Credit and Recognition of Prior Learning Policy and Procedure

Approving body	Academic Board
Date approved	20 Jan 2025
Date of effect	Commencement of operation
Next scheduled review	Two years from policy commencement
Policy owner	Academic Dean
Policy contact	Academic Dean
Related Documents	Admission Policy and Procedure Academic Progression and Student at Risk Policy and Procedure Student Appeals Policy and Procedure
Higher Education Standards Framework (HESF) 2021 (Cth)	Standard 1.1.2 Standard 1.2.1-2 Standard 1.5.7 Standard 7.2.2 Australian Qualifications Framework (**AQF**) Qualifications Pathway Policy, and the *Education Services for Overseas Students Act 2000: National Code of Practice for Providers of Education and Training to Overseas Students 2018* (**National Code**).

Purpose

1. This Policy outlines the principles and procedures relevant to all applications and assessment of credit and recognition of prior learning in undergraduate programs at Zenith Innovation Institute (Zenith / the Institute).

Scope

2. This Policy applies to:

    (a) student applications seeking credit and recognition of prior learning for undergraduate courses offered at the Institute; and

    (b) responsibility and processes for the evaluation, determination and notification of decisions in relation to credit and recognition of prior learning applications.

Policy

Statement

3. Credit and/or recognition of prior learning granted to applicants in accordance with this Policy will maintain the integrity of the Institute's qualifications and ensure that graduates have demonstrated course learning outcomes.

4. To qualify for the award of a degree at the Institute, the specific course progression rules must be satisfied; this will inform the amount and level of credit granted.

5. The granting of credit and recognition of prior learning is conducted in accordance with the requirements of the *Higher Education Standards Framework (Threshold Standards) 2021* (**HESF 2021**), the Australian Qualifications Framework (**AQF**) Qualifications Pathway Policy, and the *Education Services for Overseas Students Act 2000: National Code of Practice for Providers of Education and Training to Overseas Students 2018* (**National Code**).

6. As set out in the AQF Qualifications Pathway Policy, recognition of credit for prior learning already undertaken is designed to:

    (a)   enhance student progression into and between AQF qualifications;

    (b)   recognise the multiple pathways that students take to gain AQF qualifications and that learning can be formal, non-formal or informal; and

    (c)   support the development of pathways in qualifications design.

    Information regarding the *Credit and Recognition of Prior Learning Policy and Procedure* will be made available on the Institute's website and included in the Letter of Offer provided to prospective students

Principles

7. Processes for the granting of credit at the Institute will be transparent, publicly available, systematised and support student decision-making.

8. All decisions relating to credit will be documented, equitable, consistent, academically defensible and subject to review processes.

9. The Institute may award credit for the successful completion of relevant prior study and/or informal learning.

10. The Institute considers each application on merit and may recognise successfully completed prior study at other educational institutions, including: Australian universities, higher education providers, TAFE, and Registered Training Organisations as well as overseas institutions with equivalent standing and subject to published equivalency provisions.

11. Credit and recognition of prior learning may also be granted through articulation agreements existing between the Institute and other educational providers as approved by the Academic Board.

12. The assessment of applications for credit and recognition of prior learning considers the academic preparedness of student applicants to ensure that credit and recognition of prior learning decisions do not negatively impact on a student's ability to successfully complete their course at Zenith and does not compromise the integrity of the qualification or the intended graduate outcomes.

13. The assessment of credit takes account of prior learning including:

    (a)   learning outcomes;

(b)   volume of learning;

(c)   content of the study; and

(d)   course level.

14.   Credit limits will be consistent with the AQF Qualifications Pathway Policy and in the case of previous study in a related discipline, will not exceed the following limits:

(a)   50% credit for an Advanced Diploma or Associate Degree linked to a 3 year Bachelor Degree;

(b)   Credit for Advanced Diploma and Diploma courses completed at Zenith are outlined in Schedule 1.

