



WENTWORTH INSTITUTE OF HIGHER EDUCATION

Document: Advanced Standing and Credit Transfer Policy and Procedure

Approved by:

**Wentworth Institute of Higher Education Pty Ltd
Academic Board**

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1. Overview

Wentworth Institute of Higher Education Pty Ltd (“WIN Higher Education”) acknowledges the need for clear and effective credit arrangements to increase opportunities for students to access education, improve student mobility between sectors and institutions, and increase the pathways into and between qualifications through recognition of prior learning.

Granting advanced standing for prior learning ensures that students commence study at a level that appropriately recognises their prior learning experiences, and are not required to repeat equivalent learning successfully undertaken in another context. Credit for previous studies or skills (including articulation, recognition of prior learning and credit arrangements) must be consistent with the Qualification Standards and must preserve the integrity of the higher education award to which it applies.

WIN Higher Education is committed to develop open and accessible guidelines to grant advanced standing (credit) for learning that is relevant, current and equivalent to the learning required for WIN Higher Education’s academic programs and courses, whether that learning be from formal studies or professional work experience.

WIN Higher Education’s policy on the granting of credit is based on the following broad principles:

- WIN Higher Education will recognise prior learning, and grant credit for that learning, provided it is relevant, current and equivalent to the learning required for WIN Higher Education’s academic programs and courses, and in accordance with this policy.
- Determining equivalence requires academic judgement based on appropriate evidence provided by the student of the prior learning.
- Giving credit should not compromise the integrity of qualification outcomes and discipline requirements.
- This policy and any related procedures will be consistent with the Australian Qualifications Framework (AQF).

Definitions

1. *Advanced standing* - credit, expressed in the form of a specified number of credit points, towards an award course, granted on the basis of previous, successfully completed studies or prior learning.

2. *Credentialed learning* - relevant programs or courses undertaken within the workplace, professional organisations or other training contexts, where appropriate certification is available.
3. *Equivalent subject* - subjects that are considered substantially the same in content and learning outcomes between programs of the Institute.
4. *Exemption* - a student can be granted permission to substitute a compulsory or core subject in a course for another approved subject, as they have already completed the requirements for the exempted subject elsewhere. Exemptions are usually given when a student has already received the maximum allowable advanced standing for their course.
5. *Formal learning* - completed studies at a recognised University, higher education institution, TAFE or registered training organisation in Australia and recognised international institutions.
6. *Informal learning* - demonstrable skills and learning gained from work or life experience.
7. *Nested course sequence* - an articulated sequence of courses such as Graduate Certificate, Graduate Diploma and Masters program.
8. *Non-award subjects* - subjects of study offered by the Institute that students enrol in independently of one of the Institute's award courses.
9. *Specified Advanced Standing* - advanced standing given in the form of individual named subjects against a student's record. The Institute may give specified advanced standing where prior learning satisfies the learning outcomes of a particular subject taught in the Institute.
10. *Unspecified Advanced Standing* - advanced standing given in the form of credit points only, not relating to individual subjects. The Institute may give unspecified advanced standing where the relevant previous learning is broadly consistent with the expected outcomes of the Institute's course the student intends to take, but where they may not be directly equivalent to the learning outcomes of any specific subject in the program.
11. *Academic credit* – all subjects at WIN Higher Education comprise 10 credit points.

2. Granting of credit

2.1 General

- Entry to WIN Higher Education's courses is based on specific published entry criteria and decisions regarding student selection will be in accordance with *Student Selection and Admissions Policy and Procedure*.
- An offer of credit does not guarantee admission into a specific course.
- The assessment of the amount of credit to be granted to individual students in particular courses shall be determined by the Course Director within the framework of this policy and the awarding of credit to individual students must be reviewed by the Assessment Committee.
- Regardless of the credit granted, the requirements of each course must be fulfilled.
- Credit will be granted for specified subjects in a course of study as long as the integrity of the higher education award is preserved.
- Candidates for an award from WIN Higher Education are required to complete a minimum amount of the course through WIN Higher Education. The total credit granted for prior learning external to WIN Higher Education shall not exceed 67% of the total credit points required for the award toward which credit is sought. The 67% may comprise a mixture of credit for formal study and credit for work experience, however

no more than 25% credit will be granted for learning from relevant and documented work experience.

