

Credit / Advanced Standing Policy and Procedure (Higher Education)

Version: 2.1

Approved by: Academic Board

Date Approved: 20 Sep 2024

Implementation Owner: Academic Director, Academic Managers, Course Coordinators, Student Services Manager

Maintenance Owner: General Manager, Group Quality, Accreditation & Compliance

Contents

Section 1 – Introduction	3
1. Purpose	3
2. Scope	3
3. Definitions	3
Section 2 – Policy	4
Section 3 – Procedure	4
1. Credit application	4
3. Appeals	5
Section 4 – Reference and Supporting Information	6
Section 5 – Change History	6

Section 1 – Introduction

1. Purpose

This policy outlines the structured process through which students can apply for credit or advanced standing, ensuring fairness, transparency, and alignment with the Australian Qualifications Framework (AQF).

Credit, also referred to as advanced standing, may be granted into an Academy of Interactive Technology (AIT) higher education course of study. Existing qualifications and experience may be assessed through a process of recognising prior learning (RPL), and the mapping of subjects undertaken at other institutions of higher education. This may also be done as part of a formal pathway or articulation agreement between AIT and other approved providers.

2. Scope

This policy applies to:

- i) All students (domestic and international) of AIT;
- ii) All staff of AIT including employees and contractors;
- iii) All courses delivered by AIT;
- iv) All students applying to study at AIT.

Academy of Interactive Technology Pty Ltd (also trading as Coder Academy),
Registered Higher Education Provider PRV12005, CRICOS: 02155J

3. Definitions

Word/Term	Definition
Credit / advanced standing	Credit is not mandated in higher education. Students who have evidence of previously having completed studies in the same or an overlapping area at AQF level 5 or greater may apply for credit or advanced standing to reduce the subjects needed to complete the course. Certified copies of an academic transcript or Statement of Attainment (not more than five-years-old) from recognised tertiary institutions, may form relevant evidence. AIT will contact the issuing provider to verify any offered evidence.
Recognition of Prior Learning (RPL)	RPL is the process whereby students are assessed on evidence of previous formal learning, and where relevant their employment, industry activities and talents against the Learning Outcomes of the subject under consideration.

Section 2 – Policy

AIT ensures that participant information and relevant marketing material contains advice that each education provider will recognise AQF qualifications and academic results issued by other providers.

Credit - Participants seeking mutual recognition for AQF qualifications and/or academic transcripts awarded by another provider must present a certified copy of original documents. Verified copies will be kept on the individual participant's file. If a student is currently completing a qualification, the completion date is expected to be provided.

If a student withdraws from a course and later returns to the same course, the previously agreed credits will be automatically applied, along with any credits achieved whilst undertaking the earlier pattern of study.

AIT ensures that its Education and Student Services teams are provided with guidelines and professional development in relation to Credit.

All fees associated with the application and process of Credit are published on the AIT website.

Section 3 – Procedure

1. Credit application

To apply for Credit, the student must complete the following steps:

- 1.1. Complete and submit the 'Credit Application Form'
 - 1.1.1. This may be done online
 - 1.1.2. Attach a certified copy of the transcript from the issuing provider and highlight the units they wish to have applied to their AIT enrolment
 - 1.1.3. Attach certified copies of all supporting documentation
- 1.2. Pay application fee

2. Assessment Process:

The student should discuss Credit opportunities BEFORE they commence their studies as it may mean that they are not required to attend some scheduled classes and will not have to complete the related assessments.

When applying online, students can tick the box on the Application form indicating they are seeking to pursue Credit / advanced standing.

Evidence may take a variety of forms; it may include but is not limited to:

- Results of any assessments
- Details of in-house courses, training programs, orientation, induction
- References/testimonials/Statements of Service/letters of support from current and/or past employers (must be on official company letterhead and provide current contact details of the employer)
- Workplace documents, licenses
- Current resume, position description or job description

- Membership of relevant professional associations
- Portfolio of work
- Diaries/task sheets
- Emails/letters
- Copies of presentations
- Photographs, videos

Interview will be arranged (if required)

The interview provides the opportunity for the candidate and the assessor to have a professional conversation about the candidate's required knowledge and skills and review the evidence presented. The topics of discussion are drawn and assessed from the subject's learning outcomes.

The interview is documented for evidence of required skills and knowledge. If the interview demonstrates the candidate's verbal knowledge is sufficient, the next step is to observe and assess the candidate's performance in practice.

Demonstration Assessment (if required)

Practical tasks provide the opportunity for the candidate to demonstrate the application of skills and knowledge against identified learning outcomes.

Third Party Report (if required)

Students may be required to obtain Third Party Reports to supplement and authenticate evidence provided. Guidance as to the nature of the evidence will be provided to the applicant.

Rules of Evidence

Validity

The assessor is assured that the learner has the skills, knowledge and attributes as described in the module or unit of competency and associated assessment requirements.

Sufficiency

The assessor is assured that the quality, quantity and relevance of the assessment evidence enables a judgement to be made of a learner's competency.

Authenticity

The assessor is assured that the evidence presented for assessment is the learner's own work.

Currency

The assessor is assured that the evidence provided provides sufficient alignment with learning outcomes of subject Credit has been applied for.

3. Appeals

If an applicant is not satisfied with the Credit decision, he/she may appeal against the decision, with the appeal to be lodged within 20 working days of the date of the decision. Please refer to the AIT Grievances, Complaints and Appeals Policy.

We encourage all students and staff to familiarise themselves with the procedures and guidelines detailed herein to facilitate a smooth and efficient credit application and assessment process. For any queries or further assistance, please contact the

AIT Student Services team.

Section 4 – Reference and Supporting Information

Document name	Document type	Location
Credit Application Form	Form	Internal
Student Handbook	Handbook	External website
Standard 1.2 of the TEQSA Threshold Standards 2021	Regulatory Standards	External

Section 5 – Change History

Version	Approval date	Department	Approved by	Change
Version 1.0	03 Mar 2017		GM	New policy and procedure
	06 Mar 2018		Compliance Manager	Review/approval by new Compliance Manager
Version 1.1	24 Mar 2020		Group Quality, Accreditation & Compliance Manager	Review and update to new format
Version 1.2	13 Nov 2020		Group Quality, Accreditation & Compliance Manager	Review
Version 1.3	14 Apr 2022		Executive General Manager - Group Quality, Accreditation & Compliance	Clarification of RPL and addition of definitions.
Version 1.4	30 July 2022		Executive General Manager - Group Quality, Accreditation & Compliance	Additional definitions and updated group template; Clarification of RPL procedure; Clarification of the RPL application fee and partial tuition fee if granted.
Version 2.0	16 Mar 2023		Executive General Manager - Group Quality, Accreditation & Compliance	Update of AIT name and template
Version 2.1	20 Sep 2024		General Manager - Group Quality, Accreditation & Compliance	Additional definitions and updated group template; Clarification of procedure; renaming of document

