



TAFE NSW HIGHER EDUCATION QUALIFICATIONS PATHWAYS AND CREDIT PROCEDURE

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1. Document history and details

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2. Introduction

- 2.1 This procedure outlines processes for the granting of advanced standing and articulation to students enrolled in TAFE NSW Higher Education courses.
- 2.2 Credit for prior learning ensures that a student commences study at a level that appropriately recognises their prior learning experiences, and the student is not required to repeat equivalent learning successfully undertaken in another context.
- 2.3 TAFE NSW Higher Education is committed to providing open and accessible guidelines to the granting of credit into TAFE NSW Higher Education courses on the basis of prior learning, whether from formal studies, non-formal learning, informal learning or work experience.
- 2.4 TAFE NSW Higher Education policy on the granting of credit for prior learning is based on the following broad principles.
 - The granting of credit is consistent with a student's chance of success in a TAFE NSW Higher Education course of study.
 - Credit may be granted where the learning outcomes of the previous learning is equivalent to the learning outcomes of the corresponding TAFE NSW Higher Education subject for which credit is sought.
 - It enhances articulation with other higher education and vocational training providers.
 - It facilitates transfer between TAFE NSW Higher Education courses of study.
 - It is a consistent approach to the granting of credit.
 - It preserves the integrity of the TAFE NSW Higher Education qualification.
- 2.5 This procedure accords with the principles outlined in the Australian Qualifications Framework (AQF), specifically the AQF Qualifications Pathways Policy.

3. Audience and applicability

- 3.1 This procedure applies to:
 - all students enrolled in TAFE NSW Higher Education courses of study seeking credit;
 - all TAFE NSW Higher Education staff responsible for awarding credit in any TAFE NSW Higher Education course of study; and
 - all TAFE NSW Higher Education staff responsible for negotiating articulation agreements with other VET and higher education providers.

4. Definitions

Term	Definition
Academic Council	Responsible for academic governance of TAFE NSW Higher Education to allow educational objectives to be achieved.
Academic staff	Dean of Higher Education, Course Coordinators, Teachers
Advanced standing	Credit granted towards course completion for both formal and non-formal prior learning. Used interchangeably with 'credit' and 'recognition of prior learning'.
Articulation	A form of credit which enables students to progress from one completed qualification to another via a defined pathway.
Associate Director Higher Education Standards	Overall responsibility for TAFE NSW Higher Education programs and point of contact between TAFE NSW and TEQSA.
Course Coordinator	The manager of a TAFE NSW Higher Education course, who has overall responsibility for course and student management at the delivering campus.
Credit	The overarching term used to describe advanced standing granted for course completion based on previous learning, both formal and non-formal. Used interchangeably with 'advanced standing' and 'recognition of prior learning'.
Credit transfer	The transfer of results from a previous course of study to the current course of study for the completion of an identical unit of study.
Dean of Higher Education	Responsible for overseeing and reporting to the Academic Council on a range of TAFE NSW Higher Education academic matters, student management, course implementation and professional development of staff.
Formal learning	Learning that takes place through a structured program of learning that leads to the full or partial achievement of an officially accredited qualification.
HELP	Higher Education Loan Program – the Commonwealth government's student loans scheme including FEE-HELP and HECS-HELP.
Informal learning	Learning gained through work, social, family, hobby or leisure activities and experiences. Unlike formal or non-formal learning, informal learning is not organised or externally structured in terms of outcomes, time or learning support.
Non-formal learning	Learning that takes place through a structured program of learning but does not lead to an officially accredited qualification.
RPL	Recognition of Prior Learning. Credit granted towards course completion for both formal and non-formal prior learning. Used interchangeably with 'advanced standing' and 'credit'.
RTO	Registered Training Organisation – a nationally recognised provider of vocational education and training.

Term	Definition
Specified credit	Credit granted for identified TAFE NSW Higher Education subjects.
Student Management System	The digital system used by TAFE NSW to manage student records including student enrolment, academic progress and course completion documentation. Often referred to as SMS.
TAFE NSW Higher Education	TAFE NSW Higher Education is the registered trading name of the Technical and Further Education Commission as a higher education provider.
Teaching and Learning Committee	The Teaching and Learning Committee (TLC) monitors the implementation of a TAFE NSW Higher Education course to ensure quality and consistency of teaching and learning across all delivery locations.
Unspecified credit	Credit granted for previously completed formal learning, but which is not mapped to identified TAFE NSW Higher Education subjects.
VET	Vocational Education and Training

5. Granting of credit

5.1 TAFE and other VET articulants

- 5.1.1 Students who have successfully completed a vocational education and training (VET) program either at TAFE NSW or with another RTO are eligible to apply for credit into a related TAFE NSW Higher Education undergraduate award in the same field of study.
- 5.1.2 The amount of credit that can be granted for the completion of an identified vocational education and training program will have been:
- recommended by the Course Advisory Committee; and
 - endorsed by the Academic Council.
- 5.1.3 Students who have only partially completed a vocational education and training program are eligible to apply for credit into a related TAFE NSW Higher Education undergraduate award in the same field of study.
- 5.1.4 The amount of credit that can be granted for the partial completion of a vocational education and training program will be determined by the Course Coordinator on a case by case basis.