- Credit granted for a specific course cannot automatically be transferred from one course to another.

2.2 Credit for formal studies

- Credit will not normally be granted for formal study completed more than five years prior to application unless there is evidence of continued relevance of this study for the course towards which credit is sought.
- Credit may be granted for the successful completion of:
 - subjects of learning which form part of a structured academic program which would lead to either:
 - * an AQF higher education award or international equivalent; or
 - * an AQF Diploma or Advanced Diploma, provided the student has completed the program as well as the subject;
 - subjects of learning that take place through a structured program that did not lead to a formally recognised qualification
 - non-award courses offered by a recognised higher education institution;
 - accredited courses with a vocational training provider;
 - courses provided by a professional association or other similar body;
 - training delivered by employers or other similar training.
- Credit shall be granted where there is a demonstrable correlation with content and/or learning outcomes of the WIN Higher Education subject for which credit is claimed.
- Advanced standing for subject subjects in certain professionally accredited courses (eg Accounting and HR courses) can only be given for subjects that are considered to be equivalent in a course at another accredited institution.
- 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 and content of assessment;
 - 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.

2.3 Credit for learning from work experience

- Credit may be granted for work experience, volunteering, internships or workplace training where that learning can be documented to the satisfaction of the Course Director that it upholds the integrity of the higher education award to which it applies. The onus shall be on the applicant to provide appropriate evidence or demonstrate the

relevant skills, knowledge and understanding that are inherent in the relevant higher education award. NB This may require a student to undertake tasks to enable their learning outcomes to be assessed.

- The maximum credit that can be granted for learning from work experience is 25% of the total credit points required for the course toward which credit is sought.
- When assessing 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 subject claimed;
 - Transferability - the learning outcome can be applied outside the specific context in which it was learned;
 - Comparability - the prior learning is comparable in content and standard with the subject(s) in which credit is sought.
- Guidelines for operationalising the assessment of credit from work experience are set out in Appendix A.

2.4 Credit transfer

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

3. Applications

An application for advanced standing or credit transfer must be made on the appropriate form at the time of application for admission to a course. The application should be accompanied by sufficient documentary evidence to support the application.

Assessment of the application will be undertaken by the Course Director who will advise the applicant in writing of the result of their application. A record of any credit granted will be signed by the Course Director and the student and placed on 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 a course.

All decisions of the Course Director in relation to the granting of credit will be reviewed by the Assessment Committee.

Specified credit: Specified credit will be awarded when prior learning achieves expected learning outcomes equivalent to those achieved in a course offered at WIN Higher Education and the integrity of the program in which it is offered is maintained.

Unspecified credit: Unspecified credit will be awarded for work from another institution that is of a similar standard to work at WIN Higher Education, but for which there is no direct course equivalent.

4. International students

If the applicant is an international student applying for a study visa the following applies:

- Where credit is granted before the issue of a visa, the actual course duration in the eCoE issued to the student will be reduced.
- Where credit is granted after the issue of a visa, WIN Higher Education will report the change of course duration to the DIBP via PRISMS.

If an international student is granted credit that shortens their course, it remains a visa condition that they continue the actual net course duration (as reduced by course credit) as full-time study

5. Articulation agreements

WIN Higher Education may enter into agreements with other tertiary education institutions to provide graduates of specific courses offered by that institution credit for particular subjects which form part of an institution course. In order to assess the quantum of credit which may be awarded, WIN Higher Education will map the specified learning outcomes for the course provided by the institution against the learning outcomes of subjects within the relevant Institute course. Advanced standing for a subject within a WIN Higher Education course will only be granted where there is a substantial match against the learning outcomes of that subject.

Advanced standing will only be provided under the articulation agreement for specific subjects - there will be no unspecified or block credit.

