

Credit Transfer Information Sheet

Students are entitled to seek opportunities to have their prior learning recognised, regardless of how they acquired that learning.

Prior learning may be classified as formal or informal. Formal prior learning is assessed through the Credit Transfer application process. Informal prior learning is assessed through the RPL application process.

Formal prior learning is acquired through formal processes such as the successful completion or partial completion of a degree course at a recognised educational institution. A recognised institution may be a tertiary institution in Australia or a recognised international institution.

Please use this form if you are seeking Credit Transfer for formal learning you completed with a higher education institution.

Note that Application fees apply, as defined in *Fee Schedule – Domestic Students* and *Fee Schedule – International Students*.

1 Terms and conditions

- a. All Credit Transfer applications should be submitted at least **four (4) weeks prior** the degree course commencement date.
- b. Credit Transfer requests submitted by the submission dates are normally completed within 20 business days. During peak periods, it can take up to 30 business days. Some requests may take longer to process due to the complex nature of Credit Transfer assessment. Later applications may be accepted but may not be able to be processed in time for credit to be granted before the nominated withdrawal/census date. For domestic students, this is the census date.
- c. Credit will only be granted if evidence is provided by the student that the student has obtained the skills and knowledge necessary to meet the outcomes of the degree course of study to ensure that the integrity of the course is maintained.
- d. Credit and RPL applications will be assessed by Academic Director and RPL assessors.
- e. Credit based on prior learning may be granted as specified credit, unspecified credit, block credit, or advanced standing.
- f. Interviews with the degree course coordinator and additional assessment methods may be required to ensure that the student has the required skills and knowledge to meet the learning outcomes of the unit of study.
- g. Credit will be transferred with grades, including fail grades, under certain specified circumstances.
- h. Subjects where credit has been granted will not be included in the calculation of a student's grade point average (GPA).

2 Definitions

- a. **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.
- b. **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 agreement, recognition of prior learning or advanced standing.

- c. **Credit points** are the value assigned to each unit. Students must complete the required number of credit points to be awarded a qualification. For example, for a 10 credit point value per unit, students must complete 240 credit points to be awarded a three-year Bachelor degree.
- d. **Block credit** is credit granted towards whole stages or components of a course of learning leading to a qualification.
- e. **Formal prior learning** is acquired through formal processes such as the successful completion or partial completion of a degree course at a recognised educational institution. A recognised institution may be a tertiary institution in Australia or at a recognised international institution.
- f. **Informal prior learning** is acquired through informal processes such as employer/workplace training, and through relevant work/life experience.
- g. **Recognition of prior learning (RPL)** is a process used to assess an individual's relevant prior learning (including formal, informal and non-formal learning) to determine the credit that may be granted towards completion of a qualification (adapted from Australian Qualifications Framework definition).
- h. **Specified credit** is credit granted towards particular or specific components of a qualification of course of learning.
- i. **Successful completion** means that a grade of 'pass' or higher must have been achieved for the unit of study. Higher education degree courses with a grade of 'pass conceded' or lower will not be eligible for credit
- j. **Unspecified credit** is credit granted towards elective components of a qualification or course of learning.

3 Credit Transfer Application Process

If you are seeking credit for formal prior learning, you must **fill out the *Credit Application Form*** and **attach *evidence*** demonstrating your successful completion of the unit/s of study or award.

The onus is on you to provide appropriate evidence that demonstrates knowledge, understanding and skills with documented proof of competence and prior learning in the corresponding units.

Appropriate evidence includes, but is not limited to:

- a. Official academic transcripts
- b. Official academic records
- c. Official testamur or award qualification
- d. Assessment marks confirmed by the institute
- e. Institutional handbooks/degree course guides for the units under application, that include details of the unit's content, learning outcomes and assessment details.

4 Credit Transfer Application Form

Section A. Personal information

Student number..... Date of birth (DD/MM/YYYY)

Given name/s

Family name

Student email Contact telephone number

Are you an international student? Yes No

Onshore international student visa holders must check student email regularly for credit outcome and new Confirmation of Enrolment (CoE) (if applicable due to duration change). If applicable, your CoE will be updated automatically within 10 working days of credit being processed to your record.

Section B – Program information

Course Code:

Degree name

Major

Please complete Section C and attach certified evidence as defined in the information sheet above.

Student declaration

I understand that I should enrol in course/s as per the program structure, which may include those courses for which I have applied for credit transfer. If my application for credit transfer is successful, AIE Institute will take responsibility for ensuring that my enrolled course/s are removed prior to the relevant class census date. I understand that if my application is submitted late it may affect my enrolment, and if it is submitted after the relevant census date, I will be liable for course fees and possible academic penalty.

Student signatureDate (DD/MM/YYYY)

Institute checklist – Office use only

- Statement of Attainment/Certificate attached
- Date entered if international student has new completion date.
- Course coordinator (higher education) signed/electronically signed.
- Does the student fall into one of the categories where grades, including fail grades, must be transferred? If so, grades entered?
- Has this credit been checked to confirm that the student has not 'double dipped', or received credit or graded assessment in the same program for the same courses previously?

Credit transfer checklist

- Has the International student visa holder's details and new completion date (if applicable) been entered on the Teams channel for use by Audit and Risk Committee?

