

Credit Transfer Policy

Version 1.2

1. Purpose

This policy provides the framework for assessment of prior learning and granting of credit at Nexus Institute of Higher Education.

This policy complies with the Higher Education Standards Framework 2021, the Australian Qualifications Framework, the Education Services for Overseas Students (ESOS) Act 2000 and the National Code for Providers of Education and Training to Overseas Students (National Code) 2018.

This policy should be read in conjunction with the

- Admission Policy
- Complaints and Appeals Policy
- Enrolment Policy
- Progress and Intervention Policy

2. Scope

The policy applies to all applications for credit and the granting of credit, including articulation pathway arrangements with other higher education providers.

3. Definitions

Advanced standing. Advanced standing is a form of credit for any previous learning that is recognised and approved by Nexus Institute in accordance with all this policy.

Articulation arrangement. Articulation arrangement is an arrangement which enables students to progress from a completed qualification to another with admission and/or credit in a defined qualification pathway.

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

Confirmation of Enrolment (CoE). A CoE is an electronic document issued by the Institute to international students, confirming their eligibility to enrol in a specific course. A CoE is required for a student visa application.

Credit. Credit is the value assigned to recognise equivalence in content, assessment 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 arrangement. Credit arrangements are formal negotiated arrangements within and between providers specifying student entitlement to credit.

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. 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. Informal learning is learning gained through a non-accredited program of learning, or through work, social, family, hobby or leisure activities and experiences. Informal learning need not be organised or externally structured in terms of objectives, time or learning support.

Provider Registration and International Student Management System (PRISMS): A system that supports the issuing of CoEs to international students in compliance with the Education Services for Overseas Students (ESOS) Legislation.

Recognition of prior learning. Recognition of prior learning is an assessment process that involves assessment of an individual's relevant prior learning (including formal and informal learning) to determine the credit outcomes of an individual application for credit.

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

Unspecified credit. Unspecified Credit is credit granted in the form of credit points only, not relating to individual subjects. Unspecified credit can only count towards elective subjects.

4. Policy statement

Nexus Institute of Higher Education aims to ensure that students can complete their programs in the shortest time possible, consistent with program requirements. Nexus Institute will grant credit to students for prior learning to recognise the varied pathways that students take to gain qualifications, to acknowledge their prior formal and informal learning and to enhance their progress into and between qualifications.

Articulation agreements may be negotiated with other institutions to assist students to move between courses and transfer credit for study which they have completed.

The granting of credit will not diminish the integrity of the program of study and the qualification awarded. To protect the integrity of its awards, Nexus Institute will only grant credit for whole subjects. Eligibility for credit does not guarantee admission.

Students granted credit will not be disadvantaged in achieving the expected learning outcomes for their program of study or qualification. The policy seeks to ensure that students have the necessary academic preparation to participate in their intended field of study, while not impeding their progression and completion.

Credit for prior learning will be assessed on the basis of the learning outcomes of the program in which credit is sought. Specified credit will be granted if the prior learning is substantially the same in content, assessment and learning outcomes for a particular subject offered by Nexus Institute. As a guide, this means that:

- the prior learning is at the same or higher AQF level and involves a similar workload (for example, based on credit point weighting) as the Nexus Institute subject
- the prior learning covers at least 70% of the content of the Nexus Institute subject

- the prior learning demonstrates all the essential components of the learning outcomes of the Nexus Institute subject which are required to complete the course and meet prerequisites
- the assessment of the prior learning assures the learning outcomes are substantially met at the standard expected for the Nexus Institute subject.

Unspecified credit will be granted if the relevant previous learning is broadly consistent with, and contributes to, the expected outcomes of the Nexus Institutes course the student intends to take but may not be directly equivalent to the learning outcomes of any specific subject in the course.

The policy will be applied fairly and consistently.

5. Procedures

Any application for credit must be considered in the totality of the student's application. Credit may be granted either as specified credit or unspecified credit, or as a combination of both. In general, previous learning can only be recognised once.

All decisions will be recorded on the student's record on the student information system. Nexus Institute will also maintain a credit precedent register to aid consistent decision-making.