15.   Applications for credit must be current. Credit is not normally awarded where units were completed over five years prior to an application for credit for prior learning.

16.   Units for which credit is being sought must have been taught in English. Credit will not be awarded where the units were taught in a language other than English.

17.   Credit may be granted on the basis of successfully completed formal education at an Australian higher education provider registered by the Tertiary Education Quality and Standards Agency.

18.   International students will be advised that any credit granted must comply with the provisions of the *National Code of Practice for Providers of Education and Training to Overseas Student 2018*.

19.   The Institute may enter into articulation agreements with other providers which include standing arrangements for the award of credit. Such agreements must be approved by the Academic Board.

20.   Credit may be granted for professional experiences if evidence provided can demonstrate direct relevance or equivalence to the specific learning outcomes for units within the course. Credit for professional experience will only be considered if the following criteria are met:

- Currency: The professional experience must have been completed within the past five (5) years to ensure its relevance to current practices and standards.

- Authenticity: The applicant must provide documented evidence to demonstrate that the claimed learning outcomes have been achieved.

- Relevance: The professional experience must align directly with the content and learning outcomes of the specific unit(s) for which credit is sought.

- Quality: The professional experience must reflect an acceptable level of learning comparable to the standard of the unit(s) in question.

- Transferability: The learning outcomes must be applicable outside the context in which they were achieved.

- Comparability: The professional experience must demonstrate substantial equivalence in content, depth, and intellectual effort with the relevant course unit(s).

When assessing credit for professional experience, the following will also be considered:

- The maximum credit that can be granted for professional experience is a maximum of 50% of the total credit points required for the course.

- The applicant bears the responsibility to provide adequate and verifiable evidence of their professional experience, which may include work portfolios, supervisor references, and documented achievements directly linked to the learning outcomes of the relevant unit(s).

For prior formal study, credit will not normally be granted for studies completed more than ten (10) years prior to the application unless exceptional evidence demonstrates the continued relevance of the study to the course in question.

These measures ensure that the granting of credit upholds the academic integrity and standards of the course while recognising the value of prior professional learning.

Criteria for award of credit

21. In addition to the principles stated above, the following criteria must be met for the award of credit:

   (a) relevant and certified documentation must be provided with the application;

   (b) minimum entry requirements for the relevant course must be satisfied;

   (c) prior learning must be assessed as equivalent to the learning outcomes for unit for which credit is being sought.

22. Applications submitted on the basis of credentialed or professional learning are assessed on a case-by-case basis. Credit for professional experience is granted only if it aligns with specific criteria, including relevance to learning outcomes, completion within the past five years, and evidence of authenticity, quality, and comparability. A maximum of 50% of the total course credit points may be awarded for professional experience. Applicants must provide verifiable evidence, such as portfolios or references, to support their application. Credit for prior formal study is typically restricted to study completed within the past ten years unless exceptional evidence demonstrates its continued relevance.

23. The Institute has the right to determine whether the units in an application for credit are identical or equivalent to the units in the course offered by the Institute.

Procedure

Applications

24. Applications for credit and recognition of prior learning must be submitted prior to commencing the first semester at the Institute.

25. All applicants should complete the Credit Application Form and submit this application together with the following documentation to the Student Services Manager:

   (a) certified copies of academic transcripts (or certified translations of academic transcripts for international applicants from non-English speaking institutions); and

   (b) unit outlines and/or course descriptions providing adequate details of unit/course content to establish specific equivalence (in certified translation where required).

26. Applicants for credit based on grounds other than formal learning will be required to submit a portfolio of documentation and may be required to attend an interview to establish professional competence equivalent to learning outcomes in specific units. For prior formal study, credit will not normally be granted for studies completed more than ten (10) years prior to the application unless exceptional evidence demonstrates the continued relevance of the study to the course in question.

