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Advanced Standing and Credit Transfer Guidelines

Table of Contents

Heading	Item Number
Preamble	1
Types of Prior Learning	2
Credit for Prior Learning	3
Authority to grant credit	4
Assessment of non-credentialed learning	5
Time limits on prior learning	6
Admission to Honours Year	7
Credit for TAFE subjects	8
Prior learning where award requirements have not been completed	9
Credit towards a course of 0.5 EFT duration	9.1
Credit towards a course of 1.0 EFT duration	9.2
Credit towards a course of more than 1.0 EFT duration other than a Bachelor degree	9.3
Credit towards a course of more than 1.0 EFT duration	9.4
Credit from one La Trobe course to another	9.5
Completed prior learning	10
Credit towards a course of 0.5 EFT duration	10.1
Credit towards a course of 1.0 EFT duration	10.2
Credit towards a course of more than 1.0 EFT duration other than a Bachelor degree	10.3
Credit towards a course of more than 1.0 EFT duration	10.4
Completed qualifications in related disciplines	10.5
Pre-requisites and restrictions – information to prospective students	11
Partial credit for a subject	12
Enrolment while awaiting credit	13
Overseas Qualifications	14
Credit for conceded or low level passes	15
Appeals	16
Credit towards double qualifications	17

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1. Preamble	<p>Advanced standing and credit transfer arrangements increase opportunities for students with prior experience and qualifications to access higher education by facilitating student mobility between institutions and sectors.</p> <p>Effective credit transfer is a key component in making lifelong learning a reality.</p>
2. Types of Prior Learning	<p>These include:</p> <p><u>Credentialed Learning:</u></p> <ul style="list-style-type: none"> • University and other higher education studies (including single subject and non-award studies) • TAFE studies • Extension studies at higher education level that formed part of a Year 12 qualification • Studies with approved private education providers <p><u>Non-credentialed Learning</u></p> <p>Learning achieved through a structured program of learning outside the environment of an accredited higher education institution or vocational education provider, including:</p> <ul style="list-style-type: none"> • Training programs in private companies • Accredited learning (outside the AQF) in professional associations • Work experience • Relevant life experience (in <u>limited</u> cases)
3. Credit for Prior Learning	<p>The University will grant credit where there is substantial equivalence between the prior learning and the subjects for which the credit is being given.</p> <p>Credit will not normally be granted for life experience.</p>
4. Authority to grant credit	<p>The appropriate Faculty Board has the Authority to grant credit, which may delegate such authority to the Dean and/or one or more of the study advisors of the Faculty.</p>
5. Assessment of non-credentialed learning	<p>Applications for credit based on work experience or other forms of non-credentialed learning should be assessed by staff with expertise in or access to advice on relevant assessment methods.</p> <p>This type of learning is normally considered for credit only at the undergraduate level.</p>
6. Time limits on prior learning	<p>Faculties should determine how recently the prior learning was undertaken for the granting of credit. This could vary between disciplines. Generally, credit will be granted only for prior learning undertaken in the past ten years.</p> <p>In areas requiring clinical skills, the time limit may be lessened. The time limit may be extended in situations where the material is still relevant, especially if the person applying for credit has continued to develop their knowledge through employment and/or reading.</p>