5.2 Credit arrangements

- 5.2.1 An applicant may apply for credit at the time of application or during admission.
- 5.2.2 Credit may comprise a mixture of credit for formal study and credit for work/life experiences (informal learning).
- 5.2.3 The assessment of the amount of credit to be granted to an applicant shall be determined by the Course Coordinator within the framework of this procedure.
- 5.2.4 Credit will usually only be granted for specified subjects in a course of study. Unspecified credit may be granted in accordance with Sections 5.3.6 and 5.3.7.

- 5.2.5 Credit will only be granted for whole subjects. Partial credit of a TAFE NSW Higher Education subject will not be granted.
- 5.2.6 Regardless of the credit granted, the requirements of each course of study must be fulfilled.
- 5.2.7 Candidates for an award from TAFE NSW Higher Education are required to complete a minimum amount of the course through TAFE NSW Higher Education. The total credit granted, specific exceptions notwithstanding, shall not exceed:
- 66 per cent of the total credit points required for the award of a Bachelor degree;
 - 50 per cent of the total credit points required for the award of any other qualification level.
- 5.2.8. Exceptions may include but are not limited to the following:
- (i) The provisions of specific articulation agreements with other tertiary institutions, as detailed in section 8 of this procedure.
 - (ii) Other exceptions of individual applicants seeking credit greater than 66 per cent, subject to approval by the Dean of Higher Education or delegate.
- 5.2.9 Where an applicant receives more than 50 per cent credit for a course, the course award received on completion shall be ungraded.
- 5.2.10 In some instances the granting of credit in specified subjects in a Higher Education course may be conditional on factors, including:
- achievement at a specified grade level (e.g. credit grade or higher); and/or
 - required use of specific assessment methods (e.g. externally set and invigilated examinations); and/or
 - industry /professional body mandated requirements; and/or
 - other specified approved requirements.
- 5.2.11 All applications for credit will be assessed on a course by course basis. Therefore, credit granted for a specific course of study cannot automatically be transferred from one TAFE NSW Higher Education course of study to another.

5.3 Credit for formal learning

- 5.3.1 Credit may be requested for formal study completed no more than ten years prior to the application for credit, and on the condition that there is evidence of continued relevance of the learning outcomes of the previous study to the TAFE NSW Higher Education course in which credit is sought.
- 5.3.2 Where the relevance of previous study has a limited period of currency, the ten year rule in 5.3.1 above will not apply and the Course Coordinator will make a decision whether to grant credit based on the relevance and currency of the learning outcomes of the previous study. Significant changes and/or advances affecting relevance and currency may relate to the course's:
- core body of knowledge;
 - professional outcomes, as evidenced in the course's graduate attributes;
 - use of technology, media or equipment; and
 - other reasons specified.

- 5.3.3 Credit may be granted for the successful completion of:
- subjects which form part of an accredited course of study provided by a recognised higher education institution;
 - accredited courses of study provided by a Registered Training Organisation (RTO); and
 - accredited courses of study provided by a professional association or other similar body.
- 5.3.4 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 of study under consideration;
 - the learning outcomes of the particular course of study and the methods adopted to achieve those learning outcomes;
 - admission requirements to the course of study;
 - the duration of the course of study, having regard to entry requirements and course outcomes;
 - the breadth, depth and balance in the course material involved and the intellectual effort required;
 - the methods of assessment;
 - the relative emphasis on the teaching of skills in relation to the study of the discipline; and
 - any arrangements for practical training and experience as part of the course of study.
- 5.3.5 Credit for formal studies is generally only provided against identified TAFE NSW Higher Education subjects. This is referred to as specified credit.
- 5.3.6 Unspecified credit will only be granted where it has been approved by the Course Advisory Committee and endorsed by the Academic Council.
- 5.3.7 The maximum amount of unspecified credit that can be awarded is 25% of the credit points of a course, or one semester, whichever is less.

5.4 Credit for studies completed overseas

- 5.4.1 Credit may be granted for formal studies completed overseas where sufficient evidence of that learning can be documented by the student to the satisfaction of the Course Coordinator.
- 5.4.2 Applications for credit for studies completed overseas must comply with other provisions in this procedure.
- 5.4.3 Where official documentation to support an application for credit is in a language other than English, the document must be accompanied by a complete English translation.
- 5.4.4 Translated documents must comply with the following requirements.
- (i) Translations must be by authorised translators accredited by the National Accreditation Authority for Translators and Interpreters (NAATI).

