

ADVANCED STANDING AND CREDIT TRANSFER POLICY

1.0 PURPOSE

This document sets out the policy for assessment of advanced standing provided to applicants. This policy ensures that decisions about course credit do not disadvantage applicants, nor diminish the integrity of CG Spectrum Institute's (CGSI) accredited higher education courses.

The Policy 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 any of the courses both undergraduate or postgraduate will be managed according to this policy.

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 learning outcomes of one or more subject(s) of study.

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.

Specified Credit means course credit is granted consistently on the basis that the learning outcomes, content and assessment of a specified core unit of study offered by CGSI can be demonstrated to be equivalent to a unit of study 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 the oversight of the granting of credit to prospective students, ensuring that awarding credit does not diminish the integrity of CGSI's accredited higher education courses, and reviewing this Policy and the Student Register annually.

The **Teaching and Learning Committee** is responsible for overseeing the process by which credit is assessed and ensuring the consistency of 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.

The **Course Director** is responsible for assessing applications for advanced standing and credit transfer in a timely manner.

5.0 POLICY

- 5.1 CGSI is committed to providing pathways for applicants to its higher education courses from prior education, professional training and /or experience.
- 5.2 CGSI will assess applicants' previous formal studies and / or professional expertise, and where appropriate, grant credit for specific subjects in its courses on the basis of applicants' prior learning to a maximum of 50%.

6.0 PRINCIPLES

6.1 Broad Principles

CGSI's policy on the granting of credit is based on the following broad principles:

- the granting of credit for previous education is an important mechanism that encourages individuals to pursue further scholarship;
- the process for granting of credit will be based on an assessment of equivalence of the applicant's prior learning with the CGSI course and that the integrity of the course will not be diminished;
- the approach to credit assessment will be robust, transparent and consistent;
- applicants may be permitted to transfer between courses within CGSI after they are admitted and before they complete their course and will be granted internal credit for this purpose; and
- CGSI will maintain a register of credit decisions and where credit is granted it must be identified on a student's record of results and in an Australian Higher Education Graduation Statement (AHEGS) if one is issued.

6.2 Advanced Standing and Credit Transfer - General Principles

- 6.2.1 An offer of credit does not guarantee admission into a specific course.
- 6.2.2 The assessment of the amount of credit to be granted in particular courses shall be determined by the Course Director in accordance with this policy.
- 6.2.3 When credit is granted, the requirements of each course must be fulfilled and students must demonstrate that they have achieved all specified learning outcomes prior to graduation.
- 6.2.4 When credit is granted in a course, it may be specified and/or unspecified.
- 6.2.5 Enrolled students who have been granted credit are required to complete fifty percent (50%) of the course through CGSI.
- 6.2.6 Credit granted for a specific course cannot automatically be transferred from one course to another.

6.3 Advanced Standing and Credit Transfer Principles for formal learning completed at another institution.

- 6.3.1 Advanced standing and credit transfer for formal learning is available to domestic and international students.
- 6.3.2 Subjects which are part of accredited courses provided by registered higher education institutions may be recognised for credit towards appropriate CGSI's courses.
- 6.3.3 Credit will not normally be granted for formal study completed more than ten years prior to application or less where deemed appropriate by the Faculty Dean/Course Director. In the latter case, this decision will be based on the importance of contemporary skills and understandings for particular courses.
- 6.3.4 Credit shall be granted for a subject where there is demonstrated equivalence of learning outcomes, content and course learning outcomes of a subject successfully completed at another institution.

6.4 Advanced Standing and Credit Transfer Principles for informal and non-formal learning.

- 6.4.1 Credit may be granted for a subject/s on the basis of informal and non-formal learning when demonstrable expertise derived from that learning can be documented to be equivalent to the satisfaction of the Faculty Dean/Course Director. It is the responsibility of the applicant to provide the required documentation and any other evidence that demonstrates that the learning outcomes have been met.
- 6.4.2 The maximum credit that can be granted for learning from informal and non-formal learning is 33% of the total credit points for Bachelor level courses and 50% for Diploma level courses.

6.5 Internal Credit Transfer

- 6.5.1 Credit transfer may be granted when a student has completed subjects whilst undertaking a course with CGSI and wishes to transfer to another course within the same faculty before completing the prior course.
- 6.5.2 Credit will be granted for those subjects already undertaken which form part of the course into which the student is transferring.
- 6.5.3 The grade awarded for the subject completed in the previous course will transfer to the new course.
- 6.5.4 The maximum credit that can be granted in these circumstances is not limited.

7.0 APPEALS

A student may appeal against a decision made under this policy. Appeals must follow the process outlined in the *Student Grievances, Complaints and Appeals Policy and Procedure*.

FORM

Advanced Standing and Credit Transfer Application Form

RELATED

Advanced Standing and Credit Transfer Procedure
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
Students at Risk Policy
Students at Risk Procedure

Advance Standing and Credit Transfer Register

Version Control

Document: Advanced Standing and Credit Transfer Policy		
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 applied, organisation titles and adherence to the latest TEQSA guidance note.	