



TAFE NSW HIGHER EDUCATION ADVANCED STANDING AND CREDIT TRANSFER PROCEDURES

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1. Document history and details

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2. Introduction

- 2.1 These procedures outline processes for the granting of advanced standing, credit transfer and articulation to students enrolled in TAFE NSW Higher Education courses.
- 2.2 Advanced standing for prior learning (often referred to as 'credit') 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.
- 2.3 TAFE NSW Higher Education is committed to providing open and accessible guidelines to the granting of advanced standing into TAFE NSW Higher Education courses on the basis of prior learning, whether from formal studies or work experience.
- 2.4 Articulation ensures that graduates of TAFE NSW Higher Education courses commence further study at a level that appropriately reflects their prior learning experiences, and are not required to repeat equivalent learning successfully undertaken in their TAFE NSW Higher Education studies.
- 2.5 TAFE NSW Higher Education policy on the granting of credit is based on the following broad principles.
 - The granting of credit for prior learning is consistent with a student's chance of success in a TAFE NSW Higher Education course of study.
 - Credit may be granted where the content and/or learning outcomes of the previous learning is equivalent to the content and/or learning outcomes of the corresponding TAFE NSW Higher Education subject for which credit is sought.
 - It enhances articulation with other higher education and vocational training providers.
 - It facilitates transfer between TAFE NSW Higher Education courses of study.
 - It is a consistent approach to the granting of credit.
 - It preserves the integrity of the TAFE NSW Higher Education qualification.
- 2.6 These procedures accord with the principles outlined in the Australian Qualifications Framework (AQF).

3. Audience and applicability

- 3.1 These procedures apply to:
 - all students enrolled in TAFE NSW Higher Education courses of study seeking advanced standing or credit transfer;
 - all TAFE NSW Higher Education staff responsible for awarding advanced standing or credit in any TAFE NSW Higher Education course of study; and
 - all TAFE NSW Higher Education staff responsible for negotiating articulation agreements with other VET and higher education providers.

4. Definitions

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| Academic Council | Responsible for academic policy making, academic administration, oversight of the educational process and control over the administration of TAFE NSW Higher Education curriculum to allow educational objectives to be achieved. Referred to as Academic Board prior to 1 January 2019. |
| Academic staff | Dean, Course Coordinators, Teachers |
| Advanced standing | Credit granted towards course completion for both formal and non-formal prior learning. Used interchangeably with 'credit transfer' and 'recognition of prior learning'. |
| Articulation | A form of credit transfer which enables students to progress from one completed qualification to another via a defined pathway. |
| Course Coordinator | The program manager of a TAFE NSW Higher Education course, who has overall responsibility for course and student management at the delivering campus. |
| Credit | The overarching term used to describe advanced standing granted for course completion based on previous learning, both formal and non-formal. |
| Credit transfer | Credit granted towards course completion for both formal and non-formal prior learning. Used interchangeably with 'advanced standing' and 'recognition of prior learning'. |
| DET | Department of Education and Training (Commonwealth) |
| DHA | Commonwealth Department of Home Affairs (Commonwealth) |
| eCoE | Electronic Confirmation of Enrolment |
| Formal learning | 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 | Learning gained through work, social, family, hobby or leisure activities and experiences. Unlike formal or non-formal learning, informal learning is not organised or externally structured in terms of objectives, time or learning support. |
| NAATI | National Accreditation Authority for Translators and Interpreters |
| Non-formal learning | Learning that takes place through a structured program of learning but does not lead to an officially accredited qualification. |
| PRISMS | Provider Registration and International Students Management System |
| RPL | Recognition of Prior Learning. Credit granted towards course completion for both formal and non-formal prior learning. Used interchangeably with 'advanced standing' and 'credit transfer'. |
| RTO | Registered Training Organisation – a nationally recognised provider of vocational education and training. |
| TAFE NSW Higher Education | TAFE NSW Higher Education is the registered trading name of the Technical and Further Education Commission as a higher education provider. |

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| Teaching and Learning Committee | The Teaching and Learning Committee (TLC) monitors the implementation of a TAFE NSW Higher Education course to ensure quality and consistency of teaching and learning across all delivery locations. The TLC also has responsibility for endorsing and monitoring any proposed course improvements. |
| VET | Vocational Education and Training |

5. Granting of credit

5.1 TAFE and other VET articulants

- 5.1.1 Students who have successfully completed a vocational education and training (VET) program either at TAFE NSW or with another RTO are eligible to apply for advanced standing into a related TAFE NSW Higher Education undergraduate award in the same field of study.
- 5.1.2 Students who have only partially completed a vocational education and training program are not eligible to apply for advanced standing into a related TAFE NSW Higher Education undergraduate award in the same field of study.
- 5.1.3 The amount of advanced standing that can be granted from a vocational education and training program will have been:
- recommended by the Course Advisory Committee; and
 - endorsed by the TAFE NSW Higher Education Academic Council.

