

Credit transfer towards the award of the Higher School Certificate

ACE 8044

Last Updated: 2 February 2017

Students may gain credit towards the Higher School Certificate based on study successfully completed in a formal learning context.

The prior formal learning for which credit transfer is sought should:

1. be a TAFE course or a course undertaken with another recognised education or training provider;
2. contain specific learning outcomes for each major content area;
3. contain a well-defined knowledge/understanding component;
4. be comparable in depth of treatment with those courses which the BOSTES develops and/or endorses;
5. equate to BOSTES indicative hours for the unit value sought (60 hours per unit).

The minimum amount of credit transfer granted for a course will be two units. Courses (or parts of courses) of less than 120 indicative hours duration will not be accepted for the purposes of credit transfer.

The maximum amount of credit transfer granted will be no more than six units of the 12-unit Preliminary study pattern and no more than four units of the 10-unit HSC study pattern.

Credit transfer will not be granted for English.

CredentiaIling credit transfer courses

Courses for which credit is granted will count as **Board Endorsed Course (BEC)** units in the Preliminary or HSC pattern of study.

The time limit on the recognition of courses for credit transfer is **five years** between the year of course completion and the year of the first Higher School Certificate examination.

Credit transfer is determined by BOSTES on the recommendation of the school **principal**.

Recognition of prior learning towards the award of the Higher School Certificate

ACE 8045

Last Updated: 18 June 2012

A student's prior learning and experience in an informal or non-formal context, including study in other systems and life/work experience, may exempt a student from some course requirements if the student is able to demonstrate that he/she has already achieved some or all **of the learning outcomes for that course**.

Recognition of prior learning (RPL) :

- may be granted for a Preliminary course, part of a Preliminary course or part of an HSC course
- cannot be granted for the whole of an HSC course
- may be claimed in English.

The prior learning for which recognition is sought must relate to the learning outcomes of a course (either Board Developed or Board Endorsed) which is offered for Higher School Certificate study.

Students granted RPL for the Preliminary course are still required to complete the Board's eligibility requirements for the Preliminary year.

Credentiailling RPL

Where the principal grants RPL, the supporting documentation must be retained by the school.

Where RPL is given for the whole of a Preliminary course, the Records, Credentiailling and Reporting Branch of the Board must be notified by the principal.

The student will be credentiailled for the completed HSC course only and the HSC course units will count towards the HSC pattern of study. The Preliminary course, for which RPL is given, is not credentiailled and does not count in the Preliminary pattern of study.

Recognition of prior learning is determined by the principal under delegation from the Board.

Recognition of prior learning (RPL) and credit transfer within VET courses

ACE 8046

Last Updated: 7 February 2013

Students can be granted credit (recognition of prior learning or credit transfer) for:

- units of competency within AQF VET qualifications
- Stage 5, Stage 6 Preliminary or HSC VET course outcomes and content
- mandatory work placement requirements.

Students may be awarded recognition for:

- units of competency achieved in another VET course
- learning and experiences gained outside VET courses that are awarded through RPL.

RPL and credit transfer within VET courses

ACE 8047

Last Updated: 2 January 2013

Where a student is granted credit through RPL or credit transfer for units of competency in one or more VET courses, they are not required to undertake additional units of competency to meet the course indicative hour requirements.

RPL and credit transfer for HSC requirements and advice in Industry Curriculum Frameworks

ACE 8048

Last Updated: 14 December 2011

Where a unit of competency has been awarded through RPL or credit transfer, the RTO delivering the HSC course is responsible for determining any gaps in the learning listed in the HSC content of that unit of competency and to provide a program which enables the student to address the identified gaps.

RPL and credit transfer and the HSC examination

ACE 8049

Last Updated: 14 December 2011

Students may only enter for the HSC examination for VET Industry Curriculum Framework courses if they are studying or have already completed the corresponding 240-hour course.

Students who have been granted credit through RPL or credit transfer for some or all units of competency in an Industry Curriculum Framework course will still be eligible to enter for the HSC examination provided they have met the requirements of the respective 240-hour course.

