

ADVANCED STANDING AND CREDIT TRANSFER PROCEDURE

1.0 PURPOSE

This document sets out the procedure for assessment of advanced standing provided to applicants. The procedure ensures that credit decisions are implemented according to CG Spectrum Institute's (CGSI) *Advanced Standing and Credit Transfer Policy*.

The Procedure is in accordance with the Higher Education Standards Framework, 2021 (HES) and the National Code of Practice for Providers of Education and Training to Overseas Students, 2018 (National Code).

2.0 SCOPE

All applications for admission with credit to CGSI's courses will be managed according to this Procedure.

3.0 DEFINITIONS

Advanced Standing is a form of credit for any previous learning.

Credit includes specified and unspecified credit, exemptions, advanced standing, credit transfers and other outcomes, in which exemptions are granted for components of a course on the basis of having achieved equivalent learning outcomes in a course previously'

Credit Assessment means an academic assessment of prior learning against the unit outcomes by the Executive Dean.

Credit Transfer means a process that provides students with agreed and consistent credit outcomes for components of CGSI qualifications based on identified equivalence in content and learning outcomes between matched qualifications to a maximum of 50% of the total credit points required.

Formal Learning is 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 is learning gained through work, social, family, hobby or leisure activities and experiences.

Internal Credit means credit transfer for successful completion of one or more subjects

Non-formal learning is learning that takes place through a structured program of learning but does not lead to an officially accredited qualification.

Recognition of Prior Learning (RPL) means an assessment process of a prospective student's prior learning (including formal, informal and non-formal learning) to determine the outcomes of an application for credit.

Internal Credit means credit transfer for successful completion of one or more subjects.

Specified Credit means course credit is granted consistently on the basis that the learning outcomes, content and assessment of a specified subject offered by CGSI can be demonstrated to be equivalent to a subject which the applicant has successfully completed

at another institution, at the same AQF level or higher, and that the decision to grant credit will not affect the integrity of the CGSI course.

Unspecified Credit means course credit is granted for subjects offered by CGSI on the basis that the learning outcomes, content and course outcomes of a subject successfully completed at another institution are equivalent to the learning outcomes of the CGSI course, at the same AQF level or higher, and that the decision to grant credit will not affect the integrity of the CGSI course.

4.0 RESPONSIBILITIES

The **Academic Board** is responsible for oversight of the process by which credit is assessed and for ensuring these decisions do not diminish the integrity of CGSI's higher education courses.

The **Learning and Teaching Committee** is responsible for overseeing the consistency of credit decisions.

The **Executive Dean** is responsible for:

- the implementation of this policy;
- ensuring advanced standing and credit transfer policies and decisions do not disadvantage students or impair the integrity of CGSI's accredited higher education courses;
- maintaining a formal register of advanced standing and credit decisions;
- ensuring that where credit is granted details are included on a student's record of results and in an Australian Higher Education Graduation Statement (AHEGS) if one is issued; and
- Updating the Register for Credit Transfer Decisions.

The **Course Director** is responsible for assessing applications for advanced standing and credit transfer in a timely manner with assistance from the Faculty Dean/Executive Dean if needed.

5.0 PROCEDURE

All applications for advanced standing and credit transfer must be managed according to CGSI's *Advanced Standing and Credit Transfer Policy*.

5.1 Applications for Credit Prior to Admission.

5.1.2 An application for advanced standing and credit transfer must be made on the [Advanced Standing and Credit Transfer Application form](#) and lodged with the Academic Director at the time of application for admission.

5.1.3 The application must be accompanied by sufficient documentary evidence to support the application.

- 5.1.4 Assessment of the application will be undertaken by the Course Director, who will advise the applicant in writing, as soon as is practicable, of the result of the application.
- 5.1.5 The Executive Dean will ensure that the decision is recorded in the formal Register of Credit Transfer Decisions, and that the decision is added to the applicant's record and documented on the course planner and signed by the Course Director.
- 5.1.6 As far as is practicable, applicants will be advised of the credit that is offered at the time they accept a place in the course.

5.2 Assessment of applications for Credit for formal studies completed at another institution:

When assessing credit for formal studies, the following will be taken into account:

- the general educational practices and standards of the provider(s) or any accreditation obtained by such provider that may be relevant to the course under consideration;
- the equivalence of the learning outcomes and content of the particular course with the CGSI course, and the methods adopted to achieve those outcomes;
- the provider's admission criteria into the particular course, compared to CGSI's admission requirements;
- the duration of the course, having regard to admission requirements and course learning outcomes;
- the breadth, depth and balance in the course content and the intellectual effort required;
- the relative emphasis on the teaching of knowledge and skills compared to CGSI's courses;
- the methods of assessment of student progress in subjects studied;
- the student's overall performance in the course; and
- any arrangements for practical training and experience as part of the course.

5.3 Credit transfer for completion of CGSI's courses

Applications for internal credit based on completion of subjects will be assessed according to the mapping of articulations from subjects into CGSI's higher education courses available on the website.

5.4 Assessment of applications for advanced standing and credit transfer for demonstrated expertise derived from informal and non-formal learning:

When assessing applications for advanced standing or credit transfer based on informal and non-formal learning, the following will be taken into account when considering the documentation supplied and/or evidence provided as part of an interview process:

- authenticity: the applicant has actually demonstrated the learning that is being claimed;
- currency: the learning outcomes are still valid and performable;
- quality: the learning has reached the required level;
- relevance: the learning is applicable to the subject for which credit is sought;
- transferability: the learning outcome can be applied outside the specific context in which it was learned;
- comparability: the assessment mechanisms adopted ensure that the learning is comparable in standard with the subject(s) for which credit is sought; and
- the standards applied in assessing learning should not be greater than those required to pass the subject(s).

5.5 Advising and recording

Should a student be granted advanced standing for recognition of prior learning or credit transfer, resulting in a reduction in course length, CGSI will:

- retain a written record of acceptance of offer for two years after the student ceases to be an accepted student;
- inform the student of the reduced course duration and ensure the confirmation of enrolment (CoE) is issued only for the reduced duration of the course; and
- ensure that where credit is granted, it is clearly identified on a student's record of results and on their Australian Higher Education Graduation Statement (AHEGS) if one is issued.

6.0 APPEALS

An applicant may appeal against a decision made within the framework of this procedure. Appeals must follow the process outlined in the *Grievance Complaints and Appeals Policy and Procedure*.

7.0 FORM

Advanced Standing and Credit Transfer Application Form

RELATED

Advanced Standing and Credit Transfer Policy
 Grievance Complaints and Appeals Policy
 Grievance Complaints and Appeals Procedure
 Student Selection and Admission Policy
 Student Selection and Admission Procedure
 EFT Admission Requirements
 Business Admission Requirements
 Advanced Standing and Credit Transfer Procedure
 Advanced Standing and Credit Transfer Register

Version Control

Document: Advanced Standing and Credit Transfer Procedure		
Approved by: Academic Board		Date: August 7, 2023
Version: V4.0	Replaces Version: V3.1	Next Review: 2025
V3.1	Changes to level of credit for non-formal and informal learning, changes to terminology used for academic staff, and compliance with TEQSA Guidance Note, July 2023.	
V3.0	Minor CRICOS adjustments 24/06/2021	
V2.1	Minor edits and logo	