



# Credit Transfer Policy

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## 1.0 Introduction

The La Trobe College Australia (LTCA) Credit Transfer Policy outlines the criteria for granting credit and details the procedures for its assessment and approval.

## 2.0 Definition

Course credit is defined as follows, as per the guidelines to the National Code 2018:

Exemption from enrolment in a particular part of the course as a result of previous study, experience or recognition of a competency currently held. This includes academic credit and recognition of prior learning, for example:

- Formal study undertaken in recognised institutions in Australia, including universities, colleges, TAFE colleges and other post-secondary education institutions.
- Formal study undertaken in overseas institutions will be recognised to the extent to which they are considered to be equivalent to particular types of Australian institutions.
- Formal study undertaken within La Trobe College Australia, in cases where a student chooses to articulate into another program at La Trobe College Australia.

In addition, it may extend under certain conditions to:

- Programs provided by recognised professional bodies, employers and other authorities, where appropriate certification is available; and
- Demonstrable expertise and relevant experience gained through work or other life experiences.

Credit transfer is the term applied to cases involving the granting of credit for formal study recognised as an equivalent.

## 3.0 Scope

The policy applies to students enrolled in Foundation Studies, Diploma Programs and Postgraduate Enabling Programs at La Trobe College Australia. The policy applies to all applications for Credit Transfer which do not come under the jurisdiction of the Recognition of Prior Learning Policy.

## 4.0 Principles and Aims

La Trobe College Australia will maintain the integrity of the programs and protect the academic standards and reputation of their awards. Course credit will be granted within the constraints of this principle.

The aim of the Credit Transfer policy is to:

- Facilitate the movement of students between institutions and between programs of various types and levels; and
- Assist in the efficient use of educational resources.

## 5.0 Admission

Admission to La Trobe College Australia is based on academic and English entry requirements as published in the College's prospectus and on the website:

<http://www.latrobecollege.australia.edu.au> for the Melbourne Campus

<http://www.latrobe.edu.au/Sydney> for the Sydney Campus

Applicants will only be granted credit towards the award program at the College once they have gained admission to the relevant program of study. Applicants may also seek specific advice from the College prior to admission in relation to possible credit transfer.

**Course credit may reduce the length of a student's course. If this occurs before visa grant,** La Trobe College Australia will indicate the actual course duration in the confirmation of enrolment issued for that student for that course. If the course credit is granted after visa grant, the change in course duration will be reported via Provider Registration and International Student Management System (PRISMS) under section 19 of the Education Services for Overseas Students (ESOS) Act.

## 6.0 Type of Credit

### 6.1 Internal - credit awarded on articulation between La Trobe College Australia programs

La Trobe College Australia awards credit for certain subjects which are common to more than one La Trobe College Australia program, when a student moves from one program to another. For example, if the student transfers from a Diploma of Business to a Diploma of IT, they will receive credit for all successfully completed subjects common to both programs

### 6.2 External - credit awarded on articulation into a La Trobe College Australia program

#### Diploma level programs

Applicants, or students of the College, may be awarded 'specified credit' towards Diploma level programs where the credit granted relates to the specific subjects or components in a program, exempting students from those subjects or components, and awarding the appropriate credit points in their place. Specified credit may be given where applicants have met the objectives, attained the knowledge or developed the skills required by particular subject or program components.

#### Foundation Studies programs

Under the Australian Quality Training Framework, applicants, or students of the College, may be awarded credit, on the basis of competency, towards Foundation Studies where the credit granted relates to the specific subjects or components in a program, exempting students from those subjects or components, and awarding the appropriate credit points in their place. Credit may be given where applicants have met the objectives, attained the knowledge or developed the skills required by particular subject or program components.

Applicants or students of the College may be awarded credit on the basis of relevant prior studies. Credit may be given where applicants have met the objectives, attained the knowledge or developed the skills required by the subject.

### 6.3 External - credit awarded on articulation out of La Trobe College Australia programs

La Trobe College Australia works in partnership with La Trobe University. When students successfully complete their La Trobe College Australia Diploma program, they are generally offered entrance into the second year of the relevant La Trobe University degree program. Some exceptions apply here, so individual cases should be discussed with La Trobe College Australia staff.

## 7.0 Amount of Credit

Applicants, , may be awarded credit for a maximum of half (50%) of the subjects to be undertaken within a program of study offered at the College.

Students transferring internally, where a student moves from one program to another may be awarded credit for all common subjects with no maximum.

Credit limit does not apply to applicants undertaking formalised reverse articulation arrangements from La Trobe University.

