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## STATUS/CREDIT TRANSFER

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### **Preamble**

It is the policy of the ACD to grant credit (status) or exemption on the basis of academic study completed at another approved academic institution. (See also the ACD policy on Recognition of Prior Learning.)

### **Legislation**

Higher Education Support Act 2003  
National Protocols for Higher Education Approval Processes  
Training and Skills Development Act 2008  
AQTF Standards for Registered Training Organizations

### **Delegations**

The ACD Board has delegated to the ACD Executive Officer responsibility for implementation of ACD policy on status/credit transfer.

### **Approvals**

This document was approved by the ACD Board/ACD President on 10 January 2005.

### **Associated Documents**

*Recognition of Prior Learning*

### **Definitions**

1. Credit/status is credit granted toward an ACD course of study either for studies satisfactorily completed in an another approved educational institution or for an approved work undertaken or performed in a particular area relevant to the course and within a period which may be specified for that course.
2. Exemption is release from specified parts of a topic. It may be exemption from lectures, tutorials or other components of a topic. It will generally be granted only on medical grounds.
3. Studies-in-lieu is work specified or allowed where a student undertakes alternative work in place of a topic scheduled in the course. It may also take the form of waiving a specified topic and/or pre-requisite, where relevant evidence supports such a case.

### **Provisions**

1. Information on the maximum credit allowed in ACD certificate, diploma and degree courses may be found in the relevant volume of the current ACD Handbook.
2. Each application for credit transfer (status), exemption or studies-in-lieu must be accompanied by sufficient documentary evidence supporting the application. Applications must be lodged with the Executive Officer on the appropriate form. Forms are available from the ACD Office.
3. Applications will be considered within the policies of the ACD as determined by the ACD Board. Applications will be approved by either the ACD Board or the Certificates in Ministry Board of Studies, as appropriate.
4. The Executive Officer will advise an applicant in writing of the result of an application and ensure that the decisions, where appropriate, are recorded in the ACD Student Records Database.
5. Credit/status may be recorded as:
  - 5.1 Specified units; and/or
  - 5.2 A specified number of unspecified credit points within a particular area of studies of the course; and/or
  - 5.3 A qualifying requirement to complete the course.
6. Advice on provisional status may be given to a potential student by the Executive Officer prior to the student's admission to an ACD course of study on the understanding that a final decision will be made if the student is admitted to the course.