STU12 CREDIT, RECOGNITION OF PRIOR LEARNING, AND ADVANCED STANDING POLICY AND PROCEDURE

Department	Academic
Approval Authority	Academic Board
Responsible Officer	Academic Dean
Effective Date for use	1 October 2026
Date of next review	August 2029 (3 years from approval date)

1. Purpose

This Policy and Procedure establishes the principles for credit, recognition of prior learning (RPL), and advanced standing in TITAN HIGHER EDUCATION (TITAN/THE) courses in accordance with Standard 1.2 (Credit and Recognition of Prior Learning) of the *Higher education Standards Framework (Threshold Standards) 2021, as amended.*

The Policy and Procedure outlines the processes and responsibilities for credit, recognition of prior learning, and advanced standing in TITAN HIGHER EDUCATION (TITAN/THE) courses including applying for, assessing, granting, monitoring and reviewing credit.

2. Scope

2.1 This Policy and Procedure applies to all individuals applying for credit towards higher education courses delivered by TITAN, at AQF level 7-9, including:

- Prospective students, including those that are enrolled in a pathway course for which TITAN has a formal articulation arrangement.
- Current students transferring from one TITAN course to another.

3. Policy Principles

TITAN is committed to ensuring that:

3.1 The assessment of a student's prior learning, both of formal academic study or informal learning, will be consistent with the ***Credit, Recognition of Prior Learning, and Advanced Standing Policy and Procedure,*** and the Australian Qualifications Framework (AQF) and may lead to the recognition of that learning and the subsequent granting of credit towards a TITAN course.

3.2 Credit is granted towards individual courses at TITAN for activities and studies that would form an acceptable part of that course.

3.3 Credit is granted in ways that:

- support student progress and success;
- will not compromise the integrity of the TITAN course;
- avoid the repetition of material for students wherever possible;
- ensure that students can achieve and demonstrate the learning outcomes and the award requirements of the course at the appropriate AQF level to which they have been admitted.

IIBIT AHE Pty Ltd trading as TITAN HIGHER EDUCATION
CRICOS Provider Code: 04219D | TEQSA ID: PRV14041 | ABN: 13 636 305 881

3.4 TITAN ensures that decisions regarding applications for credit are:

- timely;
- evidence-based and transparent;
- fair and consistent;
- documented;
- academically defensible.

3.5 The assessment of credit takes account of:

- course learning outcomes;
- unit learning outcomes;
- volume of learning;
- content of study;
- level of evidence and certification;
- AQF course level.

3.6 Case-by-case Assessment of Credit and RPL

- Credit transfer, Recognition of Prior Learning (RPL), Advanced Standing and Block Credit applications are assessed on an individual case-by-case basis.
- The granting of credit is not automatic and is determined through an evidence-based academic assessment of demonstrated equivalence between the applicant's prior learning and the relevant course or unit learning outcomes.
- Assessment will consider learning outcomes, AQF level comparability, volume of learning, content coverage, currency of learning, assessment requirements, and academic integrity considerations.

3.7 Credit granted towards a TITAN course can be based on:

- previous academic study or formal learning completed by the applicant;
- recognition of the skills, knowledge and experience gained by the applicant through professional experience and other forms of informal learning.

3.8 TITAN may grant:

- Specified Credit
  - credit given in the form of individually named units against a student's record;
  - TITAN may grant specified credit where prior learning satisfies the learning outcomes of a particular unit at an appropriate AQF level, taught in the relevant course.
- Unspecified Credit
  - credit given in the form of credit points only, not relating to individual units;
  - TITAN may give unspecified credit where the relevant previous learning is equivalent with the expected outcomes of the course the student intends to take, but where they may not be directly matched to all learning outcomes of a specific unit in the course.
- Maximum levels of credit
  - The maximum amount of credit which may be granted for study completed at another institution is 50 per cent of the total credit points of the TITAN course.
- Recording and review of credit decisions
  - TITAN will maintain a Credit Database for the recording of all credit decisions.
  - The Credit Database will be reviewed regularly to take account of:
    - course changes internal or external to TITAN;
    - regular reporting and analysis of cohort outcomes.