It is the responsibility of the school/RTO delivering the HSC course to support HSC examination preparation for students who enter for the HSC examination and who have been granted credit through RPL or credit transfer for some or all examinable units of competency.

Recognition of prior learning (RPL) for VET requirements in work placement

ACE 8051

Last Updated: 14 December 2011

RPL may be granted for mandatory work placement requirements. Students' outside employment (ie not under the auspices of the school) may be recognised towards the requirement for work placement in a VET course.

Credit transfer cannot be granted for work placement as no formal learning and assessment program is deemed to be equivalent.

Applying for recognition of prior learning (RPL) and credit transfer within VET courses

ACE 8052

Last Updated: 7 February 2013

It is the responsibility of the student to initiate applications to the school/RTO delivering the Record of School Achievement/HSC VET course. Schools/colleges and Registered Training Organisations (RTOs) should support students in completing their application.

An RTO with the AQF VET qualification on its scope that RPL and/or Credit Transfer is being claimed against must be involved in the process.

Credit transfer and recognition of prior learning (RPL) towards the award of the Higher School Certificate

ACE 8105

Last Updated: 16 December 2011

As a qualification within the Australian Qualifications Framework (AQF), the Higher School Certificate provides for credit transfer and the recognition of prior learning towards the award of the credential. The provisions detailed in *ACE Online* reflect the *AQF Qualifications Pathway Policy* in the Australian Qualifications Framework 2011.

Students eligible for credit transfer and RPL need to be informed of the provisions and given appropriate support.

In the case of RPL, it is important that students understand the criteria and methods used to assess the extent of recognition that they might be granted. RPL must involve processes that are fair to all concerned, based on clear criteria, with support mechanisms and the opportunity for a review.

Students should also be made aware of any implications of their credit transfer or RPL application in terms of Higher School Certificate requirements, calculation of the Australian Tertiary Admission Rank (ATAR) and government benefits such as Youth Allowance.

In some cases, students may be entitled to both credit transfer and recognition of prior learning. It should be noted, however, that for any particular learning, **credit can be granted only once**.

Types of student application for credit transfer and recognition of prior learning

ACE 8106

Last Updated: 7 February 2013

Re-entry students

The Board's credit transfer and RPL provisions may apply to individual students re-entering the education system after a period of absence. These students may come to their Higher School Certificate program with knowledge, understanding and skills gained through formal education or training programs in Australia or overseas and/or from informal learning contexts such as work and life experience. These students can seek recognition for formal/non-formal study undertaken within the previous five years and/or for informal learning.

Students proceeding directly from Year 10 or equivalent

In general, the Board will not approve credit transfer or RPL from a course that has been credentialled as part of the student's Stage 5 pattern of study, or as part of a credential at a similar level in another school system interstate or overseas. Syllabuses are designed by the Board of Studies (and similar agencies in other school systems) to be appropriate to the particular stage of learning. An exception to this general principle may apply in some instances in relation to vocational education and training (VET) courses – see RPL and credit transfer within VET courses.

Students entering or re-entering the NSW school system during Year 11 or 12 from interstate or overseas

In cases of students transferring from a school interstate or overseas, principals may determine whether students may enter Preliminary or HSC courses and assess the extent of their relevant prior learning.

Students independently undertaking a course in TAFE or with another Registered Training Organisation (RTO) concurrently with their Higher School Certificate courses

Students undertaking a vocational education and training course independently may seek to have the course contribute towards their Higher School Certificate. In these cases, credit will not be granted until there is evidence that the course, or a defined stage of the course that is equivalent to a Board Developed or Endorsed course of 120 indicative hours or longer, has been certified by an RTO as satisfactorily completed.

Applying to BOSTES for credit transfer towards the award of the Record of School Achievement and the Higher School Certificate: procedures

ACE 8107

Last Updated: 2 February 2017

Credit transfer procedures

Step 1: Preparing the application

An application for credit transfer should be completed.

The student should provide **originals** of relevant documentation, such as result notices and certificates, to the principal.

