



**EYNESBURY**  
**COLLEGE**

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# HEP MODULE CREDIT POLICY

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## SECTION A - INTRODUCTION

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### A.1 Purpose

This policy covers the Recognition of Prior Learning (RPL) granted by Eynesbury College and provides the framework that leads to the formal recognition of an applicant's knowledge, skills and competence achieved through prior education, training and for work experience and the granting of Credit Transfer in Higher Education Programs.

### A.2 Scope

This policy applies to all students of Eynesbury College enrolled in Higher Education Programs (HEP).

### A.3 Definitions

<b>Word/Term</b>	<b>Definition</b>
Appeal	Requesting a review of a previous decision
Confirmation of Enrolment	An official form issued to an international student to confirm that they have been accepted onto a module of study at an Australian institution for a specific start and end date
Credit	The recognition of prior learning granted towards the requirements of an award program on the basis of prior study or work and/or life experience
Credit Transfer	The determination, on an individual basis, of the credit the learner is entitled to as a result of module (subject) or unit of competency completed at Eynesbury College or another institution
Module	A single unit of study that counts towards completion of a program
Program	An approved combination of approved modules in which a student is enrolled
Recognised Tertiary Education Provider	An education provider registered by the relevant government authority to deliver tertiary awards
Recognition of Prior Learning	The determination, on an individual basis, of the credit the learner is entitled to as a result of previous formal training, work experience and/ or life experience
Registered Training Organisation	Organisations registered by Australian state and territory training authorities to deliver nationally recognised training.
Statement of Attainment	The formal certification in the VET sector by an RTO under the AQF that an individual has achieved part of a qualification; or one or more units of competency or modules from a nationally endorsed training package; or all the units of competency or modules comprising learning outcomes for an accredited module that does not meet the requirements for an AQF qualification

Unit of study                      A single unit, subject or module that forms part of an award

## **A.4 Acronyms**

<b>Abbreviation</b>	<b>Word/Phrase</b>
CoE	Confirmation of Enrolment
HEP	Higher Education programs
RPL	Recognition of prior learning
RTO	Registered Training Organisation

## SECTION B - POLICY STATEMENT

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### B.1 Principles

This policy is based on the principle of recognising knowledge and skills that students already have which meet the learning outcomes of Eynesbury College Higher Education programs (HEP).

### B.2 Policy

#### 1 Introduction

- 1.1 A maximum of 50% of credit (four out of eight modules) will be granted for each stage in a program, subject to approval of an application for Credit Transfer or RPL.
- 1.2 Advice on possible credit may be provided to future students on request. Credit will not be awarded until the student has officially enrolled in the program.
- 1.3 Requests for the removal of module credit may be granted where relevant.
- 1.4 If a student transfers from one Eynesbury College program to another, where applicable, modules passed for the original program will be transferred to the new one.

#### 2 Recognition of prior learning

- 2.1 RPL is consistent with the concept of competency based training in that the emphasis is upon the learner and their current knowledge and skills or competencies, not on how the learning took place.
- 2.2 RPL offers applicants the opportunity to gain formal recognition for knowledge and skills gained through informal and formal training and on the job experience.

#### 3 Mutual recognition

- 3.1 Eynesbury College recognises qualifications and Statements of Attainment issued by Registered Training Organisations (RTOs).

#### 4 Credit transfer

- 4.1 Applications for credit must be based on prior study at a recognised tertiary education provider. Credit transfer is granted only where the prior study is assessed as equivalent to the level to the module (or modules) for which credit is being sought.
- 4.2 **Specified credit**
  - 4.2.1 Specific credit is the recognition of previously completed studies that is directly equivalent to a unit of study at Eynesbury College and where there is equivalence to at least 80% of the curriculum.

- 4.2.2** Unspecified credit is granted when previously completed studies have no equivalent Eynesbury College unit of study. Unspecified credit may only be granted as credit towards electives. A maximum of two modules of unspecified credit may be granted within a program.

## **5 Applications for credit**

- 5.1** Applications must be made on the appropriate form and be accompanied by an original certified copy of documentary evidence supporting the application.
- 5.2** Applications for credit may be lodged at any time prior to enrolment and up to two weeks after the start of the program. Later applications may be considered at the discretion of the Academic Director.

## **6 Notification**

- 6.1** Students will be notified of the outcome of the credit transfer request.

## **7 Fees**

- 7.1** There are no fees associated with applying for module credit.
- 7.2** A student who has paid for a module which is subsequently credited may apply for a refund as per the **Fee Refund Policy**.

## **8 Module duration – international students**

- 8.1** Details relating to Confirmation of Enrolment (CoE) where credit has been granted after a student has arrived in the country can be found in the **Student Load Monitoring Policy**.

## **9 Student records**

- 9.1** Documents related to credit transfer will be retained in accordance with the **Navitas Records Management, Retention and Disposal Policy**.

## **10 Appeals**

- 10.1** An applicant who is dissatisfied with the decision with respect to RPL or credit may refer to the **Student Grievances and Appeals Policy and Procedure**.

## SECTION C - GOVERNANCE

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### C.1 Responsibility

<b>Identification</b>	HEP Module Credit Policy
<b>Policy Owner</b>	Academic Director
<b>Approving Authority</b>	Eynesbury College Academic Board
<b>Initial Issue date</b>	December 2009
<b>Directory Location</b>	Policies, Eynesbury, Academic Directorate

### C.2 Version Control

<b>Current Version Number</b>	3.0
<b>Date of Effect</b>	8/2019
<b>Review Date</b>	8/2022
<b>Privilege Level</b>	Public

### C.3 Legislative and Organisational Context

<b>Name</b>
<a href="#">Higher Education Standards</a>
<a href="#">The National Code of Practice 2018</a>

## **SECTION D - PROCEDURE**

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### **D.1 Related Procedures**

HEP Module Credit Procedure

Student Grievances and Appeals Procedure

### **D.2 Related Policies**

Fee Refund Policy

Student Load Monitoring Policy

Student Grievances and Appeals Policy

Navitas Records Management, Retention and Disposal Policy