IIBIT AHE Pty Ltd trading as TITAN HIGHER EDUCATION
CRICOS Provider Code: 04219D | TEQSA ID: PRV14041 | ABN: 13 636 305 881

- Analysis of credit, RPL and advanced standing outcomes, including impacts on student progression, retention, success and completion, will be conducted after each teaching period and reported through relevant academic governance committees.

3.9 TITAN may grant Advanced Standing based upon:

- Academic Integrity:
  Advanced standing decisions must uphold the academic integrity, quality, and learning standards of TITAN qualifications, ensuring that graduates achieve the learning outcomes and academic requirements of the award.
- Equity, Consistency and Transparency:
  Applications for advanced standing are assessed fairly, consistently, and transparently using published criteria and evidence-based processes, ensuring equitable treatment for all applicants.
- Alignment with Learning Outcomes:
  Advanced standing is granted only where prior learning has been formally assessed and demonstrated to be equivalent to the learning outcomes, volume of learning, and AQF level of the relevant TITAN unit or qualification.
- Student Success:
  Advanced standing decisions should support student progression while ensuring that students possess the knowledge, skills, and capabilities necessary to successfully complete their remaining studies and achieve the learning outcomes of the course.
- Evidence-Based Decision Making:
  All decisions must be academically justified, supported by appropriate and verifiable evidence, approved in accordance with delegated authority, and accurately recorded in the institution's student management and credit records.
- Regulatory Compliance:
  The assessment and granting of advanced standing must comply with the *Australian Qualifications Framework (AQF) Qualifications Pathways Policy, the Higher Education Standards Framework (Threshold Standards) 2021, as amended*, including Standards 1.4 (Learning Outcomes and Assessment) and 1.5 (Qualifications and Certification), the *National Code of Practice for Providers of Education and Training to Overseas Students 2018* (Standard 2), and any other applicable legislative or regulatory requirements.

4. Policy Statements

Credit, Recognition of Prior Learning, and Advanced Standing aim to:

- Safeguard the academic integrity and standards of TITAN's qualifications.
- Ensure that Credit/Recognition of Prior Learning (CRPL)/Advanced Standing is granted only when prior studies clearly demonstrate achievement of the relevant Unit Learning Outcomes.
- Eliminate unnecessary repetition of units by recognising satisfactory attainment of required competencies or learning outcomes for entry into, or partial completion of, a qualification.
- Promote student mobility between education providers and across diverse programs of study.

5. Procedures

5.1 Applications for Credit/RPL/Advanced Standing

- Applications for Credit/RPL/Advanced Standing must be submitted on the TITAN ***Credit/RPL/Advanced Standing Application Form*** and be accompanied by evidence that

IIBIT AHE Pty Ltd trading as TITAN HIGHER EDUCATION
CRICOS Provider Code: 04219D | TEQSA ID: PRV14041 | ABN: 13 636 305 881

demonstrates achievement against the learning outcomes of the component/s of the course for which Credit/RPL/Advanced Standing is sought. Evidence may include:
    - extracts from institutional handbooks, unit outlines and other official documentation giving sufficient details to allow an assessment of the application;
    - evidence that certifies successful completion of formal academic study, Massive Open Online Courses (MOOCs), and/or training courses or courses;
- evidence of learning associated with professional work or other experiences which may include:
    - resumés;
    - references from employers outlining responsibilities and achievements;
    - letters from clients;
    - evaluations from supervisors;
    - publications;
    - relevant products of work aligned to position descriptions;
    - documented work tasks.
- If the documentation is not in English, certified translations must be supplied.
- If additional information is required from the applicant and a delay in the granting of Credit/RPL/Advanced Standing would impact negatively on the applicant's progression in their chosen course, conditional Credit/RPL/Advanced Standing may be granted.
- Where conditional Credit/RPL/Advanced Standing is awarded, the applicant must supply their final verified supporting documentation two weeks prior to the first census date after commencement of the course or the conditional Credit/RPL/Advanced Standing will be revoked.
- Evidence submitted in support of the application must be authentic, current, sufficient, relevant and verifiable.
- Applications exceeding a specified credit threshold may require approval by the Academic Dean or Academic Board delegate.

