

Aviation Courses

Credit for Prior Learning Kit and Guidelines

CL06 Associate Degree of Aviation (Flight Operations)

CL09 Bachelor of Aviation (Flight Operations)

CL17 Graduate Diploma of Aviation (Flight Operations)



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1 Introduction

Credit (also known as credit transfer, advanced standing or exemptions) may be granted to students who are able to demonstrate appropriate formal and/or informal/ non-formal learning.

This credit transfer kit is designed to help student decide whether or not to apply for Credit Transfer with CQUniversity.

1.1 Who can apply for Credit Transfer

If you have undertaken **study** in the last ten years, you may be eligible for credit towards your CQUniversity course. Please ensure you consult the [Credit for Prior Learning in Higher Education Policy and Procedure](#) for further information prior to submitting your application.

Students should fill out a credit for prior learning kit if they wish to apply for credit based on either of the following:

- Completion of a similar unit/course at another recognised tertiary institution including a college of advanced education or TAFE college (at the level of diploma or above);
- Recognition of Prior Learning. This may include relevant work experience.

Credit is normally only granted for units and courses successfully completed in the last 10 years. However each course may have different timeframes when assessing credit. Please check your course under the [CQUniversity Handbook](#).

1.2 How much credit can you apply for in a given course

The maximum amount of credit that may be granted towards a course is limited to 67%, i.e. two thirds of the course.

Cases where students are applying for credit exceeding this limit must include a justification for exceeding 67% to be approved by the Deputy Dean (Learning and Teaching).

1.3 When can I apply?

An application for credit should not be made until the applicant has received and accepted a formal offer of a place from QTAC or CQUniversity.

Students must submit an application form no later than four weeks before the relevant term starts to ensure their application can be assessed and, if credit is granted, have this applied to their study plan before the term begins and before census date.

Students who submit an application less than four weeks before the relevant terms start will have their application assessed as soon as possible. CQUniversity cannot guarantee applications will be assessed prior to commencement of term or census date.

Once your application has been received and assessed, the University will notify you of the outcome via your student email account.

1.4 How does Credit Transfer affect my enrolment?

The outcome of your application may impact on your upcoming term enrolment. You have until Census date to drop units for the current term without financial or academic penalty. Key dates, including the last day to add units and Census date, are listed in the [Academic Calendar](#) and under [Principle Dates](#) in the CQUniversity Handbook.

NB: If you are unsure whether your application will be approved, ensure that you apply early enough so that the Academic Pathways Team has enough time to process your application and inform you of the outcome before the last day to add courses. You can then adjust your enrolment to suit.

2 Credit for Students Holding an Australian Pilot Licence

2.1 CL06 Associate Degree of Aviation (Flight Operations)

Students who hold a **Recreational Pilot Licence (RPL)**, **Private Pilot Licence (PPL)** **Commercial Pilot Licence (CPL)** can be awarded credit for the following units in the CL06 Associate Degree of Aviation (Flight Operations):

- AVAT11002 Basic Aeronautical Knowledge
- AVAT11003 Basic Aeronautical Practice

Additional Credit

Students who hold a **Commercial Pilot Licence (CPL)** and have an examination pass mark equal to or more than 85% for the corresponding CASA examination can be awarded additional credit for the following units:

- AVAT12006 Aerodynamics
- AVAT12007 General Aeronautical Knowledge
- AVAT12008 Meteorology
- AVAT12009 Navigation

Students are required to produce evidence of this through their Knowledge Deficiency Report (KDR)

If a student holds a **Command Instrument Rating** on their **Commercial Pilot Licence (CPL)** or **Private Pilot Licence (PPL)** can be awarded additional credit for the following unit:

- AVAT12012 Instrument Flight Rules and Procedures

If a student has a **Remote Pilot Licence (RePL)**, they can be awarded additional credit for the following unit:

- AVAT11004 Unmanned Aerial Vehicles

NB: No credit will be given for AVAT11006, AVAT12010 or AVAT12011 based on a Commercial Pilot Licence (CPL). Credit for AVAT11006, AVAT12010 or AVAT12011 will only be given if a student can justify that they have successfully completed previous units at AQF 7 (Bachelor level) and have at least an 80% match with each of these unit's learning outcomes.

