

Credit Procedures

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Schedule 1—Credit Framework for VET Qualifications

1. Governing Policy

[Credit Policy](#)

2. Purpose

To specify the process and responsibilities for applying for, assessing and granting credit, and the establishment of formal credit transfer and articulation arrangements.

3. Procedures

3.1. Applying for credit

- a. The process and responsibilities for applying for, assessing and granting credit is set out in the table below.
- b. Credit applications are to be made no less than two weeks prior to the start of the relevant semester/teaching period in order to meet enrolment deadlines. Applications received after this time may have implications for student fees or, for international students, visa requirements.
- c. The University aims to notify students of the outcome of their application before the start of the relevant semester/teaching period, and no later than the last day to enrol for that semester/teaching period, (taking into account s.3.1.b).
- d. Even if a student is eligible for credit, they must still satisfy the entry requirements for a particular course.
- e. Processes and timelines for credit relating to exchange programs and short-term overseas study opportunities (Learning Abroad programs) vary from regular credit applications and can be found via the [Outbound Study Abroad](#) website.

Applicant/Student	<ol style="list-style-type: none"> f. Apply for credit by following the instructions on the Credit webpage relevant to the student type (i.e. domestic student or international student). g. Provide sufficient evidence of their prior learning with the credit application to validate the equivalence of learning outcomes.
Student Administration Services (SAS)	<ol style="list-style-type: none"> h. Review the application, contact the student for more information if required, and determine as follows:

	<ul style="list-style-type: none"> i. that the application can be accepted and credit is granted based on a precedent specified in the credit register in the student management system, or ii. that the application is to be referred to the Course Coordinator for academic approval because: <ul style="list-style-type: none"> • there is no valid precedent specified in the credit register, and/or • the application is seeking credit in recognition of non-formal or informal learning. i. Notify the student of the outcome of their application, including: <ul style="list-style-type: none"> i. the amount and type of credit granted ii. the remaining topic and/or course requirements to be fulfilled iii. details of any required amendments to the student's enrolment as a result of the credit granted, or iv. if the application is rejected, the reason(s) for not granting credit. j. Formally document credit outcomes in the credit register in the student management system, including if credit can be used as precedent for future assessments, and otherwise ensure accurate recordkeeping of credit applications and supporting evidence.
Course Coordinator on the advice of the Topic Coordinator	<ul style="list-style-type: none"> k. Assess the application following the guiding principles and standards for recognition of prior learning, and determine as follows: <ul style="list-style-type: none"> i. that the prior learning meets the equivalence of the learning outcomes, the application is approved and either specified or unspecified credit is granted ii. that the prior learning does not sufficiently meet the learning outcomes of the topic and the application is rejected.

3.2. Evidence of prior learning

Applicants or students are responsible for providing evidence of their prior learning with their credit application. Evidence must be sufficient for the assessor to validate the equivalence of learning outcomes. It includes, but is not limited to:

Formal learning	<ul style="list-style-type: none"> a. complete Official Academic Transcripts and an explanation of the grading scheme b. detailed descriptions/learning outcomes from the topics/subjects completed (syllabus) at the time when the study occurred c. course outline explaining the structure of the program including topics covered, contact hours, duration of the program, and methods of assessment (not needed if there is an articulation agreement in place or a precedent specified in the credit register).
Non-formal and informal learning	<ul style="list-style-type: none"> d. Curriculum Vitae (CV) e. certificates of completion/achievement from non-award studies (including microcredentials) or professional bodies

- f. statement or assessment task demonstrating how the topic learning outcomes have been achieved
- g. letter from employer substantiating work experience
- h. a job specification or other formal documentation that describes the position responsibilities, capabilities, tasks
- i. examples of learnings drawn from the workplace, cultural, social, community or other settings, demonstrating skills or competencies relevant to the topic and/or type of credit
- j. any documentation of recognition of merit or achievement.

3.3. Assessing credit applications

The following standards will guide the credit assessment process:

- a. **Relevance:** the prior learning is relevant to the specific learning outcomes of the course or component of a course for which credit is sought.
- b. **Currency:** the prior learning is sufficiently recent to remain relevant to current industry practices and knowledge (typically completed within the past ten years – see s.3.4.b below).
- c. **Sufficiency:** the evidence provided demonstrates that the student has achieved a level of learning (whether formal, non-formal or informal) comparative to the learning outcomes of the course or component of a course.
- d. **Authenticity and validity:** evidence presented will be verified to ensure it is genuine and reflects the student's work and learning and should clearly demonstrate how the prior learning relates to the specific learning outcomes of the course.
- e. **Fairness:** students are not disadvantaged in achieving the learning outcomes by receiving the credit (i.e. miss foundational knowledge).