5.2 Credit arrangements

- 5.2.1 An applicant may apply for advanced standing or credit transfer at the time of application or during admission. An offer of credit does not guarantee admission into a specific course of study.
- 5.2.2 Credit may comprise a mixture of credit for formal study and credit for work experiences (informal learning), however no more than 25 per cent credit will be granted for learning from work experience (informal learning).
- 5.2.3 The assessment of the amount of credit to be granted to an applicant shall be determined by the Course Coordinator within the framework of these procedures.
- 5.2.4 Credit will be granted for specified subjects in a course of study.
- 5.2.5 Credit will only be granted for whole subjects. Partial credit of a TAFE NSW Higher Education subject will not be granted.
- 5.2.6 Regardless of the credit granted, the requirements of each course of study must be fulfilled.
- 5.2.7 Candidates for an award from TAFE NSW Higher Education are required to complete a minimum amount of the course through TAFE NSW Higher Education. The total credit granted for formal prior learning external to TAFE NSW Higher Education shall not exceed 66 per cent of the total credit points required for the award toward which credit is sought, specific exceptions notwithstanding.
- 5.2.8. Exceptions may include but are not limited to the following:
- (i) The provisions of specific articulation agreements with other tertiary institutions, as detailed in section 8 of this procedure.

- (ii) Graduates of a relevant degree wanting to upgrade an existing qualification by completing the third and/or fourth year of a relevant TAFE NSW Higher Education degree in the same cognate field as the first qualification may be granted up to a maximum of 75 per cent credit.
 - (iii) Other exceptions of individual applicants seeking credit greater than 66 per cent, subject to approval by the TAFE NSW Higher Education Dean or delegate.
- 5.2.9 The 75 per cent credit exception in clause 5.2.8 (ii) apply to holders of formal qualifications only and does not include learning from work experience.
- 5.2.10 Where an applicant receives more than 50 per cent credit for a course, the testamur received on completion shall be ungraded.
- 5.2.11 In some instances the granting of credit in specified subjects in a Higher Education course may be conditional on factors, including:
- achievement at a specified grade level (e.g. credit or higher); and/or
 - required use of specific assessment methods (e.g. externally set and invigilated examinations); and/or
 - industry /professional body mandated requirements; and/or
 - other specified approved requirements.
- 5.2.12 All applications for credit will be assessed on a course by course basis. Therefore, credit granted for a specific course of study cannot automatically be transferred from one TAFE NSW Higher Education course of study to another.

5.3 Credit for formal learning

- 5.3.1 Credit may be requested for formal study completed no more than ten years prior to the application for credit, and on the condition that there is evidence of continued relevance of the content and/or learning outcomes of the previous study to the TAFE NSW Higher Education course in which credit is sought.
- 5.3.2 Where the relevance of previous study has a limited period of currency, the ten year rule in 5.3.1 above will not apply and the Course Coordinator will make a decision whether to grant credit based on the relevance and currency of the content and/or learning outcomes of the previous study. Significant changes and/or advances affecting relevance and currency may relate to the course's:
- core body of knowledge;
 - professional outcomes, as evidenced in the course's graduate attributes;
 - use of technology, media or equipment; and
 - other reasons specified.
- 5.3.3 Credit may be granted for the successful completion of:
- subjects which form part of an accredited course of study provided by a recognised higher education institution;
 - non-award courses of study offered by a recognised higher education institution;
 - accredited courses of study provided by a Registered Training Organisation (RTO);
 - courses of study provided by a professional association or other similar body; and
 - training delivered by employers or other similar training.

5.3.4 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 of study under consideration;
- the objectives of the particular course of study and the methods adopted to achieve those objectives;
- admission requirements to the course of study;
- the duration of the course of study, 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;
- the relative emphasis on the teaching of skills in relation to the study of the discipline; and
- any arrangements for practical training and experience as part of the course of study.