IMPORTANT - Students seeking **additional** credit to what is awarded for the Recreational Pilot Licence (RPL), Private Pilot Licence (PPL), Commercial Pilot Licence (CPL) and Remote Pilot Licence (RePL) will be required to complete unit mapping sheets for each unit that credit is being requested towards.

2.2 CL09 Bachelor of Aviation (Flight Operations)

Students who hold a **Recreational Pilot Licence (RPL)**, **Private Pilot Licence (PPL)** **Commercial Pilot Licence (CPL)** can be awarded credit for the following units in the CL09 Bachelor of Aviation (Flight Operations):

- AVAT11002 Basic Aeronautical Knowledge
- AVAT11003 Basic Aeronautical Practice

Additional Credit

Students who hold a **Commercial Pilot Licence (CPL)** and have an examination pass mark equal to or more than 85% for the corresponding CASA examination can be awarded additional credit for the following units:

- AVAT12006 Aerodynamics
- AVAT12007 General Aeronautical Knowledge
- AVAT12008 Meteorology
- AVAT12009 Navigation

Students are required to produce evidence of this through their Knowledge Deficiency Report (KDR)

If a student holds a **Command Instrument Rating** on their **Commercial Pilot Licence (CPL)** or **Private Pilot Licence (PPL)** can be awarded additional credit for the following unit:

- AVAT12012 Instrument Flight Rules and Procedures

If a student has a **Remote Pilot Licence (RePL)**, they can be awarded additional credit for the following unit:

- AVAT11004 Unmanned Aerial Vehicles

NB: No credit will be given for AVAT11006, AVAT12010 or AVAT12011 based on a Commercial Pilot Licence (CPL). Credit for AVAT11006, AVAT12010 or AVAT12011 will only be given if a student can justify that they have successfully completed previous units at AQF 7 (Bachelor level) and have at least an 80% match with each of these unit's learning outcomes.

No credit will be given for units AVAT13*** unless a student can justify that they have successfully completed previous units at AQF 7 (Bachelor level) and have at least an 80% match with each of these unit's learning outcomes.

IMPORTANT - Students seeking **additional** credit to what is awarded for the Recreational Pilot Licence (RPL), Private Pilot Licence (PPL), Commercial Pilot Licence (CPL) and Remote Pilot Licence (RePL) will be required to complete unit mapping sheets for each unit that credit is being requested towards.

2.3 CL17 Graduate Diploma of Aviation (Flight Operations)

The course allows the recognition of students' appropriate previous study and experience gained from working in industry, through 'Recognition of Prior Learning' (RPL). Students will be assessed for credit transfer on a case-by-case basis and will need to supply the following supporting documentation:

- Flight Logbook
- Pilot Licence/s
- Flight Provider

3 How to apply for Credit Transfer

Students applying for credit transfer from another CQUniversity course, external institution or recognition of prior learning are required to submit a [Credit Application Form](#).

For students applying for credit from a previous institution can search the [Credit Calculator](#) to gain an estimate of eligible credit towards their course.

3.1 Internal Credit Transfer

For those students who have previously studied with CQUniversity and wish to request credit towards their current course you should complete and submit the [Credit Application Form](#). No supporting documentation is required for internal course credit transfers.

3.2 Credit from other Institutions

Students applying for credit transfer from another institution are required to submit a [Credit Application Form](#).

Students can search the [Credit Calculator](#) for study completed at their previous institution to gain an estimate of eligible credit towards their CQUniversity course. However if a precedent does not exist they can still submit a [Credit Application Form](#).

3.3 Recognition of Prior Learning

Students may be eligible to apply credit based on RPL (formal/in-formal and non-formal learning). Students applying for RPL can submit their applications directly to the Academic Pathways Team via credit@cqu.edu.au

Recognition of Prior Learning (RPL) is defined in the [Credit for Prior Learning in Higher Education Policy and Procedure](#) as follows:

- **Formal learning:** Learning that takes place through a structured course of study that leads to the full or partial achievement of an officially accredited qualification. Examples include study undertaken in award courses provided by Australian tertiary education institutions, recognised overseas institutions and other accredited institutions, such as recognised professional bodies and employers.
- **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 objectives, time or learning support.
- **Non-formal learning** - Learning that takes place through a structured course of learning but does not lead to an officially accredited qualification. Examples include learning and training undertaken in the workplace, voluntary sector or in community-based settings.

