Notes
Publish information on credit transfer and recognition of prior learning policy/procedures and qualification pathways	Head of School	
Provide current, relevant, valid, verifiable information to support an application for credit transfer or recognition of prior learning	Student	
Assess applications against learning outcomes of Melbourne Polytechnic subjects for which credit and/or RPL is sought	Senior lecturer/Head of Program	
Seek verification of authenticity of qualifications from Academic Registry and/or International Office	Senior lecturer/Head of Program	
Document credit and RPL decision	Senior lecturer/Head of Program	
Approve credit and RPL decision	Head of School	
Notify student of the outcome by the end of third week of semester	Course Administrator	
Prepare a report annually on the amount of credit granted to ascertain consistency in application of credit and/or RPL	School Higher Education Committee	
Submit report to College Board of Studies and Academic Board	School Higher Education Committee	

14. Supporting Documents and Templates

[Credit \(HE\) Procedure](#)

[Credit \(HE\) Form](#)

[Articulation \(HE\) Policy](#)

[Articulation \(HE\) Procedure](#)

[Internal Articulation \(HE\) Form](#)

[Student Exchange and Study Abroad Policy](#)

[Student Exchange and Study Abroad Procedure](#)

[Student Complaints and Appeals Policy](#)

[Student Complaints and Appeal Procedure](#)

[Articulation Register](#)

Credit (HE) Policy

15. Policy Control

Approving authority	<i>Academic Board</i>
Date approved	<i>2 May 2019</i>
Date effective	<i>1 June 2019</i>
Policy category	<i>Learning and Teaching</i>
Edition	<i>10</i>
Review date	<i>September 2020</i>