5.4 Credit for studies completed overseas

5.4.1 Credit may be granted for formal studies completed overseas where sufficient evidence of that learning can be documented to the satisfaction of the Course Coordinator.

5.4.2 Applications for credit for studies completed overseas must comply with other provisions in this procedure specifically, but not limited to, Sections 5.2, 5.3 and 6.

5.4.3 Where official documentation to support an application for credit is in a language other than English, the document must be accompanied by a complete English translation.

5.4.4 Translated documents must comply with the following requirements.

- (i) Translations must be by authorised translators accredited by the National Accreditation Authority for Translators and Interpreters (NAATI).
- (ii) Each page of the translation must bear the translator's signature, the date translated and the translator's accreditation details or official stamp.

5.4.5 Translations of official documents by students will not be accepted.

5.4.6 All costs related to translating official documents must be borne by the student. TAFE NSW bears no responsibility in relation to the cost of translation services.

5.5 Credit for non-formal learning

5.5.1 Credit may be requested for non-formal learning completed no more than ten years prior to the application for credit, and on the condition that there is evidence of continued relevance of the content and/or learning outcomes of the non-formal learning to the TAFE NSW Higher Education course in which credit is sought.

5.6 Credit for informal learning

- 5.6.1 Credit may be granted for work experience where sufficient evidence of that informal learning can be documented to the satisfaction of the Course Coordinator. The onus shall be on the applicant to provide appropriate evidence or demonstrate the relevant skills, knowledge and understanding.
- 5.6.2 Applications for credit on the basis of work experience must be supported by a portfolio of evidence to support the application. Assessment of portfolios will be against the learning outcomes of the subject for which credit is claimed.
- 5.6.3 The maximum credit that can be granted for learning from work experience is 25 per cent of the total credit points required for the course of study toward which credit is sought.
- 5.6.4 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 achieved via work experience is at the same level as the subject for which credit is claimed;
 - relevance - the learning is applicable to the subject claimed;
 - transferability - the learning outcome(s) 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 subject(s) in which credit is sought; and
 - evidence of informal learning must demonstrate 3 years relevant professional experience in the last 5 years.

5.7 Credit transfer

- 5.7.1 A student who has completed an identical subject in another TAFE NSW Higher Education course of study will have the result previously achieved for the subject transferred to their enrolment in the new TAFE NSW Higher Education course of study. The identical subject must have the same subject code as the subject for which credit is claimed.

5.8 Tuition fees

- 5.8.1 A student who is successful in their application for advanced standing or credit transfer will be exempt from paying tuition fees for the subject for which advanced standing or credit transfer is granted.
- 5.8.2 Applications for advanced standing received after census date will not entitle the student to a refund of tuition fees or a remittance of their FEE-HELP debt for the subject.

6. Applications for advanced standing or credit transfer

- 6.1 An application for advanced standing or credit transfer can be made at the time of application for admission into the course or at the time of enrolment.
- 6.2 Students should be advised of the credit that is offered at the time they accept a place in a course of study.
- 6.3 The application for advanced standing or credit transfer should be made by completing the appropriate TAFE NSW form.
- 6.4 The application for advanced standing or credit transfer should be accompanied by sufficient documentary evidence to support the application, such as originals or certified copies of transcripts or testamurs of educational achievement, or a portfolio of evidence to support the application for credit on the basis of work experience.
- 6.5 It is the responsibility of the student to provide all relevant documentation to support their claim for credit.
- 6.6 TAFE NSW staff must be satisfied as to the authenticity of documentary evidence before the application for advanced standing or credit transfer can be approved.
- 6.7 Assessment of the application will be undertaken by the Course Coordinator who will advise the applicant in writing of the result of their application. A record of any credit granted will be signed by both the Course Coordinator and the student and placed on the student's file.
- 6.8 Students should attend class until the application for credit is formally approved.
- 6.9 All decisions by the Course Coordinator in relation to the granting of credit will reported to the Dean.
- 6.10 Applications for credit greater than 50 per cent shall be subject to approval by the relevant Dean or delegate, and decisions reported to the Academic Council.