Evidence of the mapping of the learning outcomes of the external course against the WIN Higher Education course underpinning the development of the articulation agreement will be considered by the Teaching and Learning Committee which will advise Academic Board. Only the Academic Board can approve articulation agreements on consideration of advice from the Teaching and Learning Committee.

6. Limits on Advanced Standing

Undergraduate Courses

(28) Generally the maximum amount of advanced standing given for completed awards will be in accordance with the AQF Qualifications Pathway Policy:

1. 50% credit for an Advanced Diploma or Associate Degree linked to a 3 year Bachelor Degree;
2. 37.5% credit for an Advanced Diploma or Associate Degree linked to a 4 year Bachelor Degree;
3. 33% credit for a Diploma linked to a 3 year Bachelor Degree;
4. 25% credit for a Diploma linked to a 4 year Bachelor Degree.

(29) The following maximum limits on advanced standing that can be granted in an undergraduate course (including double and combined degree courses), except as specified in clauses below are:

1. 160 credit points for a 240 credit point degree (i.e. 67 % of the degree).
2. 240 credit points for a 320 credit point degree (i.e. 75 % of the degree).
3. 320 credit points for a 400 credit point degree (i.e. 80 % of the degree).

(30) If the advanced standing is to be counted towards an undergraduate course that is of fewer than 160 credit points in value the student must, irrespective of any advanced standing for which they are eligible, complete half (that is, 50 %) of the total number of credit points for the course as an enrolled student of the Institute. The exception to this is where the advanced standing is specified as part of an articulation pathways agreement or nested course sequence.

Postgraduate Courses

Students will not be given advanced standing in a postgraduate award for subjects previously studied in a bachelor award.

The maximum advanced standing that can be granted towards any postgraduate program is 67% of the total credit points for the course, except when a student is progressing through a nested course sequence.

7. Appeals

A student may appeal against a decision on the award of credit. Appeals should be made as per the Academic Grievance Handling Policy and Procedure for Students. The grounds for appeal are that the decision is inconsistent with this policy.

8. AQF Qualifications Pathway Policy

This Advanced Standing and Credit Transfer Policy is consistent with the [AQF Qualifications Pathways Policy](#)

9. Related documentation

Advanced Standing/Credit Transfer Application Form
Academic Grievance Handling Policy and Procedure for Students

APPENDIX A

Guidelines for operationalising the assessment of credit from work experience

For each subject in which credit is claimed on the basis of work experience, the applicant shall provide a Learning Portfolio of approximately 5,000-8,000 words in which the applicant addresses each of the subject learning outcomes. In the Learning Portfolio:

- The applicant needs to firstly, describe all aspects of the work undertaken and explain in detail how this demonstrates that each of the subject learning outcomes has been achieved.
- Secondly, the applicant must be able to demonstrate how this learning has been used to successfully address relevant situations in their workplace. For this aspect of the portfolio, the applicant must be able to demonstrate the use of critical analysis and evaluation of their learning and its application to a practical situation. Detailed example/s are required.
- Thirdly, the applicant must be able to demonstrate how the workplace learning can be applied more generally to other organisations in different business or non-business sectors. Again, the use of critical analysis and evaluation must be demonstrated.
- Fourthly, where the workplace learning is more than five years old, the applicant must demonstrate how the learning is still current and applicable.
- Finally, the Portfolio must include an Appendix (not included in the word limit) in which the applicant's employer certifies through a Statutory Declaration the full nature of the applicant's work duties in the organisation, including detailed examples of how the work duties have met each of the specific learning criteria for the subject. It is not sufficient to simply assert that the applicant's work has met the criteria; this must be fully documented for each criterion.

Once a completed Learning Portfolio is received, the applicant will be advised of the outcome within six weeks.

If the Learning Portfolio is deemed satisfactory after staff assessment, a Challenge Test must be satisfactorily completed. This may be:

- an invigilated, formal exam which will specifically address the applicant's work experience in relation to the subject learning outcomes
- a sustained oral defence of the Learning Portfolio
- an alternative form determined by the Course Director based on the content and quality of the applicant's Learning Portfolio

An administration fee will be charged to the applicant for each subject assessed for credit on the basis of work experience.