1. Scope
These procedures apply to:
- all Torrens University Australia students
- all applicants for admission to a Torrens University Australia course.

2. Types of learning
- Formal learning: learning that takes place through a structured program that leads to the full or partial achievement of an accredited qualification.
- Informal learning: learning gained through work, social, family, hobby or leisure activities and experiences, without being organised or structured into objectives or time constraints.
- Non-formal learning: learning that takes place through a structured program of learning that does not lead to an officially accredited qualification, for example, short courses.

3. Types of credit

<table>
<thead>
<tr>
<th>Type of credit</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Specified credit</td>
<td>Credit granted based on formal learning for a specific component of a course. It recognises that the student has achieved equivalent subject(s) learning outcomes, and can be used to meet pre-requisite requirements.</td>
</tr>
<tr>
<td>Unspecified credit</td>
<td>Credit granted, based on formal learning, for an elective requirement of a qualification, exempting the student from completing that elective. It will be granted on the basis of prior formal learning that is deemed to be at the right AQF level, with the appropriate volume of learning and learning and assessment approaches, but with content that is considered permissible as equivalent to an elective option, broadening the student’s education but still meeting the overall course learning outcomes. It does not recognise that the student has achieved equivalent subject(s) learning outcomes, and cannot be used to meet pre-requisite requirements.</td>
</tr>
<tr>
<td>Block credit</td>
<td>Credit granted to exempt a student from multiple subjects within a course, based on the completion of a different qualification. This is based on an approved pathway or a formal articulation agreement. It exempts a student from completing multiple subjects – usually specified stages or components of a course. It does not recognise that the student has achieved equivalent subject(s) learning outcomes, and cannot be used to meet pre-requisite requirements.</td>
</tr>
</tbody>
</table>
Recognition of prior learning (RPL)

- An assessment process that involves assessment of an individual’s relevant prior learning (including formal, informal and non-formal learning) to determine the credit outcomes of an individual application for credit
- When approved, RPL will be transferred against specified subjects (including electives) within the course and recorded as RPL (recognition of prior learning)
- It recognises that the student has achieved equivalent subject(s) learning outcomes, and can be used to meet pre-requisite requirements.

<table>
<thead>
<tr>
<th>Credit Type</th>
<th>Specified credit</th>
<th>Unspecified credit</th>
<th>Block credit</th>
<th>RPL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Formal learning – qualification (HE/VET)</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✗*</td>
</tr>
<tr>
<td>Formal learning – subjects or units of competency (HE/VET)</td>
<td>✓</td>
<td>✓</td>
<td>✗</td>
<td>✗*</td>
</tr>
<tr>
<td>Informal learning and/or non-formal learning</td>
<td>✗</td>
<td>✗</td>
<td>✗</td>
<td>✓</td>
</tr>
</tbody>
</table>

*A student applying for RPL cannot do so solely based on formal learning. Refer to RPL description above.

4. Means of determining credits
- Credit transfer applications
- Recognition of prior learning applications
- Articulation agreements with recognised providers

5. Applying for specified or unspecified credit

Step 1  Procedure
- An applicant for admission or student who wishes to apply for course credit (from here on referred to as ‘applicant’) must submit a completed *Application for Course Credit Form*. This is available on the [Torrens University](https://www.torrens.edu.au) website.
- The burden of evidence for a course credit application rests with the applicant. Evidence must reflect the applicant’s current levels of knowledge and skills. All evidence will be verified in accordance with the principles of validity, sufficiency and authenticity. Below are the accepted forms of evidence:
  - an AQF qualification testamur issued by an accredited institution, or
  - an official academic transcript issued by an accredited institution, or
  - a statement of attainment issued by an accredited institution, or
  - an overseas qualification issued by an institution listed in the AEI NOOSR Country Education Profiles, and
  - a syllabus copy detailing the learning outcomes and assessments of the subject(s) undertaken.