The maximum amount of credit towards a Nexus Institute award is 50%, that is, the student must complete 50% of the total number of credit points for the program as an enrolled student of Nexus Institute. There is an exception to this rule if the credit is specified in an articulation arrangement. Internal credit is not counted toward the maximum limit. The maximum unspecified credit cannot exceed the number of credit points available as electives in the program. Students will not be granted credit in a postgraduate award for subjects previously studied in an undergraduate award.

Credit is not usually granted for studies completed 5 years or more prior to the application. Where credit is being sought for studies completed more than 5 years earlier, the Course Director will consider the currency of the applicant's knowledge and skills and may require a challenge assessment to make such an assessment.

Applicants must provide relevant certified documentation to support their application for credit. Documentation required for formal prior learning is

- a certified copy of the academic transcript
- a comprehensive subject outline which includes workload, content, assessment information and prescribed reading
- a major piece of assessment for the subject.

A supporting letter from the academic dean or a subject coordinator at the previous institution outlining the reasons why credit should be granted may also be helpful.

Documentation required for informal prior learning may include

- a detailed CV including educational qualifications, work experience and professional development courses
- a statement explaining how the learning outcomes achieved match the learning outcomes for the subjects for which credit is being sought

- a portfolio of completed work relevant to the program for which credit is sought
- a reference from a person with knowledge of the learning experience confirming the accuracy of the claims made in the statements about the learning experience and the learning outcomes.

Applicants may be required to undertake additional assessment to determine the level and currency of their knowledge and skills. This may take the form of an examination, interview or other suitable form of evaluation.

Applications for credit should be submitted before the student commences their first term of study in a particular program. Applications submitted after this date may not be finalised prior to the census date of that term, which may impact the credit that can be granted. Credit will not be granted where an application has been made after the approved census date when a student is registered in the subject in that term.

Academic marks and grades are not allocated for subjects for which credit is given.

Prospective students are advised of the result of their application in their letter of offer. Current students will be advised in writing by the Registrar usually within two weeks of receipt of the application.

Credit granted may be conditional on a student passing an additional test to confirm relevant knowledge and skills. Where the prior learning does not assure all the learning outcomes of the Nexus Institute subject at the appropriate standard, the student may be given a learning contract to facilitate learning support and monitoring of satisfactory progress. The Progress and Intervention Policy explains the support mechanism.

A student may apply to relinquish credit that has been granted. Valid academic reasons for relinquishing credit must be provided.

Variations in credit for international students may impact upon their visa status.

- Where credit is granted before the issue of a visa and this varies the actual course duration, the CoE issued to the student will show the reduced course duration.
- Where credit is granted after the issue of a visa, and this varies the actual course duration, Nexus Institute will report the change of course duration via PRISMS.

Nexus Institute reserves the right to withdraw credit where the documentation provided by the applicant proves to be incomplete, misleading, false or invalid, or when an error has been made in assessing or processing the application.

Applicants and students may appeal a decision made under this Policy. The Complaints and Appeals Policy sets out the appeals process.

6. Roles and responsibilities

The applicant is responsible for providing true, complete, authentic and accurate information and genuine documents and agreeing to the relevant terms and conditions.

Decisions on applications for credit are made by the relevant Course Director.

The Executive Dean is responsible for approving articulation agreements based on an assessment of the equivalence of the subjects of the articulated programs. Articulation agreements must be reported to the Academic Board.

The Registrar is responsible for the management of this policy and for maintaining the Precedent Register. The Registrar provides an annual report on credit transfer to the Academic Board detailing credit granted and its impact on student progress for relevant student cohorts.

The Academic Board is responsible for overseeing the application of credit and making recommendations for improvements.

7. Related information

- Higher Education Standards Framework (Threshold Standards) 2021, Standard 1.1
- National Code of Practice for Providers of Education and Training to Overseas Students 2018, Standard 2
- TEQSA Guidance Note on credit and recognition of prior learning.

Document control

Category	Academic
HESF Standard	1.2
Policy name	Credit Transfer Policy
Policy owner	Registrar
Approved by	Academic Board
Date of approval	23 August 2024
Date of next review	1 November 2026
Change log	Version 0. Original version created on 25 August 2023.
	Version 1. Feedback from Academic Board incorporated on 7 Nov 23.
	Parameters for approving credit and responsibilities for advising students and recording added on 11 August 24.