Assessment of applications

27. Applications for credit will be assessed and approved by the relevant Course Coordinator. This assessment will determine whether the granting of credit or recognition of prior learning may negatively impact the achievement of the student's learning outcomes, or the integrity of the

course. In reviewing the application, the Course Coordinator may consult a unit matter expert and will consider:

(a)   credits previously granted by the Institute;

(b)   any credit arrangements with other providers; and

(c)   potential adverse consequences of granting the credit to the student.

28.   Where the Course Coordinator considers an application to be different from the specifications provided above, they will refer the application to the Academic Dean for determination.

29.   Applicants who apply for credit on the basis of prior formal study or prior work experience will be informed in writing of a decision on the application within four (4) weeks of submission. If further information or substantiation is required the application may experience longer processing times.

Transfer within Zenith Innovation Institute

30.   Where a student at the Institute seeks to change course prior to completion, the Institute will transfer the credit for successfully completed units from one course to another where the units are deemed to be identical or equivalent. The assessment will be conducted in accordance with the procedures outlined this Policy. There is no limit to the percentage of credit transfer between the Institute's courses.

31.   A new CoE will be issued to international students to reflect the change in course. The change will be reported to government authorities through PRISMS.

Withdrawal of credit

32.   The Institute will withdraw credit granted where:

(a)   fraudulent or misleading documentation has been provided; and

(b)   an administrative error has occurred in the assessment or granting of credit.

(c)   the student has consistently failed the subsequent unit(s) for which credit was granted, and it is deemed appropriate for the student to re-take the unit(s) at ZII.

Records

33.   Approved applications for credit must be recorded on the Student Record System so that appropriate adjustments are made to individual students' course structures. Award of credit must be recorded and stored in accordance with the *Records and Data Management Policy and Procedure*.

34.   The granting of credit may impact on the duration of a course. Where a Confirmation of Enrolment (**CoE**) has already been issued to an international student and the subsequent award of credit reduces the duration of the course as indicated on the Confirmation of Enrolment, a new CoE will be issued to the student for the reduced duration. If a student visa has been granted based on the initial CoE, the Institute will report the change to government authorities through PRISMS for any required changes to the student visa expiry date.

35.   If the Institute grants recognition of prior learning or credit toward a course to a student, Zenith will give a written record of the decision to the student for the student to accept and retain. Zenith will retain written records of acceptance of prior learning or credit decisions until two years after the student ceases to be an accepted student.

36. In addition to records of credit awarded being kept on individual student files, the Institute will maintain a Credit Precedent Database **(CPD).**

37. The CPD will record all credit decisions to act as a guide for subsequent decision-making and to facilitate monitoring and review.

38. Student records of results will include and document all credit granted through recognition of prior learning toward a course of study.

Monitoring and improvement

39. The Institute analyses the impact of credit decisions on students' academic progress and success through the data in the CPD and progression and completion data. Student feedback on their experience of credit processes is also collected in order to improve the Institute's procedures and processes.

40. The Institute uses the collected data to compare progression and completion rates between students who have been granted credit and recognition of prior learning as compared to the rest of the cohort.

41. A report on credit is provided to the Teaching and Learning Committee every study period by the Academic Dean.

42. The Institute will improve its processes for granting credit and recognition of prior learning based on the collected data, in particular the effectiveness of processes for evaluating the consequences of granting credit and recognition of prior learning and for maintaining the integrity of the course and associated qualification.

43. The Institute will benchmark its performance against credit arrangements of similar providers and other relevant industry data and will establish targets as appropriate.

44. The Academic Dean is responsible for making recommendations for improvement to the Academic Board, having regard to both the best interests and needs of students and the academic standards of the Institute.

45. The Academic Board receives an annual report on the adequacy of processes for granting credit and recognition of prior learning, including existing or proposed articulation arrangements, and approves recommendations for improvement as appropriate.

Appeals

46. A student may appeal against a decision made under the Credit and Recognition of Prior Learning Policy and Procedure under the provisions of the Student Appeals Policy and Procedure.

