



<b>Policy Owner</b>	Executive Director - Academic
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<b>Approved by:</b>	Academic Board
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<b>Related Policies:</b>	Complaints and Appeals Policy Refund Policy Transfer between Registered Provider Policy Terms of Offer RPL Policy RPL Information Flier

### **Purpose**

This document provides for the processing of applications for credit transfer and exemptions. It is intended as an adjunct to policies on transfer / credit transfer, recognition of prior learning / recognition of current competency (RPL / RCC) and should be read in conjunction with those procedures.

### **Scope**

This document applies to all students enrolled in VET course at Phoenix Academy.

### **Credit Transfer & Exemptions Policy**

1. Phoenix Academy supports the granting of credit to students with prior post-secondary studies who are admitted to Phoenix Academy courses
2. The published information will indicate to students that eligibility for credit does not automatically guarantee them a place in the course in which that credit would be available
3. Applications for credit/exemption must normally be submitted at the time of first enrolment in a course.
4. It should be noted that only in exceptional circumstances, determined by the Executive Director-Academic or nominee, would late applications be considered.
5. Phoenix Academy will endeavour to grant credit in such a way as to allow the recipient to complete the course in the minimum possible time.
6. The maximum allowable credit to be granted is 50% of the course.
7. Students wishing to apply for credit/exemptions for previous post-secondary studies must apply on the basis of:
  - Credit/exemptions for formal studies taken at another educational institution or in another sector or in another course or
  - Recognition of Prior Learning (RPL) in recognition of skills and knowledge gained through work experience, life experience and/or formal training (Phoenix Academy RPL policy)
  - The result achieved in the studied unit meets the minimum academic standards required to achieve a credit pass, which is normally a mark of 60%.

- A credit/exemption will not be awarded for a Conceded Pass result attained at another institution.
8. Applications for credit/exemptions will not be considered without the relevant documentary evidence.
  9. Verified translations must accompany documents in languages other than English.
  10. The relevant documentary evidence includes:
    - a certified copy of the previous academic record and;
    - syllabus details / course outlines of the subjects already studied which are the basis of the application or;
    - details of the work experience on which the application is based.
  11. Applications for credit/exemption will not be considered for any subject that a student has previously attempted and failed.
  12. Students will be notified in writing of the outcome of any application for credit/exemption including a reason for refusal where this is applicable.
  13. Credit/exemption will be not awarded for subjects passed more than seven (7)\* years prior.

\*The time limit may be considerably less where individual Units have determined that their discipline is subject to frequent change. Students must seek advice from the Academy regarding time limits that may apply.
  14. Appeals: A student may appeal the decision in relation to the amount of credit transfer and exemptions granted towards an award. Students may appeal against an unfavourable outcome only on procedural grounds or grounds of academic merit.

## **Definitions**

### ***Credit Transfer:***

Credit for identical studies taken at another educational institution or in another sector or in another course, which effectively means that students will be exempt from equivalent subjects in the course for which they are enrolling.

### ***Exemption:***

An exemption means a student is not required to take a certain unit within a course on the basis of work experience or studies already completed at another educational institution or in another sector or in another course. There are two types of exemption:

1. A matched exemption, where a student is exempted from a particular subject that matches a subject or subject previously completed at another institution
  2. An RPL exemption, where a student is exempted from a particular subject based on recognition of prior learning assessment (please see the RPL Information Flier (for more information))
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