To support your application you must include the following documentation:

- Unit Mapping Sheet for each unit you are applying for credit towards (Refer to Appendix A)
- JP certified letter from your employer outlining the following:
 - Your job title
 - The dates during which you worked at the organisation
 - The number of hours worked per week (average)
 - A description of your principal tasks and responsibilities
- Position description
- Any other evidence which you believe is relevant to show equivalence to the unit learning outcomes.

4 How can I demonstrate I have covered the Topic?

In order to obtain Credit Transfer for a given unit, you must prove that you have fully addressed the Learning Outcomes for that unit. You may have previously completed units or modules at a different institution that covered the same material.

You may have extensive work experience that you believe has resulted in you already possessing the necessary skills required for that unit. In any of these cases, you must provide evidence to support your claim. When filling out the Unit Mapping Sheet, you must state what supporting evidence you have to support your claim. Unsubstantiated claims will be rejected.

Examples of entries in the **Description of Evidence** column might be:

- TAFE courses ABC007 and ABC008. See attached Transcript and module outlines including the synopses.
- QUT course PQR123. See attached Transcript and course profile that includes the synopsis.
- See attached report for the XYZ Company and letter from Mr Smith of XYZ Construction Company on company letterhead confirming I prepared the report.
- See attached letter from Mr Smith of XYZ Company on company letterhead outlining my regular duties and the length of time I have been performing them.


4.1 What evidence do I need?

It is your responsibility to submit evidence to support your claim. This may take the form of:

4.1.1 Official Academic transcript(s) of past academic record(s) indicating the module(s) completed, year completed and grade obtained (including details of the grading system), and weighting of the module as a portion of the total course.

4.1.2 Module/subject/course outline including the synopsis from the previous institution or from materials you received during your study. CQUniversity will not contact other institutions to obtain such documentation.

Additional evidence is required for students applying for work experience to demonstrate that the Learning Outcomes have been met. These may include but are not limited to:



4.1.3 Reports or other documents prepared by yourself that demonstrate you have covered the Learning Outcomes. If you are relying on this type of evidence, you must have verifying documentation such as a signed letter from your employer on company letterhead stating that you personally prepared the submitted documents.

4.1.4 Other evidence from your employer that you regularly undertake particular activities as part of your work that demonstrates you have covered the Learning Outcomes. This may take the form of a signed letter on company letterhead from your employer stating in detail what your duties are and the length of time you have been performing them.

5 Submitting your Application

5.1 Final checklist

Before you submit your Credit Transfer Form, check you have all the following:

- Official Academic Transcript from your previous institution
- Unit profiles/outlines from your previous institution
- One (1) Unit Mapping Sheet for each unit you have listed on your Credit Transfer Form. Each Unit Mapping Sheet must address every learning outcome for that unit.
- Supporting evidence as listed on the Unit Mapping Sheet/s.
- Submitted application online as outlined in Section 2.

6 Important submission information

6.1 Policy

Full details of the Course Credit process can be found in [Credit for Prior Learning in Higher Education Policy and Procedure](#).

Appendix A - Unit Mapping Template

Student Name:
Student Number:

CQUniversity Unit			
Student to Complete			
CQUniversity Unit Learning Outcomes <i>On successful completion you will be able to:</i>	Description of evidence <i>Outline how you have demonstrated the learning outcomes have been met</i>	Document/ Evidence Attached	
<p>Type in the CQUniversity Unit Learning Outcome for this unit. You can access these from the CQUni Handbook</p> <p>EXAMPLE:</p> <ol style="list-style-type: none"> 1. Use anatomical and directional terminology appropriately 	<p>Type the learning outcomes from the previous studies course/unit that you feel match the corresponding CQUniversity unit learning outcome.</p> <p>If there is no explicit match of Unit Learning Outcomes but you have other course/unit documents (such as a study guide or assessment) that provide clear evidence that you have covered that material, identify the document and the specific part of that document where the evidence is.</p>	Yes	
Assessment Outcome – CQUniversity to Complete			
% of Volume Learning met	% Learning outcomes met	Approved/Denied	Reasoning if Denied