Responsibilities

47. Course Coordinators are responsible for assessing applications for credit.

48. The Academic Dean is responsible for:

    (a) assessment and determination of non-standard applications for credit;

    (b) making recommendations to Academic Board for improvements in the granting of credit; and

    (c) analysis of student performance by cohorts including by credit granted.

49. The Academic Board and the Governing Board (GB) are responsible for:

(a)   authorising articulation agreements.

Definitions

50.   For the purposes of this Policy:

Term	Definition
Articulation	The process of establishing learning equivalence and associated credit and recognition of prior learning arrangements between courses offered between providers.
Confirmation of Enrolment	An electronic document issued by the Institute to a prospective international student to confirm the student's eligibility to enrol into a course offered by the Institute.
Credit	Credit is the value assigned for the recognition of equivalence in content and learning outcomes between different types of learning and/or qualifications. Credit reduces the amount of learning required to achieve a qualification and may be through credit transfer, articulation, recognition of prior learning or advanced standing.
Credit and recognition of prior learning	Credit and recognition of prior learning or 'credit' is the recognition of relevant and equivalent prior study or informal learning completed by students which may lead to a reduction in the number of academic units or credit points that are required to successfully complete a course at the Institute. Credit and recognition of prior learning may be given for specific units as well as specified and unspecified electives.
Credit Transfer	The process by which students are awarded credit towards a new course offered by the Institute for identical and equivalent units successfully completed within another course at the Institute.
Equivalence of Unit(s)	Equivalence of Units (of study) can be established when a student can demonstrate that they have achieved learning outcomes equivalent to the learning outcomes of the component of study they are applying for. Learning outcomes may include knowledge, skills, or application of knowledge or skills.
International Student	Any overseas student, including those who have student visas, temporary residency, bridging visas and provisional residency (as falling under the *Education Services for Overseas Students Act 2000*).
PRISMS	The Provider Registration International Student Management System, a secure database owned and maintained by the Department of Education, Skills and Employment for the purposes of administering the *Education Services for Overseas Students Act 2000*.
Recognition of Prior Learning	Recognition of prior learning is an assessment process that involves assessment of an individual's relevant prior learning (including formal, informal and non-formal learning) to determine the credit outcomes of an individual application for credit (National Quality Council Training Packages glossary).

Version control

Version	Changes	Approval Body	Approval Date
1.0	Original version	Academic Board	
1.1	Credit for Diploma and Advanced Diploma mapped and added to Schedule 1	Academic Board	27 Sep 2024
1.2	Point 2 b) replaced assessment with evaluation Point 11 and 19, deleted "and the Governing Board (GB)." Point 20 added "Credit for professional experience will only be considered if the following criteria are met: Currency: The professional experience must have been completed within the past five (5) years to ensure its relevance to current practices and standards. Authenticity: The applicant must provide documented evidence to demonstrate that the claimed learning outcomes have been achieved. Relevance: The professional experience must align directly with the content and learning outcomes of the specific unit(s) for which credit is sought. Quality: The professional experience must reflect an acceptable level of learning comparable to the standard of the unit(s) in question. Transferability: The learning outcomes must be applicable outside the context in which they were achieved. Comparability: The professional experience must demonstrate substantial equivalence in content, depth, and intellectual effort with the relevant course unit(s). When assessing credit for professional experience, the following will also be considered: The maximum credit that can be granted for professional experience is a maximum of 50% of the total credit points required for the course. The applicant bears the responsibility to provide adequate and verifiable evidence of their professional experience, which may include work portfolios, supervisor references, and documented achievements directly linked to the learning outcomes of the relevant unit(s).	AB	20 Jan 2025

