

CREDIT AND RECOGNITION OF PRIOR LEARNING POLICY

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| References and Legislation | National Codes of Practice for International Students (NCPIS) Standard(s): All Standards |

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1 Context

This policy outlines the principles and procedures for providing credit towards coursework based on the recognition of prior studies.

2 Scope

This policy applies to the face-to-face courses at UBSS. Credit transfer applications must be made within the specified time frame and are not retrospective.

2.1 Rationale

UBSS recognises a student’s previous studies at the appropriate AQF level and standard, and acknowledges this by granting credit for previous study.

2.2 Legislative Context

- The Higher Education Support Act (HESA)
- The Educational Services for Overseas Students Act (ESOS):
- The National Code 2000
- Australian Qualifications Framework (2ns Edition, January 2013)

3 Definitions

| Item | Definition |
|---------------------------------------|---|
| <i>AQF</i> | AQF is an abbreviation for the Australian Qualifications and Training Standards and Pathway Policy (2013) |
| <i>Evaluation for Credit Transfer</i> | Evaluation for Credit Transfer refers to the review and consideration of prior study against the assessment criteria for granting credit. |
| <i>Internal Candidate</i> | An Internal Candidate refers to a student who has previously studied at Diploma level or above at a GCA member college. |
| <i>External Candidate</i> | An External Candidate refers to a student who has previously studied at a registered training organisation, TAFE, a university or a private provider that is not part of the GCA Group of Colleges. |
| <i>CPA</i> | CPA is an abbreviation for the professional association <i>Certified Practising Accounting Association</i> . |

| Item | Definition |
|----------------------------|--|
| <i>Assessment Criteria</i> | Assessment Criteria refers to the set of conditions that must be met before a credit can be granted. |

4 Principles of Credit Transfer

4.1 AQF Principles

AQF (2011) states that (2.1.9):

Credit is given on the basis of formal, individual negotiations between students and issuing organisations or formal negotiated agreements between issuing organisations. Credit agreements negotiated between issuing organisations for the granting of credit to students towards AQF qualifications at any level, vertical or horizontal, will take into account the comparability and equivalence of the:

- Learning outcomes;
- Volume of learning;
- Program of study, including content;
- Learning and assessment approaches.

Credit agreements negotiated between issuing organisations for the granting of credit to students towards higher level AQF qualifications in the same or related discipline, having taken into account 2.1.9, should use the following ceilings as the basis of negotiations:

- 50 percent credit for an Advanced Diploma or Associated Degree linked to a 3-year Bachelor Degree;
- 37.5 percent credit for an Advanced Diploma or Associate Degree linked to a 4-year Bachelor Degree;
- 33 percent credit for a Diploma linked to a 3-year Bachelor Degree;
- 25 percent credit for a Diploma linked to a 4-year Bachelor Degree;

These agreements do not preclude any further institutional or individual student negotiations for additional credit to be approved by the Academic Dean.

4.2 UBSS Principles

UBSS, as part of GCA, does not currently have a formal credit transfer agreement with an external issuing organisation, hence, these percentages are not mandatory in determining the percentages of credit that can be awarded to UBSS students.

At UBSS, per AQF, credit is granted on the basis of formal individual negotiations between students and issuing organisations.

UBSS determines applications for credit transfer based on whether the applicant is:

A current student who holds a Diploma or Advanced Diploma level qualification from Central College, GCA (an internal candidate) or;

Currently enrolled in or has completed a course of study with an external provider at Diploma level or above, such as TAFE, an RTO, a university or a private provider (an external candidate).

