

TITLE: **Credit, Credit Transfer and Recognised Prior Learning**

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PURPOSE: To describe the process and assign responsibilities in the submission and consideration of credit, credit transfer and recognised prior learning.

SCOPE: Applies to students enrolled in Higher Education.

Credit towards course requirements may be granted on basis of previous, formal learning (*credit transfer – CT*), on basis of non-formal learning (*recognised prior learning – RPL*), or on basis of a combination of both.

- To consider CT, the assessor will compare the syllabus of the completed *subject* against the learning outcomes of the NMIT subject for which credit is sought.
- RPL is on basis of non-formal learning, i.e. professional or relevant life-experience. To consider the extent of credit that may be granted on basis of RPL, the assessor will assess the *applicant* against the learning outcomes. This may involve a formal exam.

Task	Responsibility	Notes	
1	Submit an application for credit on basis of CT and/or RPL, together with supporting evidence such as transcripts, either to the Course Administrator, Course Coordinator, or Selection Officer.	Student	Within 2 weeks of commencement of subject.
2a	Assess the application for CT and make a recommendation for the amount and alignment of credit based on CT.	Subject Coordinator (if the Subject Coordinator is a casual member of staff, the application shall be discussed with the Course Coordinator or Head of Program)	Where appropriate, in consultation with the Selection Officer.
2b	Evaluate the application for RPL and make a recommendation for the amount and type of credit based on RPL.	RPL Assessment Panel ¹⁾	Where appropriate, in consultation with the Selection Officer.
3	Consider the application and recommendations, and approve (or not).	Degree Committee Executive ²⁾	Within 2 weeks of receipt of the application.
4a	Note the outcome of the application on the original application. Forward the original to Information Officer, Greensborough Campus. File a copy. Inform the applicant in writing.	Course Administrator	To Information Officer, Greensborough Campus 1 week before Census date, i.e. 31 March (for Semester 1) or 31 August (for Semester 2).
4b	Enter the relevant codes on SHAPE.	Registrar's Office	See Result Codes P/HE/D/4/052 -- / T Credit transferred on basis of formal learning (CT). -- / EX Credit granted on basis of non-formal learning (RPL).

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4c	Prepare a summary report of awarded credit for the full Degree Committee, for ratification and inclusion in the Degree Committee Minutes.	Course Administrator	The minutes of the Degree Committee are forwarded to the Higher Education Academic Committee (HEAC).
5	The applicant can appeal the outcome within 2 weeks, in writing to the Course Administrator. The Associate Director will consider the appeal in consultation with the Academic Head Higher Education and Head of Program. The Associate Director's resolve is final and the applicant will be informed on this within 4 weeks of receipt of the appeal.		

- 1) An RPL Assessment Panel consists of: Course Coordinator and Head of Program, or other academic if Course Coordinator is the Head of Program.
- 2) The Degree Committee Executive consists of: Head of Program, Associate Director and Academic Head Higher Education.