7. International students

- 7.1 If the applicant for advanced standing or credit transfer is an international student applying for a student visa, the following applies.
 - 7.1.1 Where credit is granted before the issue of a visa, and the granting of credit reduces the total duration of the student's course, the course duration in the electronic Confirmation of Enrolment (eCoE) issued to the student will be reduced to reflect the shorter period.
 - 7.1.2 Where credit that reduces the duration of the student course is granted after the issue of a visa, TAFE NSW will report the change of course duration to the Department of Education and Training (DET) and the Department of Home Affairs (DHA) via the Provider Registration and International Students Management System (PRISMS), through TAFE International.
- 7.2 Any credit granted must be signed or otherwise accepted by an international student and a record must be kept of this acceptance on the student's file.
- 7.3 The granting of credit may lead to a reduction of study to less than a full time load. International student's workloads must be managed so that they complete their course within the expected duration.

8. Articulation agreements

- 8.1 TAFE NSW Higher Education may enter into agreements with other tertiary education institutions to provide graduates of specific courses of study offered by that institution credit for particular subjects which form part of TAFE NSW Higher Education course of study.
- 8.2 In order to assess the quantum of credit which may be awarded, TAFE NSW Higher Education will map the specified learning outcomes for the subjects provided by the other tertiary education institution against the learning outcomes of subjects within the relevant TAFE NSW Higher Education course of study.
- 8.3 Advanced standing for a subject within a TAFE NSW Higher Education course of study will only be granted where the content and/or learning outcomes of the previous learning is equivalent to the content and/or learning outcomes of the corresponding TAFE NSW Higher Education subject for which credit is claimed.
- 8.4 Articulation agreements will only provide credit for specific subjects. There will be no unspecified or block credit.
- 8.5 The quantum of credit granted under an articulation agreement may be up to 66% of the total credit points for the relevant TAFE NSW Higher Education course.
- 8.6 Evidence of the mapping of the learning outcomes of the external course of study against TAFE NSW Higher Education course of study will be submitted to the Course Advisory Committee for endorsement and subsequently reported to the Academic Council.
- 8.7 Where a national training package course has been mapped and articulation opportunities into the TAFE NSW Higher Education course have been identified, the quantum of credit applies equally to graduates of the TAFE NSW VET course and graduates of the VET course delivered by another RTO.
- 8.8 TAFE NSW Higher Education may enter into agreements with other tertiary education institutions to provide graduates of TAFE NSW Higher Education courses credit into specific courses of study offered by that institution. These articulation agreements apply to all graduates of the specified TAFE NSW Higher Education course, regardless of the TAFE NSW campus at which the student completed their studies.

9. Appeals

- 9.1 A student may appeal against a decision on the award of credit. The grounds for appeal are that the decision is inconsistent with this policy.
- 9.2 Appeals must be made in writing and lodged with the Dean within two weeks of the student receiving written notification of the decision.
- 9.3 The Dean will respond to the appeal within four weeks and may confirm or vary the decision.
- 9.4 All decisions of the Dean in relation to appeals will be reported to the Teaching and Learning Committee and the Academic Council.
- 9.5 If a student remains dissatisfied with the outcome of their appeal against a decision regarding the award of credit they may utilise the TAFE NSW Higher Education grievance procedures.

10. Roles and responsibilities

- 10.1 Academic staff are responsible for the management of applications for advanced standing or credit transfer awarded to students enrolled in TAFE NSW Higher Education courses of study.
- 10.2 The Course Coordinator and Dean have overall responsibility for the effective administration and implementation of this policy and related procedures.
- 10.3 Students are responsible for applying for advanced standing or credit transfer and providing sufficient and authentic documentary evidence to support the application.
- 10.4 The Dean and/or Course Co-ordinator are responsible for the training of academic staff in these procedures.
- 10.5 The procedures set out in this document do not replace or modify procedures or any other responsibilities which may arise under other higher education provider policies or under statute or any other law.

11. Related documents

TAFE NSW Higher Education Student Selection and Admissions Policy and Procedures.

TAFE NSW Higher Education Student Grievance Procedures

TAFE NSW Higher Education Guidelines for Recognition of Prior Learning

12. Monitoring and evaluation

This document will be reviewed and updated regularly in line with the TAFE NSW Higher Education Quality Assurance and Continuous Improvement Framework.

13. Publication of this procedure

The current version of this procedure is published on the TAFE NSW internet.

Where appropriate it will be quoted, paraphrased or cited in Subject Guides and on the TAFE NSW Higher Education Learning Management System.

14. Approval

The TAFE NSW Higher Education Academic Board approved this version of this procedure on 15 November 2018.