5 Domestic Candidates

The maximum credit transfers granted to domestic candidates for the **Bachelor of Accounting** degree are as follows:

| Australian Qualification | UBSS Units | UBSS Credit Points |
|--------------------------------|------------|--------------------|
| Diploma of Accounting | 7 | 21 |
| Diploma of Management | 4 | 12 |
| | | |
| Advanced Diploma of Accounting | 10 | 30 |
| Advanced Diploma of Management | 6 | 18 |
| Advanced Diploma in Tourism | 5 | 15 |

The maximum credit transfers granted to domestic candidates for the **Bachelor of Business** degree are as follows:

| Australian Qualification | UBSS Units | UBSS Credit Points |
|--------------------------|------------|--------------------|
| Diploma Level | Up to 8* | 24 |
| Advanced Diploma Level | Up to 12* | 36 |

Credit may be granted for equivalent professional work experience.

5.1 Notes regarding Bachelor of Business Degree

*Students will be granted exemptions based on the number of subjects completed for either the Diploma or Advanced Diploma

Students must have completed a minimum of 8 subjects in their Diploma to be eligible for consideration of credit exemptions up to 8 subjects.

Students must have completed a minimum of 12 subjects in their Advanced Diploma to be eligible for consideration of credit exemptions up to 12 subjects.

6 International Candidates

Credit may be granted to external students for studies undertaken at RTOs, TAFE, universities, and private providers that are at Diploma level and above and align with the UBSS Bachelor of Accounting and Bachelor of Business degrees.

As a guideline, UBSS does not grant more than:

- 25 percent (6 UBSS units) of credit based on qualifications at Diploma level;
- 33 percent (8 UBSS units) of credit based on qualifications at Advanced Diploma level; and
- 50 percent (12 UBSS units) of credit based on qualifications at Bachelor degree level,

where the qualification is in a relevant discipline.

To obtain the maximum amount of credit, the subjects undertaken at Diploma level and above must be equivalent in academic content to those offered in the designate Bachelor degree. Subjects completed in a discipline that are not aligned or relevant to the designate degree cannot be used as a basis for granting maximum amounts of credit transfer.

Note: The above amounts of credit are MAXIMUM amounts that can be granted. Applicants are not guaranteed the maximum amount of credit, as this is dependent on the discipline (subject area) in which previous studies were undertaken from which the applicant seeks credit. For example, Diploma, Advanced Diploma or Bachelor degree units in Human Resource Management do not attract the maximum amount of credit towards UBSS Bachelor of Accounting or Bachelor of Business (Accounting Major) subjects, as the course content and objectives are not equivalent.

If transcripts are presented in a language other than English, UBSS will only accept translations by NAATI translators.

7 Bachelor of Accounting:

Professional Bodies' Accreditation & Credit Transfer

In addition, UBSS considers external, professional accreditation requirements when allocating credit for individual units, noting that the following 17 core units are mandatory for receiving accreditation from CPA, CA and IPA toward the Bachelor of Accounting degree.

Credit transfer for these units is only be provided where sufficient evidence is produced that confirms that the applicant has covered the unit content, particularly for non-introductory level

units. Bachelor of Accounting students must complete all of these units (or may receive some exemptions as per this Policy) as well as the non-accounting units that form the total 24 units needed to qualify for a Bachelor Degree in Accounting.

- Principles of Accounting
- Information Technology for Accountants
- Accounting for Business
- Business Economics Quantitative Methods
- Financial Accounting Theory Management Accounting
- Company & Associations Law Taxation Law & Practice 1
- Taxation Law & Practice 2 Corporate Accounting
- Business Law
- Accounting Information Systems Auditing and Assurance
- Cost Management
- Issues in Financial Reporting Corporate Finance

8 Master of Business Administration and nested programs (Graduate Certificate in Business Administration and Graduate Diploma in Business Administration)

Credit may be granted to post graduate students for studies undertaken at postgraduate level at higher education institutions in Australia. The maximum credit than can be granted is –

- 50 percent (2 UBSS units) toward the Graduate Certificate in Business Administration
- 50 percent (4 UBSS units) toward the Graduate Diploma in Business Administration
- 50 percent (8 units) toward the Master of Business Administration.

All the above stated credit and RPL criteria will be applicable to the students enrolled for MBA delivered through face to face, online and blended mode.