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7. Admission to Honours Year	Graduates of other institutions with suitable grades may be admitted directly to the Honours year of a Bachelor degree, at the discretion of the relevant Faculty.
8. Credit for TAFE subjects	Credit for TAFE subjects may require greater than a bare pass. This information should be included in the relevant Articulation Agreement and Table(s).
9. Prior learning where award requirements have not been completed	
9.1 Credit towards a course of 0.5 EFT duration (eg Graduate Certificate)	<p>Conditions:</p> <ul style="list-style-type: none"> • Incomplete studies • Same level • Relevant discipline <p>Maximum credit granted</p> <ul style="list-style-type: none"> • 1 subject (normally 15 out of 60 credit points)
9.2 Credit towards a course of 1.0 EFT duration (eg Graduate or Postgraduate Diploma)	<p>Conditions:</p> <ul style="list-style-type: none"> • Incomplete studies • Same level • Relevant discipline <p>Maximum credit granted</p> <ul style="list-style-type: none"> • Up to 3 subjects (45 out of 120 credit points)
9.3 Credit towards a course of more than 1.0 EFT duration other than a Bachelor Degree (eg Coursework Masters degree)	<p>Conditions:</p> <ul style="list-style-type: none"> • Incomplete studies • Same level • Relevant discipline <p>Maximum credit granted</p> <ul style="list-style-type: none"> • 67% of the usual course load <p>Minimum Load to be studied at La Trobe University: 120 credit points.</p>
9.4 Credit towards a Bachelors degree	<p>Conditions:</p> <ul style="list-style-type: none"> • Incomplete studies • Same level <p>Maximum credit towards Bachelors degree</p> <ul style="list-style-type: none"> • 67% of the La Trobe University course for credentialed prior learning (normally 240 out of 360 credit points) • 50% of course for non-credentialed prior learning (normally 180 out of 360 credit points) <p>Minimum Load to be studied at La Trobe University: 120 credit points.</p>
9.5 Credit from one La Trobe course to another	Where a student transfers from one La Trobe course to another and accepts that they will not take out the initial qualification, credit for more than the usual 67% of the course may be granted.

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10 Completed prior learning	
10.1 Credit towards a course of 0.5 EFT duration (eg Graduate Certificate)	Credit of one subject may be granted at the Faculty's discretion.
10.2 Credit towards a course of 1.0 EFT duration (eg Graduate or Postgraduate Diploma)	At the Faculty's discretion, students with complete studies at the same level in a relevant discipline may be allowed up to 2 subjects credit (normally 30 credit points).
10.3 Credit towards a course of more than 1.0 EFT duration other than a Bachelor Degree (eg Coursework Masters degree)	Where a student has completed a relevant postgraduate diploma or honours year at La Trobe, full articulation into a Masters by coursework is appropriate where the Masters degree is of more than one year (120 credit points/1 year EFT) duration. For graduates of other institutions, advanced standing into a coursework Masters degree is at Faculty discretion.
10.4 Credit towards a Bachelor Degree	Credit for up to 50% of the completed qualification may be granted into any La Trobe University qualification. Students must complete at least 120 credit points at La Trobe University
10.5 Completed qualifications in related disciplines	Where a student completes a postgraduate/graduate award and enrolls for a second related course (a course with a substantially similar course map, eg a second graduate certificate in nursing) no credit is appropriate.
11 Pre-requisites and restrictions – information to prospective students	Where pre-requisite knowledge is required, or other restrictions apply to granting of credit, La Trobe University should publish advice to prospective students on ways in which requirements can be met.
12 Partial credit for a subject	Partial credit for subjects may not be granted under the Higher Education Support Act 2003. A student may, on the basis of prior learning, be exempted from part of the work requirements of a subject but must still enrol for the full subject and will be liable for the full fee or Higher Education Contribution and the associated Student Learning Entitlement for that subject.
13 Enrolment while awaiting credit	Where a student enrolls for one or more subjects while awaiting a credit decision, that decision must be finalised before the census date of the teaching period in which the student is taking the subject(s). The student may then be withdrawn without penalty from any subject(s) for which credit is granted and the withdrawal noted on the approved credit application form.
14 Overseas Qualifications	The standard of overseas qualifications varies considerably and officers granting credit for these qualifications should consult appropriate documentation to gauge the equivalence of the studies.

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	Advice on overseas qualifications can be obtained through the National Office of Overseas Skills Recognition (NOOSR) and sometimes from VTAC via the University's Liaison Officer.
15 Credit for conceded or low level passes	Faculties should be careful in considering applications for credit on the basis of conceded passes (or lower level passes such as PII at Monash), which are given in the context of a course structure. Credit implies a student has met a prerequisite requirement, if one exists, for a higher subject.
16 Appeals	A student who wishes to appeal the credit granted on the grounds of the process used to make the determination may apply to the University Ombudsman for a review of the process (see also Advanced Standing and Credit Transfer Procedures).
17 Credit towards double qualifications	No less than 120 credit points must be completed at La Trobe University at the appropriate level for EACH qualification.

Links

[DEEWR website](#) "Credit Transfer and Articulation"

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