A description of the course content and **hours of study** from the college handbook or other official publication should also be included.

Step 2: Assessment of the application

The principal will examine the application for credit transfer and the accompanying documentation and, on the basis of the principles outlined in ACE 8044 Credit transfer towards the award of the Higher School Certificate and the evidence provided, make a recommendation to BOSTES on:

- the extent of credit transfer considered appropriate in terms of HSC indicative hours (at the rate of 60 hours per unit)
- the way in which the units are to be allocated to the student's pattern of study (eg three Preliminary units and two HSC units).

Note: credit transfer can be granted for a maximum of six Preliminary units and four HSC units. The minimum amount of credit transfer granted for a course is two units. Courses (or parts of courses) of less than 120 hours indicative time will not be granted credit transfer.

The completed application, together with photocopies of original documentation, certified by the principal, must be forwarded via email to: records@bostes.nsw.edu.au OR fax 02 9367 8078.

Step 3: Advice on result of application

BOSTES will advise the principal in writing of its determination in relation to the credit transfer application. Where credit transfer has been granted, the units will appear as an amendment to the student's entry record on Schools Online. A new Confirmation of Entry must be produced for the student to sign.

Step 4: Appeals

The student may appeal to BOSTES for a review of the credit transfer decision. The appeal should be lodged in writing together with any relevant documentation.

Step 5: Credentialling

When the Record of School Achievement and/or Higher School Certificate Record of Achievement is issued, the credit transfer will be listed, together with the appropriate unit value. The units will count as Board Endorsed units.

Recognition of prior learning (RPL) for the Higher School Certificate: procedures

ACE 8109

Last Updated: 18 June 2012

The Board of Studies has delegated to principals the authority to assess and approve applications for recognition of prior learning (RPL).

Step 1: Focus on learning outcomes

Consideration should focus on the learning outcomes for those courses where it appears that significant recognition might be appropriate. The statements of learning outcomes for those courses (whether Board Developed or Board Endorsed) should be provided to the student, and assistance given to ensure that the student understands the expected learning outcomes. The student should be informed of the nature of the RPL assessment, the kind of evidence that can be used and the forms in which it can be presented.

Step 2: Student provides evidence

An application for recognition of prior learning should be submitted by the student to the school or college principal (see: *Application to the Principal for Recognition of Prior Learning*). The student should provide evidence as to how their prior learning relates to the outcomes of the course(s) for which RPL is sought. This evidence may take a variety of forms, such as samples of work and documentation relating to prior learning and/or employment.

Step 3: Assessing the learning outcomes

A range of techniques may be employed to assess the extent to which the student has achieved the outcomes of the course(s) for which recognition is sought. Assessment should be appropriate to the learning outcomes being assessed, and draw on expertise in the subject area as required.

Step 4: Criteria for granting RPL

Students do not necessarily need to demonstrate all of the outcomes of a given course in order to be granted recognition.

Assessment should only relate to outcomes of the course to do with knowledge, skills and understanding, not to outcomes in the attitudes/values area.

Principals should be satisfied that the student can demonstrate sufficient outcomes:

- to warrant exemption from certain course requirements
- for the purpose of certifying the satisfactory achievement of the relevant course requirements (eg a particular assessment task; the Preliminary course)
- to ensure that the student has an adequate foundation to proceed to the next component of the course.

Step 5: Advice to student on the result of the application

The school should advise the student, in writing, of:

- the extent of recognition granted in each subject
- whether any special conditions apply
- if applicable, the reasons for rejecting the application totally or partially
- if applicable, an indication that the student has the right of appeal.

It is expected that claims relating to RPL will be resolved between the student and the school.

Step 6: Credentialling

Where the principal grants RPL, the supporting documentation must be retained by the school.

Where RPL is given for the whole of a Preliminary course, the Records, Credentialling and Reporting Branch of the Board must be notified by the principal.

The student will be credentialled for the completed HSC course only and the HSC course units will count towards the HSC pattern of study. The Preliminary course for which RPL is given is not credentialled and does not count in the Preliminary pattern of study.