



## CREDIT TRANSFER POLICY

### **Purpose:**

This policy outlines the principles for awarding credit towards an Australian Institute of Business (AIB) qualification based on formal learning successfully undertaken at another recognised accredited higher educational institution. The awarding of credit for non-formal and informal learning is covered in the Recognition of Prior Learning Policy. The Credit Transfer Policy is based on the principles determined by the Australian Qualifications Framework (AQF) Council.

### **Scope:**

This policy applies to all enrolled and prospective students in AIB undergraduate and postgraduate courses.

### **Definitions:**

The following relevant definitions are provided by the AQF:

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

**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 or advanced standing.

**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 outcomes** are the results of a process of determining a student's application for credit or credit transfer.

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

**Non-formal learning** refers to learning that takes place through a structured program of learning but does not lead to an officially accredited qualification.

**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.

**Specified credit** is credit granted towards particular or specific components of a qualification or program of learning.

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

## **A. Credit Transfer**

Credit transfer is one form of Recognition of Prior Learning (RPL) that is designed to facilitate portability of qualifications and enable students to progress towards achievement of an AQF qualification.

Credit transfer applies to granting credit towards an AQF qualification on the grounds of completed parts of another AQF qualification or other verifiable, formal learning at an educational institution.

Credit can be granted to allow a student to enter a qualification and/or to gain an offset (credit) against components of a qualification. The latter option will result in reduced time (volume of learning) required for a student to complete the qualification.

## **B. Credit Outcomes**

The outcome of granting credit can take the form of any one of the following or a number in combination:

1. Specified credit
2. Unspecified credit
3. Block credit

Specified credit involves granting credit for identified subjects within the AIB qualification being pursued, either core or elective subjects.

Unspecified credit relates to granting credit against one or more electives where there is no direct match between existing qualifications and subjects in the AIB qualification. There has to be a match, however, in terms of content and level appropriate to the AIB course overall.

Block credit will be reflected in internal qualification pathways as expressed in the Qualification Pathways Register. It can also be granted as a result of credit transfer arrangements with other education providers.

### C. Determining Credit to Be Granted

Credit is granted on the basis of equivalence which is determined by evaluating the extent to which there is equivalence between the completed components of a qualification and the AIB qualification applied for in terms of:

1. Learning outcomes
2. Content
3. Learning and assessment processes
4. Volume of learning
5. Level of the qualification.

The determination of credit to be granted to the student requires academic judgement and the person assessing the level of credit should determine that there is at least 80% equivalence where credit is to be granted.

Throughout the credit transfer process, AIB will ensure that there is consistency, fairness and transparency in the decision making process. To this end, individual credit transfer decisions will be made by a senior academic in consultation with the relevant Subject Coordinator(s). A guiding principle in credit transfer decisions is ensuring that the integrity of the qualification is maintained.

### D. The Maximum Amount of Credit

The maximum amount of credit that will be granted towards an AIB qualification will be two thirds of the total credit points of a course. Maximum credit limits for specific qualifications are as follows:

- Diploma (AQF Level 5) – 50%
- Associate Degree (AQF Level 6) – 50%
- Bachelor Degree (AQF level 7) – two thirds
- Graduate Certificate (AQF Level 8) – 50%
- Graduate Diploma (AQF Level 8) – 50%
- Masters Coursework Degree (AQF Level 9) – two thirds
- Masters Research Degree (AQF Level 9) – two thirds.

Credit will not be granted towards the Project subject(s) in an AIB qualification.

<b>Course</b>	<b>Total credit points</b>	<b>Maximum credit available (CP)</b>	<b>Minimum AIB component (CP)</b>
Bachelor (AQF Level 7)	240 CP	160 CP	80 CP (which will include the 40CP of business project subjects).
Masters by coursework or partially coursework (AQF Level 9)	120 CP	80CP	40CP (including the Project subject of 10CP)

## **E. Credit Transfer Arrangements**

The AQF encourages agreements with one or multiple education institutions on a local, national and international basis. In line with AQF requirements, AIB will maximise the opportunity for students to gain credit for prior, verifiable formal learning.

The following **minimum** credit amounts determined by AQF will be taken into account when negotiating credit arrangements with other educational institutions:

- 50% credit for an Advanced Diploma or Associate degree linked to a 3 year Bachelor Degree
- 37.5% credit for an Advanced Diploma or Associate Degree linked to a 4 year Bachelor Degree
- 33% credit for a Diploma linked to a 3 year Bachelor Degree
- 25% credit for a Diploma linked to a 4 year Bachelor Degree.

All students will receive the same credit where a credit transfer agreement exists and they can verify that they have met the qualification requirements specified in the agreement. This does not preclude individual students from applying for additional credit based on additional formal learning.

Credit transfer arrangements with other educational institutions will be negotiated by a person appointed by the Registrar and will be approved by the Committee.

In all cases where credit transfer arrangements are negotiated with other education providers, the agreements will be recorded in the Credit Transfer Register and be publicly accessible on the AIB website either in document form or in a searchable data base.

## **F. Application Process and Time Limits**

1. Credit will not normally be granted for subjects completed more than eight years before application for credit is made.
2. An application for credit must normally be submitted prior to commencement of the course. Late applications will be considered in exceptional circumstances, in which case an additional fee will be charged.
3. It is the responsibility of students applying for credit to obtain and submit:
  - a Credit Transfer Application Form
  - a verified transcript of their past academic records indicating the course/subject(s) completed, year completed and grade obtained (including details of the grading system), and weighting of the course/subject as a portion of the total program
  - a copy of the course/subject description, including the syllabus or Handbook outline and the specified course/subject learning objectives

- Any other information required by AIB and any other information considered relevant by the student.

## **G. Appeals**

Appeals against credit assessments and admission decisions may be made in accordance with the Academic and Non-Academic Grievance Handling Policy and Procedure.

### **Related Forms/Registers:**

Credit Transfer Application Form

Credit Transfer Register

Qualifications Pathway Register

### **Responsibility:**

Academic Director

### **Related Policies:**

Recognition of Prior Learning Policy

Admissions Policy

Academic and Non-Academic Grievance Handling Policy and Procedure

### **Current Status:**

**Version 4**

### **Approved By:**

Academic Board

### **Date of Approval:**

9 September 2016

### **Previous Version:**

27 January 2016

2 September 2014 (Credit Transfer and Recognition of Prior Learning Policy)