1 Dependent on the specific agreement as approved by the Dean
In addition, applicants who have studied at a non-accredited Laureate International Universities institution may also apply for credit using an official academic transcript or testamur, where Torrens University has quality assured the course materials and student outcomes, and deemed alignment with the relevant AQF level.

- All required supporting documents must be submitted by the prescribed deadline. In some cases, the University may require the applicant to complete an examination or other form of assessment to determine their learning is of a comparable standard, as part of the approval process.
- The applicant must supply official or certified supporting documents. Usually, the following documents are required:
  o Certified copies of academic transcripts (including eQuals Digital Credentials)
  o Certified subject or course outlines
  o Certified statement of attainment
  o Official English translations of documents supplied. The translated documents must have the official (translation) seal and must be signed by the translator or by a translator accredited by the National Accreditation Authority for Translators and Interpreters (NAATI).

**NOTES:**
- Informal advice provided by University staff about course credit are not binding on the University.
- International applicants and students must be aware that approval of a credit application may impact the duration of their course of study.
- The University may require the verification of the authenticity and veracity of documents supplied with the relevant issuing authority.
- If the applicant provides false or misleading information, the University may:
  o reject a credit application, or where it was previously approved, revoke the approval;
  o refuse admission or if already offered admission or admitted into a course, revoke the offer or cancel the applicant’s admission;
  o for current students, initiate a non-academic misconduct case in line with the provisions of the Student Conduct Policy.

**Timeframe**
An applicant for admission to the University may apply for credit before enrolling in a Torrens University course. Currently enrolled students may also apply for credit at any stage during their enrolment, but complete applications must be received at least 10 working days prior to the relevant study period for the credit to take effect in that study period.

**NOTE:** It is the applicant’s responsibility to ensure that they lodge their credit application in a timely manner and before the relevant study period. Fees for subjects subsequently credited will not be refunded/re-credited for applications received after the deadline except in extenuating circumstances.

**Step 2**
The decision to grant credit rests with Program Director (or delegate). Applications for credit will be assessed to ensure that previous learning is of a comparable standard to the subjects and/or units of competency within a particular Torrens University course. Each application will be assessed against the criteria outlined in section 8 of this document and with the following considerations:
- credit will only be transferred to full subjects. The University will not grant partial credit against subjects, and
• the amount of specified and/or unspecified credit applied cannot exceed the volume (in EFTSL) of that prior learning. For example, a one EFTSL Diploma course cannot result in any more than one EFTSL credit (of any type) in a course.

**NOTE:** For higher education courses, a student must undertake a minimum volume of learning at Torrens University in accordance with the limitations set out in the **Credit Policy**:

• **External prior study or work**
  Where a student applies for credit based on prior learning achieved elsewhere, the limits below apply.

<table>
<thead>
<tr>
<th>Award</th>
<th>Minimum volume of learning to be undertaken at Torrens University Australia</th>
<th>Maximum amount of combined credit (specified, unspecified, block and/or RPL)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Diploma (80 credit points)</td>
<td>40 credit points</td>
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<tr>
<td>4-year Degree (480 credit points)</td>
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<td>360 credit points</td>
</tr>
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<td>Graduate Diploma (80 credit points)</td>
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</tr>
<tr>
<td>1.5 year Masters (120 credit points)</td>
<td>60 credit points</td>
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</tr>
<tr>
<td>2 year Masters (160 credit points)</td>
<td>80 credit points</td>
<td>80 credit points</td>
</tr>
</tbody>
</table>

• **Combination of external or internal prior study or work**
  Where a student applies for credit based on a combination of external and internal (at the University) prior learning, with the external not being greater than the limits allowed above, the limits below apply.

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<tr>
<th>Award</th>
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</tbody>
</table>
Applicants will usually be advised of the outcome of their application within 10 working days from its receipt. If there is a delay, the student will be advised as soon as possible. If a credit application is unsuccessful, the notification will include the reasons for the decision.

If the credit application of an international applicant is approved:
- the applicant must accept and retain the written notice of approval for two years after the student ceases to be a Torrens student,
- and results in the reduction of the applicant’s course duration, the University must ensure the confirmation of enrolment (CoE) is issued only for the reduced duration of the course,
- after the applicant’s visa is granted, the University must report any change in the course duration in PRISMS.