- (ii) Each page of the translation must bear the translator's signature, the date translated and the translator's accreditation details or official stamp.

5.4.5 Translations of official documents by students will not be accepted.

5.4.6 All costs related to translating official documents must be borne by the student. TAFE NSW bears no responsibility in relation to the cost of translation services.

5.5 Credit for non-formal learning

5.5.1 Credit may be requested for non-formal learning completed no more than five years prior to the application for credit, and on the condition that there is evidence of continued relevance of the learning outcomes of the non-formal learning to the TAFE NSW Higher Education course in which credit is sought.

5.5.2 Credit for non-formal learning may be granted for the successful completion of:

- non-award courses of study offered by a recognised higher education institution;
- non-accredited courses of study provided by a professional association or other similar body; and
- training delivered by employers or other similar training organisations.

5.6 Credit for informal learning

5.6.1 Credit may be granted for work experience, social, family, hobby or leisure activities and experiences where sufficient evidence of that informal learning can be documented to the satisfaction of the Course Coordinator. The onus shall be on the applicant to provide appropriate evidence or demonstrate the relevant skills, knowledge and understanding.

5.6.2 Applications for credit for informal learning on the basis of work/life experience must be supported by a portfolio of evidence to support the application. Assessment of portfolios will be against the learning outcomes of the subject for which credit is claimed.

5.6.3 The maximum credit that can be granted for informal learning is 25 per cent of the total credit points required for the course of study toward which credit is sought.

5.6.4 When assessing credit for informal learning, the following will be taken into account:

- authenticity - the applicant has actually demonstrated the learning outcomes that are being claimed; and
- currency - the learning outcomes are still valid and performable; and
- quality - the learning achieved via work experience is at the same level as the subject for which credit is claimed; and
- relevance - the learning is applicable to the subject claimed; and
- transferability - the learning outcome(s) can be applied outside the specific context in which it was learned; and
- comparability - the assessment mechanisms adopted ensure that the prior learning is comparable in content and standard with the subject(s) in which credit is sought; and
- evidence of informal learning must demonstrate 3 years relevant experience in the last 5 years.

5.7 Credit transfer

- 5.7.1 A student who transfers from one TAFE NSW Higher Education course to another prior to completion of the first course, and who has completed an identical TAFE NSW Higher Education subject in the first course of study will have the result previously achieved for the subject transferred to their enrolment in the new TAFE NSW Higher Education course of study.
- 5.7.2 A student who completes a TAFE NSW Higher Education course and enrolls in a subsequent TAFE NSW Higher Education course, and who has completed an identical TAFE NSW Higher Education subject in the first course of study will receive credit against the subject in the new TAFE NSW Higher Education course of study. The result previously achieved for the subject will not be transferred but will be reported as 'By Advanced Standing'.
- 5.7.3 In relation to Clauses 5.7.1 and 5.7.2, the subjects in the first and subsequent courses must have an identical subject code.

5.8 Tuition fees

- 5.8.1 A student who is successful in their application for credit will be exempt from paying tuition fees for the subject for which credit is granted.
- 5.8.2 Applications for credit received after census date will not entitle the student to a refund of tuition fees or a remittance of their HELP debt for the subject.

6. Applications for credit

- 6.1 An application for credit can be made at the time of application for admission into the course or at the time of enrolment.
- 6.2 The application for credit should be made by the student by completing the appropriate TAFE NSW form.
- 6.3 The application for credit should be accompanied by sufficient documentary evidence to support the application, such as originals or certified copies of transcripts or testamurs of educational achievement, or a portfolio of evidence to support the application for credit on the basis of work experience.
- 6.4 It is the responsibility of the student to provide all relevant documentation to support their claim for credit.
- 6.5 TAFE NSW staff must be satisfied as to the authenticity of documentary evidence before the application for credit can be approved.
- 6.6 Assessment of the application will be undertaken by an academic with discipline expertise and endorsed by the campus Course Coordinator who will advise the applicant in writing of the result of their application. A record of any credit granted will be placed on the student's file in the Student Management System.
- 6.7 Students should attend class until the application for credit is formally approved.
- 6.8 All decisions by the Course Coordinator in relation to the granting of credit will reported to the Dean of Higher Education.
- 6.9 Applications for credit greater than 50 per cent which are not governed by an articulation agreement (refer Section 9) shall be subject to approval by the Dean of Higher Education or delegate, with successful decisions reported to the Academic Council.

7. Reporting

- 7.1 All decisions in relation to the granting of credit will be reported by the Course Coordinator to the Dean of Higher Education and to the Teaching and Learning Committee
- 7.2 The Dean of Higher Education will provide a twice-yearly summary report of credit granted to the Higher Education Academic Council.