9 Credit based on RPL for Domestic and International off-shore students enrolled for MBA online and blended mode

- Any new form of prior learning such as students who have completed any MOOC or Micro Credential in a particular subject/s may be granted relevant credit depending on the thorough assessment of the course attended and credential achieved. Authorised person will evaluate such credit on a case to case basis.
- Requisite credits may be granted to students of MBA or nested programs delivered through online mode and blended (executive) mode on the basis of prior informal learning through professional and/or managerial work in a specific area which is related to a particular subject/s.
 - Example of RPL include; a candidate has work experience of managerial nature for more than 5 (five) years in managing human resources can be offered exemption / credit for the subject MCR002 – Organisational Behaviour and similarly, a practicing Accountant or

Manager - Finance having significant work experience in Finance and Accounts can be given credit for MCR004 – Accounting System and Processes and / or MCR006 – Financial management.

- In cases where subject credit may not be directly established, an unspecified credit may be granted.
- In each case, relevant curriculum vitae, work experience documents, letter/s from the employer/s and internal UBSS subject matter experts review will be considered to arrive at the decision for granting credit based on RPL.
- A maximum of 4 (four) subjects may be granted based on the forms of prior learning as stated in section 9.
- For further detail of the procedure and documents required, refer to the Credit and Recognised Prior Learning guidelines.

This section of the policy was benchmarked against the following higher education institutions; Australian Institute of Business, APIC, Macquarie University, Sydney University.

10 Procedure

The applicant submits **ONE request** for credit transfer via the MyGCA or Paradigm online student system. It is the candidate's responsibility to provide certified documentation (at a minimum, a copy of their academic transcript/s listing all completed units) to support their claim for credit transfer. Candidates may be asked to provide more detailed documentation (such as subject or course outlines) in cases where the information provided is unclear or with insufficient detail to allow a considered determination.

Applications for credit transfer must be submitted by the end of the second week of the first trimester of enrolment. Every attempt will be made to confirm credit approvals by the end of Week Three (3). Applications submitted after this time will not be considered in light of academic progress and visa CoE period considerations. **An applicant may apply only ONCE for Credit Transfer.**

The **Executive Dean** or delegate determines which specific subjects in the Bachelor of Accounting, Bachelor of Business and Master of Business Administration degrees are granted credit.

Credit transfer may be granted in the form of:

- Specified Credit, which relates to specific coursework units;
- Unspecified Credit, which refers to credit not related to specific coursework units (this type of credit will not be transferable for the CPA core units at a non-introductory level, for the Bachelor of Accounting degree and for the Capstone Project unit for any degree).

Applicants are advised by GCA Student Services through the MyGCA or Paradigm student system on the outcome of their application.

Students have the right to appeal the decision by the **Executive Dean** by lodging an appeal within five working days of being sent the outcome of their application. Appeals are reviewed only within the scope of this Policy. The Executive Dean will attempt to respond to appeals within 7 working days of receipt of appeal.

11 Document Change Control

| Version | Change Description | Date | Author |
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| v12 | Refreshed format | November 2017 | Professor Ian Bofinger |
| v12 | Amendment to legislative context (Section 2.2) | November 2017 | Professor Greg Whateley |
| v12 | Amendment to AQF policy date (Section 3) | November 2017 | Professor Greg Whateley |
| v12 | Addition of work experience equivalence for domestic students (Section 5) | November 2017 | Professor Greg Whateley |
| v12 | Addition of NAATI reference (Section 6) | November 2017 | Professor Greg Whateley |
| v12 | Amendment to timing of credit approvals (Section 9) | November 2017 | Professor Greg Whateley |
| v12 | Amendment to timing of response to appeals (Section 9) | November 2017 | Professor Greg Whateley |
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| V13 | Insertion of section 9 – Credit Transfer and RPL for Domestic and International off-shore students for Online Mode. Recognition of informal learning for post graduate degrees. | June 2019 | Associate Professor Ashok Chanda |
| V13.1 | Edit of Section 8 and 9 with addition of blended delivery. | July 2019 | Associate Professor Andrew West |