3.4. Granting credit

- a. Prior learning that demonstrably meets the equivalence of the learning outcomes for a topic and is consistent with the guiding principles for recognition of prior learning will be granted credit.
- b. The prior learning must have been completed within the past ten years, unless the Course Coordinator approves otherwise (i.e. where students can demonstrate ongoing application or renewal of knowledge), or where a different timeframe is required by professional accreditation bodies.
- c. The amount of credit granted must not exceed:
 - i. more than two-thirds of the total unit value of the course for specified or block credit, or
 - ii. more than one-third of the total unit value of the course for unspecified credit, and
 - iii. more than two-thirds of the total unit value of the course for all credit granted (i.e. where a combination of credit is granted) such that students must complete at least one-third of the total unit value of the course.
- d. Students taking part in Learning Abroad programs must obtain prior approval for their intended study to ensure credit will be awarded upon successful completion. Evidence of completion is required, and the maximum amount of credit granted must not exceed the equivalent of one full-time academic year.
- e. Students who have completed study at Flinders University that has not been used to complete an award may be granted credit beyond the limits specified above toward a different award from that in which they were originally enrolled.

- f. Credit granted on the basis of a completed Australian Vocational Education and Training (VET) qualification will be for the amount specified in [Schedule 1—Credit Framework for VET Qualifications](#) relevant to the qualification.
- g. Credit granted for studies at overseas tertiary institutions will be assessed against the same criteria as studies at Australian institutions provided they are deemed comparable to tertiary level study in Australia under relevant Commonwealth Government or recognised international guidelines.
- h. Credit granted must be consistent with the level of study for the course e.g. prior learning at an undergraduate level (AQF Level 7 or lower) cannot be granted credit towards a postgraduate course (AQF Level 8 or higher), unless the postgraduate course design specifically permits AQF Level 7 topics.
- i. Credit will not be granted if the applicant or student is eligible for a scholarship which specifies in the terms and conditions that credit transfer cannot be granted to the recipient. If credit is sought by the applicant or student, the scholarship will be revoked.
- j. Credit granted will be graded as follows:

Credit for prior learning undertaken external to Flinders University	Non-Graded Pass
Credit for prior learning undertaken in a Flinders topic or course	Non-Graded Pass

3.5. Credit transfer and articulation arrangements

- a. Where formal credit transfer towards a Flinders University award course involves a third-party academic partnership, the arrangement must be established in accordance with the [Third-Party Academic Partnerships Policy](#) and [procedures](#) and comply with the [Credit Policy](#) and these procedures.
- b. Formal articulation arrangements with other education institutions leading to advanced standing in a Flinders course must:
 - i. be approved by the relevant College Vice-President and Executive Dean, on the advice of the College Education Committee
 - ii. comply with the [Credit Policy](#) and these procedures
 - iii. be documented in an agreement executed in accordance with the [Contracts Policy](#)
 - iv. be reviewed by the relevant College Education Committee annually to ensure the qualification of the other education institution remains consistent with the level of study and learning outcomes of the relevant Flinders course.
- c. Approved articulation arrangements will be publicly published to the [Credit webpage](#) to allow students and prospective students to access information about credit opportunities.

3.6. Credit register

Credit decisions and approved credit transfer and articulation arrangements will be entered on the credit register in the student management system as a precedent for future applications if deemed appropriate and will be subject to regular reviews to ensure currency and relevance.

Approval Authority	Deputy Vice-Chancellor (Students)
Responsible Officer	Director, Student Administration Services
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* Unless otherwise indicated, this policy or procedures still apply beyond the review date.

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Schedule 1—Credit Framework for VET Qualifications

VET Qualification	Minimum credit*	Maximum credit
Certificate IV	4.5 units	9 units
Diploma	9 units	36 units
Advanced Diploma	13.5 units	54 units
Associate Degree	13.5 units	Up to 72 units for non-articulating courses Up to 72 units for articulating courses
Degree	36 units	Up to 72 units for non-articulating courses Up to 72 units for articulating courses

* **Minimum credit:** There may be instances where minimum credit may not be granted because the undergraduate program needs to meet the requirements of professional or registration bodies.