

<b>Procedure Name</b>	<b>ACADEMIC TRANSFER / CREDIT / RECOGNITION OF PRIOR LEARNING PROCEDURE</b>
<b>Procedure Number</b>	<b>A003_PR_HE (Academic)</b>
<b>Purpose</b>	The purpose of this procedure is to detail how Academic Transfer / Credit / Recognition of Prior Learning (RPL) will be processed for students seeking entry in to accredited Higher Education courses at Whitehouse Institute of Design, Australia (Whitehouse), and other RTO's and registered CRICO's providers.
<b>Scope</b>	This procedure applies to all applications for academic transfer and credit submitted by students applying for and enrolling in an accredited course at Whitehouse, RTO, and registered CRICOS provider.
<b>Procedure</b>	<p>These procedures require actions by the following who have rights and responsibilities under the terms of this policy and procedures:</p> <ul style="list-style-type: none"> <li>• students</li> <li>• the academic director</li> <li>• course leaders</li> <li>• administrative staff</li> <li>• student recruitment staff.</li> </ul> <p><b>Stage 1: Information dissemination</b></p> <p>1.1. All students and potential students receive notification of the Application for Academic Credit process prior to enrolment and are invited to discuss eligibility and the process for applying as part of enrolment process.</p> <p><b>Stage 2: Applying for Academic Credit or Direct Entry</b></p> <p>2.1. Applicants are required to make an appointment through Student Administration to discuss their application with the relevant Academic Director prior to making an Academic/RPL or Direct Entry application to determine their eligibility.</p> <p>2.2. Applications for Academic Credit must be made on the <i>Application for Academic Credit</i> form, available from Student Administration. Application for Academic Credit must be made to the relevant Academic Director no later than fourteen (14) working days prior to the census date applicable to the subject for which credit is sought.</p> <p>2.3. Applications for Direct Entry must be made on the <i>Direct Entry Application</i> form, available from Student Administration. Application for Direct Entry must be made to the relevant Academic Director no later than fourteen (14) working days prior to the first study period of course commencement.</p> <p>2.4. Applications (other than those received from currently enrolled and Whitehouse applicants) must be accompanied by a non-refundable administration fee of \$250 per unit of study.</p>

- 2.5. Applicants are responsible for providing all required information and evidence to support their application and this will be returned to the applicant.

### Stage 3: Notification of outcome

- 3.1. The Academic Director will consider the application.
- 3.2. If required, the Academic Director will consult with the relevant course leader and academic staff to confirm learning outcomes are matched prior to final approval.
- 3.3. The student will be notified in writing of the outcome of their application.
- 3.4. Where academic credit has been granted the letter will detail the amount of credit granted and against which subjects the credit is for.
- 3.5. **International Students**, if the students application has been successful the student will be notified in writing where academic credit has been granted the letter will detail the amount of credit granted and against which subjects the credit is for. Student Administration will also reduce the course duration and issue a CoE only for the reduced course duration.

### Stage 4: Student records

- 4.1. All relevant documentation will be filed in the student's academic file.
- 4.2. Academic records will be adjusted to reflect credit granted.
- 4.3. For those subjects where credit has been granted, then the grade will be recorded as an Advanced Standing.
- 4.4. **International Students**, Student Administration will record the outcome in PRISMS, EDUPOINT and within the students file. Records will be kept for no less than two years after the student has ceased to become an enrolled student.

### Stage 5: Assessment appeal

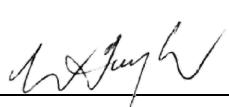
Students who are dissatisfied with the decision may appeal in writing to the Academic Board. This process is regarded as a formal appeals process and students are directed to Academic Policy: 002 Academic Grievance and Appeals Policy.

#### Relevant Legislation

- [Higher Education Standards Framework \(Threshold Standards\) 2015](#)
- [2016 Higher Education Support Act \(2003\)](#)
- [Australia Qualifications Framework \(AQF\)](#)
- [National Code of Practice for Providers of Education and Training to Overseas Students 2018](#)
- [Education Services for Overseas Students Act 2000](#)

#### Key Related Documents

Application for Academic Credit form  
 Direct Entry Application form  
 Academic Transfer/ Credit / Recognition of Prior Learning Policy

	<p>Student Admission Policy</p> <p>Whitehouse Institute of Design, Australia Code of Conduct</p> <p>Academic Grievance and Appeals Policy</p> <p>Academic Grievance and Appeals Procedures</p>
<b>Responsible Officer</b>	Academic Directors
<b>Approval Authority/ Authorities</b>	<p>Joint Executive Directors</p> <p>Academic Board</p>
<b>Date Approved</b>	02/05/2019
<b>Date of Commencement</b>	03/05/2019
<b>Date for Review</b>	02/05/2022
<b>Documents superseded by this Procedure</b>	001 – Academic - Academic Credit / Recognition of Prior Learning Policy & Procedure 11/2012
<b>Amendment History</b>	<p>02/2019 Addition of Point 4 International Students and RPL.</p> <p>05/2018 Re-branding – Header &amp; Footer only</p> <p>10/2016 Policy and Procedures separated and HE and VET documentations separated. Updated formatting and minor amendments.</p>
<b>Signed and dated for Whitehouse Institute Pty Ltd</b>	<div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="text-align: center;">   <hr style="width: 100%;"/> <p>Signature</p> </div> <div style="text-align: center;"> <p>Leslie Taylor</p> <hr style="width: 100%;"/> <p>Name</p> </div> <div style="text-align: center;"> <p>2/5/19</p> <hr style="width: 100%;"/> <p>Date</p> </div> </div>

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INFORMATION FOR PUBLISHING ON POLICY REGISTER	
<b>Category</b>	Academic
<b>Stakeholders</b>	Academic Board Executive Management Academic Staff Administration Staff Applicants to HE Programs Students