5.2 Formal Learning Assessment

For international qualifications, assessors may refer to recognised qualification assessment sources including the *Australian Government Qualifications Recognition Policy* and recognised international credential evaluation resources.

- Assessment of Applications – Prior Formal Learning

  When assessing applications for credit or advanced standing based on prior formal learning, the assessor must consider:
    - course requirements;
    - unit content;
    - learning outcomes;
    - assessment methods;
    - contact hours;
    - volume of learning;
    - credit point weighting;
    - AQF level equivalence.
- Credit may be granted for prior learning undertaken as part of a completed or incomplete higher education qualification where equivalence can be demonstrated.
- The completion of a qualification, whether undertaken in Australia or overseas, does not automatically entitle an applicant to credit or advanced standing. Credit may only be granted where the assessor determines that the prior learning is equivalent to the learning outcomes, AQF level, volume of learning, and academic standards of the relevant TITAN course or unit.

IIBIT AHE Pty Ltd trading as TITAN HIGHER EDUCATION
CRICOS Provider Code: 04219D | TEQSA ID: PRV14041 | ABN: 13 636 305 881

5.3 Currency of Learning

- Prior learning may not be recognised where:
  - the learning is more than five (5) years old and no longer reflects contemporary discipline knowledge or practice;
  - professional accreditation requirements have changed;
  - evidence demonstrates that the knowledge or competencies are no longer current.

5.4 Assessment of Recognition of Prior Learning

- When assessing RPL applications based on informal or non-formal learning, assessors must evaluate:
  - learning outcomes;
  - assessment requirements;
  - relevance to the course;
  - volume of learning;
  - authenticity of evidence;
  - currency of experience;
  - application of knowledge and skills in professional practice.

5.5 Assessment of Advanced Standing Applications

- Advanced Standing may be granted where:
  - a completed qualification provides demonstrated equivalence to part of a TITAN course;
  - a formal articulation agreement exists;
  - learning outcomes and AQF level are comparable;
  - granting advanced standing does not compromise achievement of the course learning outcomes.

5.6 Assessment of Block Credit Applications

- Block Credit may be awarded where a student's prior qualification, or a coherent stage of study completed at an Australian higher education provider registered with TEQSA or an equivalent recognised overseas institution, is assessed as equivalent to a stage or component of the TITAN course at the relevant AQF level. Block Credit is authorised under clause 2.1.7 of the *AQF Qualifications Pathways Policy*.
- Block Credit may be granted for prior study at AQF Levels 7 to 9. Course-type specific assessment criteria and level alignment requirements are set out in the applicable Addendum to this Procedure. The current Addendum covers Master's Masters degree programs (AQF Level 9).
- When assessing an application for Block Credit, the assessor will apply cognitive level assessment in combination with other assessment methods (including content equivalence, learning outcomes mapping, and volume of learning). Cognitive level assessment evaluates whether the prior learning demonstrates the depth, complexity, and graduate attributes required at the relevant AQF level of the TITAN course. It does not constitute a separate credit type.
- Prior study will not be eligible for Block Credit where the study was completed more than seven (7) years prior to the application, unless the applicant can demonstrate that the learning remains current and applicable, consistent with TITAN's standard credit currency provisions.
- Students granted Block Credit must complete at least 50 per cent of the total credit points of the qualification through study undertaken at TITAN at the relevant AQF award level.
- Block Credit decisions are recorded in the Credit Database and must be accepted in writing by the student in accordance with the Granting of Credit provisions below.

IIBIT AHE Pty Ltd trading as TITAN HIGHER EDUCATION
CRICOS Provider Code: 04219D | TEQSA ID: PRV14041 | ABN: 13 636 305 881

5.7 Granting of credit/advanced standing

- Where all required documentation has been submitted in satisfactory form, applications for credit/advanced standing will normally be processed within fourteen (14) working days.
- Applicants will be given written advice of the outcome of their application, including reasons for granting or not granting credit/advanced standing which must be accepted by the student.
- Students are required to formally accept the decision in relation to credit/advanced standing. Acceptance of the decision may take the form of a signature from the student on the written advice provided and/or electronic acknowledgement and acceptance.
- The written record of acceptance must be retained for two (2) years after the student ceases to be enrolled at TITAN.
- Credit/RPL /Advanced Standing will only be granted where the assessor is satisfied that the applicant will not be disadvantaged in achieving the learning outcomes of the course.