8. International students

- 8.1 If the applicant for credit is an international student applying for a student visa, the following applies.
 - 8.1.1 Where credit is granted before the issue of a visa, and the granting of credit reduces the total duration of the student's course, the course duration in the electronic Confirmation of Enrolment (eCoE) issued to the student will be amended to reflect the shorter period.
 - 8.1.2 Where credit that reduces the duration of the student course is granted after the issue of a visa, TAFE NSW International Students Unit will report the change of course duration to the relevant Commonwealth departments with responsibility for international students.
- 8.2 Any credit granted must be signed or otherwise accepted by an international student and a record must be kept of this acceptance on the student's file in the Student Management System.
- 8.3 The granting of credit may lead to a reduction of study to less than a full time load. International student's workloads must be managed so that they complete their course within the expected duration.

9. Articulation agreements

- 9.1 TAFE NSW Higher Education may enter into agreements with other tertiary education institutions to provide credit to graduates of specific courses of study offered by that institution for particular subjects which form part of TAFE NSW Higher Education course of study.
- 9.2 In order to assess the quantum of credit which may be awarded, TAFE NSW Higher Education will map the specified learning outcomes for the subjects provided by the other tertiary education institution against the learning outcomes of subjects within the relevant TAFE NSW Higher Education course of study.
- 9.3 Credit for a subject within a TAFE NSW Higher Education course of study will only be granted where the learning outcomes of the subject from the other tertiary education institution are equivalent to the learning outcomes of the corresponding TAFE NSW Higher Education subject for which articulation is proposed.
- 9.4 Articulation agreements may provide specified credit, unspecified credit or block credit in accordance with other provisions in this procedure.
- 9.5 The quantum of credit granted under an articulation agreement may be up to 66% of the total credit points for the relevant TAFE NSW Higher Education course.
- 9.6 Evidence of the mapping of the learning outcomes of the external course of study against TAFE NSW Higher Education course of study will be submitted to the Course Advisory Committee for endorsement and subsequently reported to the Academic Council.

- 9.7 Where a national training package course has been mapped and articulation opportunities into the TAFE NSW Higher Education course have been identified, the quantum of credit applies equally to graduates of the TAFE NSW VET course and graduates of the VET course delivered by another RTO.
- 9.8 TAFE NSW Higher Education may enter into agreements with other tertiary education institutions to provide graduates of TAFE NSW Higher Education courses credit into specific courses of study offered by that institution. These articulation agreements apply to all graduates of the specified TAFE NSW Higher Education course, regardless of the TAFE NSW campus at which the student completed their studies.

10. Appeals

- 10.1 A student may appeal against a decision on the award of credit. The grounds for appeal are that the decision is inconsistent with this procedure.
- 10.2 Appeals must be made in writing and lodged with the Dean of Higher Education within two weeks of the student receiving written notification of the decision.
- 10.3 The Dean of Higher Education will respond to the appeal within two weeks of receiving the written appeal and may confirm or vary the decision.
- 10.4 All decisions of the Dean of Higher Education in relation to appeals will be reported to the Teaching and Learning Committee and the Academic Council.
- 10.5 If a student remains dissatisfied with the outcome of their appeal against a decision regarding the award of credit they may utilise TAFE NSW grievance and complaints procedures.

11. Roles and responsibilities

- 11.1 Academic staff are responsible for the management of applications for credit awarded to students enrolled in TAFE NSW Higher Education courses of study.
- 11.2 The Course Coordinator and Dean of Higher Education have overall responsibility for the effective administration and implementation of this procedure
- 11.3 Students are responsible for applying for credit and providing sufficient and authentic documentary evidence to support the application.
- 11.4 The Dean of Higher Education and/or Course Co-ordinator are responsible for the training of academic staff in this procedure.
- 11.5 This procedure does not replace or modify any other responsibilities which may arise under other higher education provider policies or under statute or any other law.

12. Related documents

TAFE NSW Higher Education Qualification Pathways and Credit Policy
TAFE NSW Higher Education Guidelines for Recognition of Prior Learning
TAFE NSW Higher Education Student Grievance Procedure
TAFE NSW Higher Education Student Selection and Admissions Policy and Procedure
TAFE NSW Higher Education Tuition Fees, Payments, HELP, Refunds and Review Policy and Procedure
TAFE NSW Complaints Management Procedure

13. Monitoring and evaluation

This document will be reviewed and updated regularly in line with the TAFE NSW Higher Education Quality Assurance and Continuous Improvement Framework.

14. Publication of this procedure

The current version of this procedure is published on the TAFE NSW internet.

15. Approval

The TAFE NSW Higher Education Academic Council approved this version of this procedure on 2 June 2022.