Version	Changes	Approval Body	Approval Date
	For prior formal study, credit will not normally be granted for studies completed more than ten (10) years prior to the application unless exceptional evidence demonstrates the continued relevance of the study to the course in question. These measures ensure that the granting of credit upholds the academic integrity and standards of the course while recognising the value of prior professional learning." Point 22 added "Credit for professional experience is granted only if it aligns with specific criteria, including relevance to learning outcomes, completion within the past five years, and evidence of authenticity, quality, and comparability. A maximum of 50% of the total course credit points may be awarded for professional experience. Applicants must provide verifiable evidence, such as portfolios or references, to support their application. Credit for prior formal study is typically restricted to study completed within the past ten years unless exceptional evidence demonstrates its continued relevance." Point 26 added "For prior formal study, credit will not normally be granted for studies completed more than ten (10) years prior to the application unless exceptional evidence demonstrates the continued relevance of the study to the course in question" Point 28 replaced "non-standard" with "different from the specifications provided above" Point 29 added "or prior work experience" Point 32 added c) "the student has consistently failed the subsequent unit(s) for which credit was granted, and it is deemed appropriate for the student to re-take the unit(s) at ZII" Added under Point 6 "Information regarding the Credit and Recognition of Prior Learning Policy and Procedure will be made available on the Institute's website and included in the Letter of Offer provided to prospective students"		

Schedule 1

Mapping of the **Advanced Diploma of Information Technology (AQF Level 5)** units with the **Bachelor of IT (Cybersecurity) (AQF Level 7)** units:

Advanced Diploma of Information Technology **Packaging Rules-** Total number of units = 16 6 core units plus 10 elective units	Bachelor of IT (Cybersecurity) ***Core subjects***: 22 core subjects (220 credit points) found within the Bachelor award. ***Elective subjects***: 2 electives (20 credit points)

Advanced Diploma of IT Units (AQF Level 5)	Bachelor of IT (Cybersecurity) Units (AQF Level 7)	Justification
BSBCRT601 Research and apply concepts and theories of creativity	IT302 IT Project Management	Creativity and research are essential for project design and innovation in project management.
BSBWOR502 Lead and manage team effectiveness	IT302 IT Project Management	Managing teams effectively is a core aspect of project management in IT.
BSBXCS402 Promote workplace cyber security awareness and best practices	IT104 Network and Systems Administration, IT105 Ethics in IT and Cybersecurity	Cybersecurity awareness is covered under network administration and ethical practices in IT.
ICTICT608 Interact with clients on a business level	IT100 Fundamentals of Information Technology, MG100 Digital Communication Skills	Interaction with clients on a business level is foundational in IT fundamentals and communication skills.
ICTICT618 Manage IP, ethics and privacy in ICT environments	IT105 Ethics in IT and Cybersecurity, IT305 Cyber Policy, Governance, Law, and Ethics	Managing IP, privacy, and ethics aligns with cybersecurity policy, governance, and legal aspects.
ICTSAD609 Plan and monitor business analysis activities in an ICT environment	IT302 IT Project Management	Business analysis and monitoring are aligned with the project management skills taught in IT project management.
ICTCYS604 Implement best practices for identity management	IT204 Cybersecurity Threats and Countermeasures, IT203 Penetration Testing and Vulnerability Assessment	Identity management practices align with penetration testing and countermeasures in cybersecurity.
ICTCYS606 Evaluate an organisation's compliance with relevant cyber security standards and law	IT305 Cyber Policy, Governance, Law, and Ethics, IT304 Cyber Risk Management	Compliance with cybersecurity standards and laws aligns with governance and risk management units.
ICTCYS608 Perform cyber security risk assessments	IT304 Cyber Risk Management	Risk assessments in cybersecurity directly align with the risk management processes taught in this unit.
ICTCYS612 Design and implement virtualised cyber security infrastructure for organisations	IT206 Cloud Computing and Security, IT204 Cybersecurity Threats and Countermeasures	Designing and implementing cybersecurity infrastructure aligns with cloud computing and security threat management.