5.8 Granting of Block Credit

- Credit given as a specified volume of credit points awarded in recognition of a prior qualification, or a coherent stage of study at another higher education provider registered with TEQSA or an equivalent recognised overseas institution, that is assessed as equivalent to a stage or component of the TITAN course at the relevant AQF level, without requiring credit to be assigned to individual units.
- Block Credit is expressly authorised by clause 2.1.7 of the *AQF Qualifications Pathways Policy*, which provides that credit can be given to students in the form of block, specified or unspecified credit.

5.9 International students and implications for Student Visas

If the applicant is an international student, the following provisions apply:

- where Credit/Advanced Standing is granted before the issue of a visa and varies the actual course duration, the electronic Confirmation of Enrolment (eCoE) issued to the student will show the reduced course duration;
- where credit/advanced standing is granted after the issue of a visa and varies the actual course duration, TITAN will report the change of course duration via PRISMS in accordance with *Section 19 of the Education Services of Overseas Students (ESOS) Act 2000*.

5.10 Record keeping and review

- The Registrar will ensure that all credit/RPL/advanced standing decisions are recorded in the Credit Database.
- Grades for units taken at other institutions are not recorded on a student's record except where credit/advanced standing is granted for studies undertaken as part of student exchange or study abroad courses.
- All Credit/RPL/Advanced Standing decisions are subject to cyclical review, and ad hoc review following any change to TITAN courses.
- Analysis of the impact of credit/RPL/advanced standing decisions on student progress and success, via Student Cohort Monitoring, will be conducted by the Academic Dean after each teaching period and reported to Academic Board via the Teaching, and Learning Committee.

5.11 Appeals and Review

- Applicants who believe they have been unfairly or improperly treated in relation to a ***Credit, RPL, or Advanced Standing Application*** may lodge a complaint or appeal in accordance with the ***Grievances Policy and Procedure***.

IIBIT AHE Pty Ltd trading as TITAN HIGHER EDUCATION
CRICOS Provider Code: 04219D | TEQSA ID: PRV14041 | ABN: 13 636 305 881

- The Credit Database is reviewed regularly to ensure consistency and compliance with institutional and regulatory standards.

6. Roles and Responsibilities

6.1 The Academic Board is responsible for:

- Governance oversight.

6.2 The Academic Dean is responsible for approving or declining assessed applications for:

- Credit.
- Recognition of Prior Learning (RPL).
- Advanced Standing.
- Block Credit

6.3 The Course Coordinators are responsible for assessing applications for:

- Credit.
- Recognition of Prior Learning (RPL).
- Advanced Standing.
- Block Credit

6.4 The Registrar is responsible for:

- Ensuring applications for Credit/RPL/Advanced Standing are forwarded to the relevant academic area in a timely manner.
- Processing of student records and eCoEs following a decision in relation to Credit/RPL/Advanced standing, and Bock Credit.
- Maintenance of the Credit/RPL/Advanced Standing database.
- All records management arising from this Policy and Procedure.

6.5 Students and Staff are responsible for:

- Becoming familiar with, and complying with, this Policy and Procedure and all related policies and procedures.
- Providing complete and accurate information to support applications for credit, RPL or advanced standing, and Block Credit.

6.6 The Quality and Compliance Manager is responsible for:

- Monitoring implementation of this Policy and Procedure.
- Ensuring compliance with regulatory requirements.
- Supporting periodic review of credit decisions.
- Benchmarking institutional practices against sector standards.
- Monitoring trends and outcomes arising from credit and RPL decisions.