The University reserves the right not to recognise part or all of an applicant’s prior learning where it is not deemed equivalent (see section 8 of this document), or where credit transfer is prohibited by the course rules (e.g. content/delivery is unique to the University or due to requirements of external accreditation bodies).

6. Recognition of prior learning

Step 1  
Procedure
- An applicant or student who wishes to apply for recognition of prior learning (RPL) (from here on referred to as ‘applicant’) must submit a completed Application for Course Credit Form. This is available on the Torrens University website.

- The burden of evidence for an RPL application rests with the applicant. Evidence must reflect the applicant’s or student’s current levels of knowledge and skills. All evidence will be verified in accordance with the principles of validity, sufficiency and authenticity. Below are the accepted forms of evidence:

  o Formal learning component
    When applying for credit based on formal learning, students must provide:
    - an AQF qualification testamur issued by an accredited institution, or
    - an official academic transcript issued by an accredited institution, or
    - a statement of attainment issued by an accredited institution, or
    - an overseas qualification issued by an institution listed in the AEI NOOSR Country Education Profiles, and
• a syllabus copy detailing the learning outcomes and assessments of the subject(s) undertaken.

In addition, applicants who have studied at a non-accredited Laureate International Universities institution may also apply for credit using an official academic transcript or testamur, where Torrens University has quality assured the course materials and student outcomes, and deemed alignment with the relevant AQF level.

○ Informal or non-formal learning component

When applying for credit based on informal and/or non-formal learning, students must provide evidence of their competency or capability, which might include:
  ▪ a curriculum vitae,
  ▪ letters or references from employers (on business letterhead),
  ▪ references or testimonials from clients (that are not family members or friends),
  ▪ work documents that describe roles, tasks, achievements/job descriptions,
  ▪ evidence of performance review,
  ▪ evidence of responsibilities within defined processes,
  ▪ portfolios containing samples of work,
  ▪ certificates from non-award courses, professional development, short courses,
  ▪ documentation of recognition of merit,
  ▪ documentation covering industry roles (committees, representatives), industry awards,
  ▪ other corroborating evidence supporting claims of competency,
  ▪ other documentation or evidence asked for by the assessor.

In addition to the portfolio of evidence, RPL assessments will also include a formal evaluation such as an interview, presentation, challenge exam or practical demonstration.

• All required supporting documents must be submitted by the prescribed deadline.

• The applicant must supply official or certified supporting documents. Usually, the following documents are required:
  ○ Certified copies of academic transcripts (including eQuals Digital Credentials)
  ○ Certified subject or course outlines
  ○ Certified statement of attainment
  ○ Official English translations of documents supplied. The translated documents must have the official (translation) seal and must be signed by the translator or by a translator accredited by the National Accreditation Authority for Translators and Interpreters (NAATI).

NOTES:
• Informal advice provided by University staff about RPL are not binding on the University.
• International applicants and students must be aware that approval of an RPL application may impact the duration of their course study.
• The University may verify the authenticity and veracity of documents supplied with the relevant issuing authority.
• If the applicant or student provided false or misleading information, the University may:
  ○ reject a credit application, or where it was previously approved, revoke the approval;
- refuse admission or if already offered admission or admitted into a course, revoke the offer or cancel the applicant’s admission;
- initiate a non-academic misconduct case in line with the provisions of the [Student Conduct Policy](#).

### Timeframe

An applicant may apply for RPL before enrolling in a Torrens University course. Currently, enrolled students may also apply for RPL at any stage during their enrolment, but complete applications must be received **at least 10 working days prior to the relevant study period** for the credit to take effect in that study period.

**NOTE:** It is the student’s responsibility to ensure that they lodge their RPL application in a timely manner and before the relevant study period. Fees for subjects subsequently credited will not be refunded/re-credited for applications received after the deadline except in extenuating circumstances.

