

## Credit Transfer Procedure - HE to HE

<b>Version:</b>	9.0	<b>Effective Date:</b>	17 November 2016
<b>Procedure Code:</b>	PR-015	<b>Related Policy Code:</b>	ACA-001
<b>Related Policy Name:</b>	Educational Pathways Policy – Higher Education		

### Purpose

This procedure describes the processing of all Credit Transfer – HE to HE applications leading to a nationally recognised Higher Education qualification. This procedure will ensure that the AQF standards and other quality assurance requirements are met.

**Definition of “College”** – *In the higher education sector, Australian College of Natural Medicine Pty Ltd trades as Endeavour College of Natural Health (Endeavour); ACPE Limited trades as The Australian College of Physical Education (ACPE); Study Group Australia Pty Limited trades as Martin College and Martin Higher Education (Martin HE). For the purpose of this policy, any reference to ‘College’ or ‘the College’ should be considered a reference to each or any of these respective entities or trading names.*

### Scope

Credit Transfers – HE to HE can be granted under the following circumstances:

1. When studies taken at another educational institution are equivalent to, or correspond with, the subject being applied for.
2. When a subject completed at the College in another qualification has the same Code, Title and Credit Point value as that required in a second qualification.
3. When the subject studied has the same learning outcomes and methods of assessment as the subject being applied for.
4. When the subject studied falls within the Educational Pathways Policy timeframe of

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eight year currency of content for Credit Transfers.

## Responsibility

The Educational Pathways Department is responsible for the implementation of this procedure and to ensure that staff and students are aware of its application and that staff implement its requirements.

## Requirements

The *Credit Transfer Internal Guidelines* define the specific tasks and their allocation, for dealing with applications for Credit Transfer.

Any department providing information to prospective students must include Credit Transfer information in all marketing materials, for example; websites, brochures, student admission information.

Verified copies of Statement of Results (Academic Transcript) used as the basis for granting Credit Transfer must be placed in the student files.

## Application

Students are to make credit transfer applications immediately after enrolling and prior to the commencement of the semester or trimester in order to allow 20 business days for application turnaround.

Before submitting an application for credit transfer, it is the responsibility of the student to confirm the learning outcomes of the subject that they are applying for and that there is a substantial crossover in these with the subject they have already studied. Learning outcomes can be downloaded from the subject outlines available on the College website.

A separate application form must be completed and submitted for each subject applied for.

The applicant must apply by completing the [Credit Transfer - HE to HE Application Form](#) and provide certified copies of documentation.

Relevant evidence for each subject application must include:

- Certified copy of an Academic Transcript showing Tertiary Institution where study was undertaken, course and subjects studied, and results.
- Subject learning outcomes mapped against learning outcomes of subject being applied for
- Subject duration and number of contact hours.

If evidence is supplied by the student in a previous name, students must supply certified copies of documentary evidence of change of name. Where evidence is in a language other than English, the applicant must provide a translation by an accredited translator.

## Notification

Student Services will inform students of receipt of the [Credit Transfer – HE to HE Application Form](#). Students will be informed by Student Services of the outcome of their application; if the application has been denied Student Services will include reasons given by the Pathway Assessor for the application being unsuccessful.

## Internal Record Keeping

Student Services are responsible for all internal record keeping related to Credit Transfer. All evidence relating to the application for Credit Transfer, including verified copies of Qualifications and Statement of Results (Academic Transcript) used as the basis for granting Credit Transfer must be placed in the student's file.

## Assessment Procedure

Assessment of advanced standing is an academic responsibility. The Educational Pathways Department is responsible for allocating applications for credit transfer to specific Pathway Assessors for assessment purposes. Application evaluation is to be undertaken in a timely manner as to meet the required twenty day turnaround for

applications. On completion the Assessor is to document the outcome in the [Educational Pathways Assessor Report Form](#), which when completed and signed off, is placed in the students file. All Credit Transfer – HE to HE Application Forms will be signed off by the National Educational Pathways Manager.

Exemption for successful applications will be applied to the student's academic record after receipt of the signed acceptance of outcome from the student. Signed acceptance forms should be emailed to [educational.pathways@endeavour.edu.au](mailto:educational.pathways@endeavour.edu.au) or given in person to a Student Adviser.

## Assessor Requirements

Pathway Assessors must have expertise in advanced standing assessment, the particular field of study being assessed and the College's [Educational Pathways Policy – Higher Education](#), and relevant procedures and internal guidelines, to undertake the task.

When assessing higher education to higher education credit transfer the Assessor should take into account:

- the general educational practices and standards of the provider(s) that may be relevant to the subject of study under consideration
- the learning outcomes of the particular course of study
- the duration of the subject of study, taking into consideration credit point values, hours of study including face to face hours.
- the breadth, depth and balance in the subject material involved and the intellectual effort required
- the methods of assessment.

## Appeals

Appeals against credit assessments may be made in accordance with the [Grievance](#)

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[Policy - Domestic Students – Higher Education](#) and [Grievance Policy - VET](#).

## Review and Quality Improvement

This procedure will be reviewed by the Academic Board to maximise the applicability to new and updated requirements and student needs.

### Definitions:

**Learning Outcomes** are the expression of the set of knowledge, skills and the application of the knowledge and skills a person has acquired and is able to demonstrate as a result of learning.

**Pathways Assessor** is a person responsible for conducting Educational Pathways assessments. They must be a qualified assessor and be fully conversant with the College's Educational Pathways policy, procedures and internal guidelines.

**Qualification** is formal certification, issued by a relevant approved body, in recognition that a person has achieved learning outcomes or competencies.

**Student** is an individual person who is formally enrolled to study at the College. The individual person is that who appears on the College's documents such as enrolment, admission and payment documents, and who is assigned an individual student ID.

## Further Information:

**Related Policies:** *Educational Pathways Policy - Higher Education*  
*Grievance Policy – Higher Education and VET*

**Related Procedures:** N/A

**Related Documents:** *Credit Transfer - Higher Education to Higher Education Application Form*

**Guidelines:** *Educational Pathways Internal Guidelines*

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<b>Approval Body:</b>	Academic Board Meeting date: 27 November 2012
<b>Procedure Status:</b>	Revised
<b>Responsibilities for Implementation:</b>	<ul style="list-style-type: none"> <li>• <i>Director of Education</i></li> <li>• <i>National Curriculum Coordinator</i></li> <li>• <i>Student Services</i></li> <li>• <i>Program Leaders</i></li> </ul>
<b>Key Stakeholders:</b>	<ul style="list-style-type: none"> <li>• <i>Director of Education</i></li> <li>• <i>National Curriculum Coordinator</i></li> <li>• <i>Student Services</i></li> <li>• <i>Program Leaders</i></li> <li>• <i>Students</i></li> </ul>