

Policy number	P24	Version	6
Approved by ABG on	13 August 2020	Scheduled review date	August 2023

1. Purpose

The policy aims to facilitate progression of students through accredited degree courses by giving credit for learning outcomes candidates/students have already achieved in another Australian Qualification Framework (AQF) qualification or other formal learning.

2. Scope

This policy pertains to the candidate/student life cycle.

3. Policy Statement

Candidates/students and prospective candidates/students of NIODA have the opportunity to apply for credit transfer on the basis of completed components of another AQF qualification or other formal learning within the last ten years. Credit can be granted to single subjects or to whole stages or components of a qualification (block credit).

The assessment of application for credit transfer must ensure the integrity and standards of the NIODA course of study are maintained.

4. Definitions

Credit transfer is defined in the AQF as follows:

***Credit transfer** is a process that provides candidate/students with agreed and consistent credit outcomes for components of a qualification based on identified equivalence in content and learning outcomes between matched qualifications*

The AQF definition of credit is as follows:

***Credit** is the value assigned for the recognition of equivalence in content and learning outcomes between different types of learning and/or qualifications. Credit reduces the amount of learning required to achieve a qualification and may be through credit transfer, articulation, recognition of prior learning or advanced standing*

Credit may be assigned in a block form or for individual components of the NIODA degree.

5. Credit Limit

A maximum of two thirds of total course credit points is allowable for credit transfer towards subjects e.g. 96 of 144 credit points in the Master of Leadership and Management (Organisation Dynamics).

6. Application Procedure

Prior to an application for credit transfer, discussion should take place with the Academic Programs Lead.

Candidate/students who wish to apply for credit transfer must lodge a credit transfer application form prior to the census date of the subject/s in which credit is being requested.

A sub-committee of the Education Committee reviews all applications. The Academic Programs Lead responds to the applicant in writing regarding the decision to grant credit or not. Candidates/students can expect to receive notification within two weeks of the application being received.

In the application candidate/students must show that the previously undertaken subject content and requirements are equivalent to the subject/s for which they request a credit/exemption. They must ensure that all appropriate documentation is included in their application, including: original or scanned versions of official transcripts; course and subject outlines; and copies of assignment. The documentation must be relevant, current, valid and verifiable.

Credit Transfer form (attachment A) is also available on the NIODA website (www.nioda.org.au/policies).

7. Responsibilities

A sub-committee of the Education Committee decides on the credit transfer application and judge the credit to be assigned between the matched components of the two qualifications based on:

- (i) the veracity of the evidence presented
- (ii) the equivalency of the learning outcomes, discipline content and assessment requirements of the individual components of the qualification to the learning outcomes, discipline content and assessment requirements of the individual components of the MLM (OD) degree.

The Academic Programs Lead advises the prospective candidate/student of the outcome of their application within two weeks of it being received.

The Academic Programs Lead records credit transfer decisions with reasons for decisions taken and report to the Academic Board of Governance on all credit transfer applications and outcomes at each meeting of the Academic Board of Governance.

8. Grievances

Grievances relating to Credit Transfer processes and outcomes should be taken up as per the NIODA Grievance policy. The policy is published on the NIODA website (www.nioda.org.au/policies).

9. Related Documents

LM(OD) Eligibility, Admissions and Enrolment Policy

PhD Eligibility, Admissions and Enrolment Policy

Recognition of Prior Learning Policy

Credit Transfer application form (attachment A)

Candidate and Student Grievance Policy



Attachment A

Credit transfer information sheet and application form

NIODA offers credit transfer to recognise the skills you have gained through formal and informal education and training, work and/or life experience.

This form should be used by NIODA candidates/students seeking credit transfer for NIODA subject/s within an accredited degree course.

For more information about credit transfer (see Credit Transfer Policy above).

For assistance with completing this form please contact admin@nioda.org.au.

Credit transfer

Credit transfer is the recognition of previously completed formal training and/or qualifications within the last ten years.

How to apply

Complete this application form and lodge it along with certified copies of any relevant supporting documentation to admin@nioda.org.au.

When to apply

This form should be lodged prior to the relevant census date for the subject/s in which you wish to be granted credit.

Supporting documentation

Please attach a certified copy of any relevant certificates or transcript of results for any formal studies that you have completed, along with any other relevant information that may support your application.

Credit transfer fees

There is no fee attached to credit transfer applications.

Outcome

Once the assessment process is completed you will be notified of the outcome in writing.



Credit transfer application form

Section 1: Candidate/Student information

Candidate/Student no. _____ Date of birth (dd/mm/yyyy) _____

Family name: _____ Given names _____

Mailing address: _____

Section 2: Program Information

NIODA Course _____

Are you currently enrolled in the subject/s for which you are seeking credit?

Yes _____ No _____

If my application for credit transfer is successful, I take responsibility for ensuring that I am withdrawn from the enrolled subject prior to the relevant class census date, otherwise I remain liable for each subject's total tuition fees.

Candidate/Student signature _____

Date _____

SECTION 3: Statement of relationship between the course and subject learning outcomes, volume of learning and assessment requirements from those of your previous formal academic studies

You are required to provide documentary evidence to support the equivalency between the NIODA course and subject/s from those of your previous studies. This evidence should include academic transcripts and previous course and subject outlines.

Please complete the following:

Previous course learning outcomes

- 1.
- 2.
- 3.
- 4.
- 5 etc

Subject learning outcomes

If credit transfer is sought for more than one subject, fill out separately for each subject.

NIODA course name	Credit points and contact hours	Previous course name and institution	Credit points and contact hours
Subject name and code for which credit transfer is sought	Subject learning outcomes		Subject name and code for subject previously undertaken	Subject learning outcomes	

SECTION 5: Attachments

Please list all attachments to this document.

- 1
- 2
- 3
- 4

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Signature _____

Date _____