### Step 2

The decision to grant RPL rests with the academic staff member qualified to teach and assess in the relevant discipline area. Applications will be assessed to ensure that previous learning is of a comparable standard to the subjects and/or units of competency within a particular Torrens University course. Each application will be assessed against criteria outlined in section 9 of this document and with the following considerations:

- credit will only be transferred to full subjects. The University will not grant partial credit against subjects, and
- the amount of specified and/or unspecified credit applied cannot exceed the volume (in EFTSL) of that prior learning. For example, a one EFTSL Diploma course cannot result in any more than one EFTSL credit (of any type) in a course.

**NOTE:** For higher education courses, a student must undertake a minimum volume of learning in accordance with limitations set out in the [Credit Policy](#):

- **External prior study or work**
  Where a student applies for credit based on prior learning achieved elsewhere, the limits below apply.

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<tr>
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<td>360 credit points</td>
</tr>
<tr>
<td>Graduate Certificate (40 credit points)</td>
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<td>20 credit points</td>
</tr>
</tbody>
</table>
### Combination of external or internal prior study or work

Where a student applies for credit based on a combination of external and internal (at the University) prior learning, with the external not being greater than the limits allowed above, the limits below apply.

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<tr>
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<td>120 credit points</td>
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<tr>
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<td>60 credit points</td>
<td>180 credit points</td>
</tr>
<tr>
<td>3-year Degree (360 credit points)</td>
<td>90 credit points</td>
<td>270 credit points</td>
</tr>
<tr>
<td>4-year Degree (480 credit points)</td>
<td>120 credit points</td>
<td>360 credit points</td>
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<tr>
<td>Graduate Certificate (40 credit points)</td>
<td>10 credit points</td>
<td>30 credit points</td>
</tr>
<tr>
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<td>60 credit points</td>
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<td>90 credit points</td>
</tr>
<tr>
<td>2 year Masters (160 credit points)</td>
<td>40 credit points</td>
<td>120 credit points</td>
</tr>
</tbody>
</table>

**Step 3** Applicants will be advised of the outcome of their application within 10 working days of its receipt. If an application is unsuccessful, the notification will include the reasons for the decision.

If the RPL application of an international applicant is approved:
- the applicant must accept and retain the written notice of approval for two years after the student ceases to be a Torrens student,
- and results in the reduction of the applicant’s course duration, the University must ensure the confirmation of enrolment (CoE) is issued only for the reduced duration of the course,
- after the applicant’s visa is granted, the University must report any change in the course duration in PRISMS.

The University reserves the right not to recognise part or all of a student’s prior learning where it is not deemed equivalent, or where credit transfer is prohibited by the course rules (e.g.

---

**Graduate Diploma (80 credit points)**

<table>
<thead>
<tr>
<th>1.5 year Masters (120 credit points)</th>
<th>60 credit points</th>
<th>60 credit points</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 year Masters (160 credit points)</td>
<td>80 credit points</td>
<td>80 credit points</td>
</tr>
</tbody>
</table>
content/delivery is unique to the University or due to requirements of external accreditation bodies).

7. **Block credit**

Block credit will be applied at the point of entry into a Torrens University course. The applicant must provide evidence of completion of the entry pathway award. Block credit is not available in the following instances:

- Partial or incomplete entry pathway award
- Informal or non-formal learning.

Refer to the [University’s website](#) for approved articulation agreements.

8. **Credit and RPL assessment criteria**

Credit (i.e. specified, unspecified and block credit) applications must demonstrate equivalence of the applicant’s prior learning towards a subject or course including:

- course and subject learning outcomes,
- volume of learning,
- course (including content), and
- learning and assessment approaches.

