



Engineering and Information Technology Courses

Credit for Prior Learning Kit and Guidelines



BE WHAT YOU WANT TO BE
cqu.edu.au

Contents

1	Introduction	2
1.1	Who can apply for Credit Transfer	2
1.2	How much credit can you apply for in a given course	2
1.3	When can I apply?	2
1.4	How does Credit Transfer affect my enrolment?	2
2	How to apply for Credit Transfer	3
2.1	Internal Credit Transfer	3
2.2	Credit from other Institutions	3
2.3	Recognition of Prior Learning	4
3	How can I demonstrate I have covered the Topic?	5
3.1	What evidence do I need?	5
4	Submitting your Application	6
4.1	Final checklist	6
5	Important submission information	6
5.1	Policy	6

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 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.

2.1 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.

2.2 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](#).

Below outlines the steps to follow when submitting a Credit Application Form.

STEP 1 Familiarise yourself with the units in your course. Course Structures can be found in the [CQUniversity Handbook](#)

STEP 2 Search the [Credit Calculator](#) for an already existing precedent for your course.

STEP 3 If a precedent exists submit a Credit Transfer Form along with a certified copy of your Official Academic Transcript from your previous institution. No further documentation is required.

NB: *Students may be required to submit additional documentation to support their application. The Academic Pathways Team will contact you if additional documentation is required.*

Where no precedent exists for your previous study please complete the following steps:

If a precedent does not exist, students are required to complete and submit Unit Mapping Sheets for each unit they are applying for credit towards.

STEP 4 Search the CQUniversity Handbook for your course and click on the unit code you are applying for credit towards. Then select the Unit Profile.

- STEP 5** Search for the Unit Learning Outcomes within the Unit Profile. Copy and paste each learning outcome into the Unit Mapping Sheet. A Unit Mapping Sheet has been provided in Appendix A.
- STEP 6** Complete the 'Description of Evidence' column for each learning outcome showing how your previous study has met this requirement.
- STEP 7** Gather the unit/course profiles/outlines from your previous institution to provide as evidence for your application.
- STEP 8** Submit a Credit Transfer Form attaching the following documentation:
- a. JP Certified Official Academic Transcript from your previous institution
 - b. Unit Mapping Sheets for each CQUniversity unit you are applying for credit towards
 - c. Unit/Course profiles/outlines from your previous institution.

If you have additional documentation that exceeds the limit of the Application Form please submit directly to credit@cqu.edu.au. Ensure you include your name and student number in this email.

NB: Please note that credit is normally only granted for qualifications at Diploma level and higher.

2.3 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
- 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
- All relevant evidence/documentation to support your application to evidence you have met the Learning Outcomes for each unit.

3 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. Note that in most cases you will need to have done two (2) TAFE subjects/units in order to be considered for credit transfer for one (1) CQUniversity unit.

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 Construction 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 Construction Company on company letterhead outlining my regular duties and the length of time I have been performing them.

3.1 What evidence do I need?

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

- 3.1.1** Certified 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. A photocopy of the transcript stamped and signed by a JP saying they have sighted the original is acceptable. You may obtain a 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:

- 3.1.2** 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.
- 3.1.3** 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.

4 Submitting your Application

4.1 Final checklist

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

- Certified 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.

5 Important submission information

5.1 Policy

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



UNIT MAPPING SHEET

BE WHAT YOU WANT TO BE
cqu.edu.au

Student Name:
Student Number:
Course Code:

CQUniversity Unit		
Student to Complete		
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
EXAMPLE: 1. Use anatomical and directional terminology appropriately	<i>Type the learning outcomes from the previous studies course/unit that you feel match the corresponding CQUniversity unit learning outcome.</i> <i>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.</i>	Yes

Assessment Outcome – CQUniversity to Complete

% of Volume Learning met	% Learning outcomes met	Approved/Denied	Reasoning if Denied