



ADVANCED STANDING AND CREDIT TRANSFER POLICY AND PROCEDURE

Policy

Study Group Australia Pty Ltd (SGA) is committed to develop open and accessible guidelines for the granting of credit with respect to specific units that constitute a course of study on the basis of prior learning, whether from formal studies or professional work or life experience.

SGA's policy on the granting of credit is based on the following broad principles:

- granting maximum credit for prior learning consistent with a student's chance of success in a course;
- furthering articulation with other higher education and vocational training providers;
- the facilitation of transfer between courses at SGA;
- a consistent approach to the granting of credit.

Determining the amount of credit that may be granted involves assessment of a range of prior learning from:

- recognised higher education institutions;
- accredited vocational education providers;
- a professional association or other similar body;
- work experience or other forms of practical experience, including voluntary work;
- life experience.

Students may be permitted to transfer between courses within SGA after they are admitted and before they complete their course and are granted credit transfer for this purpose. Such transfers will require the prior approval of the relevant Academic Directors.

Definitions

Accreditation – The process of giving official recognition or approval to a course or a provider of courses.

Advanced Standing - Recognition of individuals' knowledge and skills whether from formal studies, professional, work or life experience.

Articulation Agreement – An agreement between the Institution and another education provider in which the credit that will be granted to a graduate of a specific course has been specified.

Credit - Recognition granted towards meeting the requirements of a course, either on the basis of prior study or of prior experience. Credit is granted for specific units that constitute a course of study for which recognition is being sought.

Credit Assessment – An academic assessment of prior learning where there is no articulation agreement.

Credit Transfer - The granting of credit for identical units completed successfully in another course at the Institution where the final qualification has not been awarded.

Rules

General

1. Entry to SGA courses is based on specific published entry criteria and decisions regarding student selection will be in accordance with Institution policy.
2. An offer of credit does not guarantee admission into a specific course.
3. The assessment of the amount of credit to be granted in particular courses shall be determined by the State Course Coordinator, working with the National Course Coordinator to ensure consistency across campuses, and in accordance with this policy.
4. Regardless of the credit granted, the requirements of each course must be fulfilled.
5. Where credit is granted in a course of study it may be specified or unspecified. Specified credit may be granted where the learning outcomes of a unit of study offered by the Institution are met. Unspecified credit may be granted for electives where the body of knowledge demonstrated is of an appropriate level but does not match the learning outcomes of a unit of study offered by the Institution.
6. Candidates for an award from SGA are required to complete a minimum amount of the course through the Institution. Other than where specific articulation arrangements have been approved by the Academic Board, the total credit granted for prior learning external to the Institution shall not exceed 50% of the total credit points required for the award toward which credit is sought. The 50% may comprise a mixture of credit for formal study and credit for work and life experiences.
7. Credit granted for a specific course cannot automatically be transferred from one course to another.

Credit for formal studies

8. 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.
9. Units of study which are part of accredited courses provided by recognised higher education institutions may be recognised for credit towards appropriate courses of the Institution.
10. Credit may also be granted for non-award courses offered by recognised higher education institutions where appropriate.
11. Credit may be granted for study in accredited courses with vocational training providers.
12. Credit may be granted for study in courses provided by a professional association or other similar body.
13. Credit may be granted for training delivered by employers or other similar training.
14. Credit shall be granted for a unit of study where there is substantial overlap with content and/or learning outcomes of the Institution course for which credit is claimed.
15. When assessing credit for formal studies the following will be taken into account:
 - the general educational practices and standards of the provider(s) or any accreditation obtained by such provider that may be relevant to the course under consideration;
 - the objectives of the particular course and the methods adopted to achieve those objectives;
 - admission requirements to the course;
 - the duration of the course, having regard to entry requirements and course objectives;
 - the breadth, depth and balance in the course material involved and the intellectual effort required;
 - the methods of assessment of student progress;
 - the relative emphasis on the teaching of skills in relation to the study of the discipline;
 - any arrangements for practical training and experience as part of the course.

Credit for learning from work or life experiences

16. Credit may be granted for work or life experience where that learning can be documented to the satisfaction of the assessor. The onus shall be on the applicant to provide appropriate evidence or demonstrate the relevant skills, knowledge and understanding.
17. The maximum credit that can be granted for learning from work or life experiences is 25% of the total credit points required for the course toward which credit is sought.
18. When assessing credit for work or life 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).

Credit transfer

19. Credit transfer may be granted when a student has completed units whilst undertaking a course with SGA and wishes to transfer to another course before completing the prior course.
20. Credit will be granted for those units already undertaken which form part of the course into which the student is transferring.
21. The grade awarded for the unit completed in the previous course will transfer to the new course.
22. The maximum credit that can be granted in these circumstances is not limited.

Applications

An application for advanced standing must be made on the appropriate form and should be lodged at the time of application for admission to an Admissions Centre. An application for credit transfer must be made on the appropriate form and should be lodged with the relevant State Course Coordinator. The application should be accompanied by sufficient documentary evidence to support the application.

Credit assessment will be undertaken by the State Course Coordinator who will advise the applicant in writing of the result of their application and ensure that the decision is recorded in the student's file.

It is the intention of this policy that students should be advised of the credit that is offered at the time they accept a place in the course.

International Students

If the applicant is an international student the following applies:

- Where credit is granted before the issue of a visa, if this varies the actual course duration, the eCoE issued to the student will show the reduced course duration.
- Where credit is granted after the issue of a visa, if this varies the actual course duration, SGA will report the change of course duration to DIISRTE/DIAC through PRISMS.

A record of the credit granted will be signed by the assessor and the student and placed on the international student's file.

Appeals

A student may appeal against a decision made under this policy. Appeals must be made as prescribed in the appeals process outlined in the *Student Complaints and Appeals Policy and Procedure*.

Version Control

Document: Advanced Standing and Credit Transfer Policy & Procedure		
Approved by: Academic Board (East)		Date: approval 18 Sept 2014
Version #:3	Replaces version dated: 24 Aug 2012	Next review date: Sept 2019