HEP MODULE CREDIT POLICY

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SECTION A - INTRODUCTION

A.1 Purpose

This policy covers module credit in Higher Education Programs granted by Eynesbury College and provides the framework that leads **to the formal recognition of an applicant's knowledge, skills and competence achieved** through prior training and/or work experience (Recognition of Prior Learning, RPL) or education (Credit Transfer).

A.2 Scope

This policy applies to all students of Eynesbury College enrolled in Higher Education Programs (HEP).

A.3 Definitions

Word/Term	Definition
Appeal	Requesting a review of a previous decision
Confirmation of Enrolment	An official form issued to an international student to confirm that they have been accepted to study at an Australian institution for a specific start and end date
Credit Transfer	The determination, on an individual basis, of the credit the learner is entitled to as a result of study completed at Eynesbury College or another Recognised Tertiary Education Provider
Module	A single unit of study that counts towards completion of a program
Module Credit	The credit exemptions granted towards the requirements of aprogram on the basis of recognition of prior learning or credit transfer
Program	A combination of modules that are to be completed in order to be eligible for an Award or progression to further study
Recognised Tertiary Education Provider	An education provider registered by the relevant government authority to deliver tertiary programs
Recognition of Prior Learning	The determination, on an individual basis, of the credit the learner is entitled to as a result of previous formal training, work experience and/ or life experience
Registered Training Organisation	Organisations registered by Australian state and territory training authorities to deliver nationally recognised training.
Statement of Attainment	The formal certification in the VET sector by an RTO under the AQF that an individual has achieved part of a qualification; or one or more units of competency or modules from a nationally endorsed training package; or all the units of competency or modules comprising learning outcomes for an accredited module that does not meet the requirements for an AQF qualification

A.4 Acronyms

Abbreviation	Word/Phrase
AQF	Australian Qualifications Framework
CoE	Confirmation of Enrolment
HEP	Higher Education programs
RPL	Recognition of Prior Learning
RTO	Registered Training Organisation
VET	Vocational Education and Training

SECTION B - POLICY STATEMENT

B.1   Principles

This policy is based on the principle of recognising prior knowledge and skills that prospective students have through Recognition of Prior Learning (RPL) or Credit Transfer towards **Eynesbury College's** Higher Education Programs (HEP).

B.2   Policy

1   Introduction

    1.1   In accordance with the Admissions Policy, students who meet the entry requirements may be granted module credit for Stage 1 modules as part of the application progress.

    1.2   A maximum of 50% of credit (four out of eight modules) may be granted for Stage 2 in a program, subject to approval of an application for RPL or Credit Transfer

    1.3   Advice on possible module credit may be provided to future students on request. Module credit will not be awarded until the student has officially enrolled in the program.

    1.4   Requests for the removal of module credit may be granted where relevant.

    1.5   If a student transfers from one Eynesbury College program to another, where applicable, modules passed for the original program will be transferred to the new one.

2   Recognition of prior learning

    2.1   RPL is consistent with the concept of competency based training in that the emphasis is upon the learner and their current knowledge and skills or competencies, not on how the learning took place.

    2.2   RPL offers applicants the opportunity to gain formal recognition for knowledge and skills gained through informal and formal training and on the job experience.

3   Mutual recognition

    3.1   Eynesbury College recognises qualifications and Statements of Attainment issued by Registered Training Organisations (RTOs).

4   Credit transfer

    4.1   Applications for credit transfer must be based on prior study at a recognised tertiary education provider. Credit transfer is granted only where the prior study is assessed as equivalent to the level of the module(s) for which module credit is being sought.

4.2   Specified and unspecified credit

 4.2.1 Specified credit is the recognition of previously completed studies that is equivalent to a module at Eynesbury College. The degree of similarity in learning outcomes, curriculum alignment and assessment types should typically be at least 80%, however this is assessed on a case-by-case basis, considering factors including program structure, prerequisite requirements and total study hours.

 4.2.2 Unspecified credit is granted when previously completed studies have no equivalent Eynesbury College module. Unspecified credit may only be granted as module credit towards electives, if applicable. A maximum of two modules of unspecified credit may be granted within a program.

5   Applications for module credit

5.1   Application for Module Credit forms must be submitted with an original certified copy of documentary evidence supporting the application.

5.2   Applications for module credit may be lodged at any time prior to enrolment and up to two weeks after the start of the program. Later applications may be considered at the discretion of the Academic Director.

6   Notification

6.1   Students will be notified of the outcome of the module credit request.

7   Fees

7.1   There are no fees associated with applying for module credit.

7.2   A student who has paid for a module which is subsequently credited may apply for a refund as per the Fee Refund Policy.

8   Module duration – international students

8.1   Details relating to Confirmation of Enrolment (CoE) where module credit has been granted after a student has arrived in the country can be found in the Student Load Monitoring Policy.

9   Student records

9.1   Documents related to credit transfer will be retained in accordance with the Navitas Records Management, Retention and Disposal Policy.

10   Appeals

10.1   An applicant who is dissatisfied with the outcome of the module credit request may refer to the Student Grievances and Appeals Policy and Procedure.

SECTION C - GOVERNANCE

C.1   Responsibility

Identification	HEP Module Credit Policy
Policy Owner	Academic Director
Approving Authority	Eynesbury College Academic Board
Initial Issue date	December 2009
Directory Location	Policies, Eynesbury, Academic Directorate

C.2   Version Control

Current Version Number	5.0
Date of Effect	05/2025
Review Date	05/2028
Privilege Level	Public

C.3   Legislative and Organisational Context

Name
Higher Education Standards
The National Code of Practice 2018

SECTION D - PROCEDURE

D.1   Related Procedures

HEP Module Credit Procedure

Student Grievances and Appeals Procedure

D.2   Related Policies

Fee Refund Policy

Student Load Monitoring Policy

Student Grievances and Appeals Policy

Navitas Records Management, Retention and Disposal Policy