IIBIT AHE Pty Ltd trading as TITAN HIGHER EDUCATION
CRICOS Provider Code: 04219D | TEQSA ID: PRV14041 | ABN: 13 636 305 881

7. Definitions

Definitions for key terms are presented in the Glossary of Terms which may be accessed on the TITAN website.

Specific to this Policy and Procedure:

- Advanced Standing:
  - admission to, or progression through, a course with credit granted on the basis of prior qualifications, studies, or recognised learning.
- Cognitive Level Assessment:
  - a method used in credit assessment to evaluate whether prior learning demonstrates the depth, complexity and graduate attributes required at the relevant AQF level. It is used together with content equivalence, learning outcomes mapping and volume of learning and is not a separate credit type
- Credit:
  - the value allocated, expressed in the form of a specified number of credit points, towards a TITAN course of study, granted on the basis of previous, successfully completed formal studies or informal learning.
- Recognition of Prior Learning (RPL):
  - the outcome of the assessment of a student's prior formal and/or informal learning which may lead to the granting of credit towards their destination course.
- Specified Credit:
  - credit given in the form of individual named TITAN units against a student's record.
- Unspecified Credit:
  - credit given in the form of credit points only, not relating to individual units.

8. Relevant Legislation, Guides, and/or Websites

8.1 Legislation:

- Australian Qualifications Framework 2013 (accessed July 2026)
- Education Services for Overseas Students Act 2000 – Section 19 (accessed July 2026)
- Higher Education Standards Framework (Threshold Standards) 2021, as amended – 1.4, 1.5 (accessed July 2026)
- National Code of Practice for Providers of Education and Training to Overseas Students 2018 – Standard 2 (accessed July 2026)
- Tertiary Education and Quality Standards Agency Act 2011 (accessed July 2026)

8.2 Guides:

- AQF Qualifications Pathways Policy (accessed July 2026)
- TEQSA Guidance Note: Credit and Recognition of Prior Learning (accessed July 2026)

9. Related TITAN Documents

- Academic Progress Policy and Procedure
- Admissions Policy and Procedure
- Application for Credit, Recognition of Prior Learning, and Advanced Standing
- Enrolment Policy and Procedure
- Grievances Policy and Procedure
- Quality Assurance Policy and Procedure

Version Control

Combined Policy and Procedure Version Control		
Version #	**Date of Change**	**Change Summary**
2026.1	July 2026 **Approved AB** 11.08.2026 **Noted BoD** 23.09.2026	Policy and Procedure Documents were combined into one complete document. Layout of the document updated, more information added into each section. Added links to relevant legislation and websites. Document has been recoded and irrelevant information removed. Added content related to Block Credit as per feedback on previous policy and procedure and included appendix related specifically to Block Credit.
2026.2	November 2026 **CEO Approved**	Included an equivalence statement in relation to prior learning in the Appendix at 5.5. Information added at clauses 3.5 and 5.2.

Original Policy Version Control		
Version #	**Date of Change**	**Change Summary**
1.0	6-Mar-20	Draft approved by Academic Board (AB) 7 Feb 20 and endorsed by Board of Directors (BoD) 21-Feb-20 including requested minor amendments (remove cl. 13) plus administrative updates
1.1	10-Jul-20	Administrative updates
1.2	29-Nov-21	Administrative updates for HESF 2021
1.3	7-Jul-23	Administrative updates following TEQSA registration
1.4	26-Jun-26	Block Credit provisions added; Preliminary Statement added; TEQSA Guidance Note updated to Version 2.0 (7 July 2023); Policy Custodian updated to Chief Executive Officer (or delegate); currency period updated to seven (7) years.
Original Procedure Version Control		
Version #	**Date of Change**	**Change Summary**
1.0	6-Mar-20	Draft approved by Academic Board (AB) 7 Feb 20 and endorsed by Board of Directors (BoD) 21-Feb-20 including requested minor amendments (remove cl. 13) plus administrative updates
1.1	10-Jul-20	Administrative updates
1.2	29-Nov-21	Administrative updates for HESF 2021
1.3	7-Jul-23	Administrative updates following TEQSA registration
1.4	26-Jun-26	Block Credit provisions added; Preliminary Statement added; TEQSA Guidance Note updated to Version 2.0 (7 July 2023); Policy Custodian updated to Chief Executive Officer (or delegate); currency period updated to seven (7) years.