## 8.0 Application for Credit

Applications for credit should be submitted alongside the course application prior to the commencement of study. Certified official academic records—such as an Academic Transcript, Statement of Attainment, or Statement of Results—must accompany the application (unless the prior studies were undertaken at La Trobe College Australia or La Trobe University). These documents should include detailed subject outlines or other supporting materials that provide comprehensive information, including course content, assessment schedules, and the duration of completed studies, to facilitate the assessment process. If the application is successful, the student will receive an offer letter specifying the credits granted as exemptions.

## 9.0 Approval of Credit

To obtain course credit, applicants must have gained knowledge and/or skills which help them to meet the learning outcomes and assessment criteria of the qualification for which they are seeking credit.

It should be noted that credit may not be awarded for passing grades if the marks obtained are below 50%, for example, where a Conceded Pass grade has been awarded for the subject.

La Trobe College Australia will notify students of the outcome of their credit application prior to commencement of the trimester where possible. Where credit is sought and approved at the time of the original enrolment, students will sign their agreement on their Acceptance Form. Students who obtain credit at, or after, commencement will sign their agreement on page 2 of the Credit Transfer Application Form and will be given a copy of the agreement.

### 9.1 Internal La Trobe College Australia

La Trobe College Australia Academic Coordinators, or Academic Director, will be responsible for determining credit to be granted, to applications for credit from students enrolled in any La Trobe College Australia program.

### 9.2 External – Foundation Studies programs

The Academic Coordinator or Academic Director will be responsible for determining the credit to be granted, within the provisions of this policy, in response to applications for credit from students enrolled in Foundation Studies programs within La Trobe College Australia.

## 10.0 Appeals

## 10.1 External - Diploma level programs, Internal and External – Foundation Studies programs

Applicants for credit towards LTCA programs who are dissatisfied with the outcome of their credit application, may request a review of the decision. Such a request must be lodged with the Academic Director and be accompanied by a full statement concerning the basis for the review and in accordance with the La Trobe College Australia Student Grievance Policy.

Where the basis of the review request relates to the academic judgment of the equivalence of prior study or experience to a program or subject, the Academic Director will refer the credit review request, together with supporting information and advice, to the Academic Review Committee.

A student who is dissatisfied with the outcome of a review of a credit decision may appeal to the La Trobe College Australia Appeals and Grievance Committee under the provisions of La Trobe College Australia's **Student Grievance Policy**.

## 11.0 Reporting of Approved Credit

La Trobe College Australia is obliged, under the ESOS Act (2000), to notify the Australian Government if an overseas student has been, or will be, granted credit towards a Foundation Studies Diploma or Postgraduate level program offered by the College which leads to a shortening of the student's program of study.

### 11.1 Credit Approved before Visa Granted

Under section 19 of the ESOS Act (2000), La Trobe College Australia is obliged to notify the Australian Government of the reduced program duration in the eCoE issued to an overseas student who has been awarded credit towards their intended program of study.

### 11.2 Credit Approved after Visa Granted

Under section 19 of the ESOS Act (2000), La Trobe College Australia is obliged to notify Department of Home Affairs (DHA) of the change of program duration via PRISMS, if an overseas student has been awarded credit towards their intended program of study.

Policy Title	Credit Transfer Policy	
Policy Owners	Academic Director (FSDP)	
Key Stakeholders	Academic Staff Admissions Staff Students	
Approval Body	Joint Management Committee	Agenda item 5 Approved 7 September 2010
	LTM Management Committee	April 11 2013
	LTM Executive Committee	November 18 2015
	LTM Academic Board	April 7 2017
	LTM Academic Board	April 30 2018
	LTCA Executive Committee	October 31 2018
	LTCA Executive Committee	February 21 2019
	LTCA Academic Board	May 2 2019
	LTCA Academic Board	April 29 2022
	LTCA Academic Board	December 2024
Relevant Legislation	The Education Services for Overseas Students Act 2000 (ESOS Act) National Code of Practice 2018 (specifically standard 2)	
Related Policies	Enrolment Policy Course Progression Policy Student Grievance Policy	
Related Guidelines		
File information	TBC	Version number V1.5
Date Effective	7 September 2011	Next Review Date May 2020
AMENDMENT HISTORY		
Revision Date	Version	Summary of changes
12/7/18	1.2	College name change to LTCA
12/2/19	1.3	Merged separate LTCA Melbourne and Sydney policies into one policy.
21/04/2022	1.4	Review conducted in line with the policy review cycle. Updates made to the policy document to align with current processes in adherence with the legislative instruments
29/11/2024	1.5	Further refinement of sentences Updated procedure for application of credits defined Updated references to accurate legislations