**NOTE:** For specified credit, equivalence must be 80% or more.

In addition, the application must also demonstrate currency and relevance:

<table>
<thead>
<tr>
<th>Currency</th>
<th>Must be completed within 10 years of the receipt of the credit application</th>
</tr>
</thead>
<tbody>
<tr>
<td>Relevance</td>
<td>- Must be of comparable quality and at the same level, depth and breath</td>
</tr>
<tr>
<td></td>
<td>- Demonstrate achievement of the learning outcomes of the relevant subject/s</td>
</tr>
<tr>
<td></td>
<td>- Demonstrate achievement of the course learning outcomes where appropriate</td>
</tr>
</tbody>
</table>

9. **RPL assessment criteria**

If an RPL application includes a formal learning component, the criteria outlined in section 8 will apply. For the informal and non-formal components of an RPL application, the following will apply:

<table>
<thead>
<tr>
<th>Currency</th>
<th>Must be completed within 10 years of the receipt of the credit application</th>
</tr>
</thead>
<tbody>
<tr>
<td>Relevance</td>
<td>- Must be of comparable quality and at the same level, depth and breath</td>
</tr>
<tr>
<td></td>
<td>- Demonstrate achievement of the learning outcomes of the relevant subject/s</td>
</tr>
<tr>
<td></td>
<td>- Demonstrate achievement of the course learning outcomes where appropriate</td>
</tr>
</tbody>
</table>

10. **Approved course credits**

For approved course credit applications, the following notations will appear on the student’s records:
<table>
<thead>
<tr>
<th>Credit Type</th>
<th>Grade²</th>
<th>Notation</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Specified Credit</td>
<td>CT</td>
<td>Specified Credit</td>
<td>The student has achieved all of the learning outcomes specified for the subject to the required standard through prior formal learning.</td>
</tr>
<tr>
<td>Conditional Credit Transfer</td>
<td>CCT</td>
<td>Specified Credit</td>
<td>The student will have achieved all of the learning outcomes specified for the subject conditional on completion of current formal learning.</td>
</tr>
<tr>
<td>Recognition of Prior Learning</td>
<td>RPL</td>
<td>Specified Credit</td>
<td>The student has achieved all of the learning outcomes specified for that subject to the required standard through prior learning that includes informal and/or non-formal learning, and may also include formal learning.</td>
</tr>
<tr>
<td>Elective Exemption</td>
<td>UX</td>
<td>Unspecified Credit</td>
<td>The student has been granted unspecified credit and is therefore exempt from the requirements of an elective subject. Note: exemptions cannot be transferred elsewhere as credit towards a subject.</td>
</tr>
<tr>
<td>Exemption</td>
<td>X</td>
<td>Block Credit</td>
<td>The student has been granted exemption from completing the requirements of the subject under a block credit agreement. Note: exemptions cannot be transferred elsewhere as credit towards a subject.</td>
</tr>
</tbody>
</table>

11. **Rescinding or withdrawing individual subject credits**

The University and the student may rescind an approved credit.

11.1 Student

- A student may request for credit to be withdrawn or rescinded.
- The student must contact Student Services when requesting rescission or withdrawal of an approved credit. It is at the discretion of the Program Director whether to approve a request to withdraw or rescind a credit.
- If the credit is approved and then formally withdrawn or rescinded, the student may not apply in the future for credit based on the same previous study for the same Torrens subjects.
- Students are responsible for seeking advice and establishing the potential impact of any credit withdrawal or rescission on their course progress due to the availability of subjects.
- International students are responsible for seeking advice and establishing the potential impact of credit withdrawal or rescission on:
  - the duration of their study in the course,

²The Grade definitions are from the Assessment Policy for HE and ELICOS Courses and Assessment Policy for VET.
o course costs, and
o living expenses.

NOTE: The University is unable to guarantee an extension of their visa due to any increased duration of the study.

11.2 Torrens University Australia
The University may withdraw or rescind credit where:
- false or misleading information has been provided
- as a result of a penalty, or
- as a result of a change of course or specialisation.

12. Lodging complaints or requesting reviews of unsuccessful course credit application decisions
Students can request a review of a decision made under the Credit Policy by following the Student Complaints Policy. The following documents provide information on the process:
- Resolving a Complaint Informally
- Formal Complaints
- Internal Review (Appeal) Procedure
- External Review Procedure

13. References