Warning –

- Document uncontrolled when printed! The current version of this document is maintained on the TITAN website.

IIBIT AHE Pty Ltd trading as TITAN HIGHER EDUCATION
CRICOS Provider Code: 04219D | TEQSA ID: PRV14041 | ABN: 13 636 305 881

Appendix – Block Credit

1. Definition

Block Credit is the awarding of a specified volume of credit toward a qualification without assigning credit to individual units. It normally provides advanced standing and reduces the overall volume of learning required to complete the qualification.

2. Scope

Block Credit provisions apply to all TITAN accredited courses and applicants seeking credit on the basis of:

- prior formal study (AQF or equivalent international qualifications); or
- relevant professional experience assessed through Recognition of Prior Learning (RPL).

3. Principles

Block Credit decisions must:

- be based on demonstrated equivalence of learning outcomes;
- preserve the integrity and learning outcomes of the AQF Level 9 qualification;
- be applied consistently, transparently, and fairly; and
- ensure sufficient advanced-level learning is completed within the qualification.

4. Eligibility for Block Credit

Block Credit may be granted where prior learning:

- covers learning outcomes equivalent to a coherent group of units within the course for which credit is being applied
- is relevant, current, and appropriate to the discipline; and
- has been completed at the AQF entry level or above or is supported by substantial professional experience assessed through RPL.

5. Assessment of Block Credit Applications

5.1 Assessment of Block Credit applications will involve:

- mapping prior learning outcomes against course-level and unit-level outcomes;
- reviewing evidence such as transcripts, unit outlines, portfolios, or RPL documentation;
- identifying and assessing cognitive level credit that reflects the depth, complexity, and autonomy required at the relevant AQF Level for which credit is being applied; and
- academic judgement by authorised staff with disciplinary expertise.

5.2 Assessment of cognitive level for Block Credit considers whether prior learning demonstrates:

- advanced theoretical and conceptual knowledge;
- critical analysis, evaluation, and synthesis;
- independent judgement and professional autonomy; and
- application of knowledge in complex or unfamiliar contexts.

5.3 Level Alignment

- Learning completed at the AQF below that for which credit is being sought may contribute to Block Credit only where it clearly supports achievement of additional skills and experience aligned with the learning outcomes of the course for which credit is being sought.

IIBIT AHE Pty Ltd trading as TITAN HIGHER EDUCATION
CRICOS Provider Code: 04219D | TEQSA ID: PRV14041 | ABN: 13 636 305 881

- Learning completed below the AQF below that for which credit is being sought will not normally be eligible for Block Credit unless supported by substantial, relevant professional practice assessed through RPL.

5.4 Credit Limits for Block Credit

- Students must normally complete at least 50% of the qualification through study at TITAN at the exit AQF level for the course under consideration.
- Block Credit does not contribute to GPA and is recorded on the student record as Advanced Standing.

5.5 Equivalence

- The prior learning must cover at least 75% similar unit content and learning outcomes as the unit(s) for which credit is being sought. If the unit requires completion of pre-requisite units, then the prior learning must also cover the same proportion of the pre-requisite unit/s content and learning outcomes.

6. Assurance of AQF Level Outcomes

Block Credit decisions must ensure that students complete sufficient learning within the course to meet AQF Level knowledge, skills, and application descriptors.

7. Recording and Transparency of Block Credit

- All Block Credit approvals are formally recorded on the student record by the Registrar.
- Published articulation pathways and credit arrangements will be publicly available on the TITAN website where applicable.

8. Review and Quality Assurance of Block Credit Arrangements

Block Credit arrangements will be periodically reviewed every three (3) years to ensure:

- alignment with AQF Qualifications Pathway Policy;
- consistency across courses; and
- maintenance of academic standards and graduate outcomes.

IIBIT AHE Pty Ltd trading as TITAN HIGHER EDUCATION
CRICOS Provider Code: 04219D | TEQSA ID: PRV14041 | ABN: 13 636 305 881