

CREDIT RECOGNITION APPLICATION GUIDELINES

UTS: HEALTH

Due Dates and Submission

All applications for credit recognition must be submitted no later than three (3) weeks prior to the commencement of semester. If your application is not complete, you will be contacted for further information. This will delay the processing of your application.

Failure to submit your application by the above date will result in enrolment difficulties.

You need to submit hard copy documents. Documents must be certified as originals if you do not send originals (you really should keep the originals for your record). This can be done by the Student Centre if you hand deliver but if you post they must be certified by an appropriate person.

All completed applications must be submitted to the Building 10 Student Centre.

Foyer, Level 2, Building 10,
235 Jones Street
Ultimo, NSW 2007

Undergraduate applications must be submitted in person to ensure completeness.
Postgraduate applications can be posted or submitted in person.

International Students awaiting an offer only can post their application to:

Manager, International Recruitment
UTS: International
University of Technology, Sydney
Level 3A, UTS Tower Building
15 Broadway, Ultimo NSW 2007
Australia

Purpose of the document

Welcome to credit recognition in the Faculty of Health. These guidelines are to assist you in understanding our requirements for credit recognition for prior learning and to assist you in making an application.

Definitions

Credit recognition is only granted when applicants meet the University of Technology, Sydney (UTS) policy (<http://www.gsu.uts.edu.au/policies/credit-recognition.html>) and the Faculty of Health requirements. These guidelines accord with the Australian Qualification Framework 2013 (<http://www.aqf.edu.au/>).

UTS policy defines credit recognition as:

Articulation – where there is a formal approved arrangement that enables students to progress from one qualification completed at UTS or another institution to a particular UTS course with a specified amount of credit.

Credit Transfer – where there is an agreed and consistent credit outcome based on identified equivalence in learning outcomes, volume of learning, program of study, including content, and learning and assessment approaches from specified providers into a UTS course (common in post graduate nursing programs)

Recognition of Prior Learning (RPL) – where there is an assessment of the individual's relevant prior learning to determine any credit towards a UTS qualification (the most common form of credit recognition in the faculty)

Faculty of Health Requirements

The following points outline the requirements that need to be met for an application for credit recognition in the Faculty of Health to be approved. Please note the following:

1. Credit Recognition is only approved for subjects completed within a course of study or work experience that has **an assessment component equivalent** to the subjects for which credit is sought.
2. Credit Recognition will usually only be approved for a previously completed course of study that is **equivalent to the level of the course for which credit is sought**;
 - a. That is, if credit recognition is being sought at a degree level, then only previous degree level studies are eligible
 - b. In some instances approved credentialed pathways (for example Enrolled Nurses Courses) will be recognised
 - c. Only in exceptional circumstances will undergraduate subjects be considered for credit for postgraduate awards.
3. Credit Recognition is usually only granted for **whole subjects** in a course of study within the Faculty of Health (in other words no partial subject exemptions will be approved).
4. Credit Recognition is only granted where the previous study completed **matches 80%** of the content for which credit is sought.
5. Credit recognition can only be granted when a **full and complete original (or certified copy) document** set is supplied describing the unit of study for which credit is sought, even if the previous study was completed at UTS, except where the credit recognition is based on articulation or credit transfer. *(The Check List at the end of this document provides all the required information relevant to the type of Credit Recognition for which application is sought.)*
6. Credit Recognition is generally only granted for study completed **within 10 years** of the semester for which credit recognition is sought
 - a. If the application is for RPL against subjects in the **Bachelor of Nursing, Bachelor of Midwifery or Graduate Diploma in Midwifery course** previous studies must be **no older than 10 years at the completion** of the course.
 - b. **Application for RPL for postgraduate nursing or midwifery subjects.**
If the RPL application is for any course of post graduate nursing or midwifery study based on courses or subjects undertaken longer than 10 years ago you will need to demonstrate currency of knowledge and skills. This may be demonstrated by portfolio where you present for example your CV, work experience, ongoing professional engagement, and publications and research for assessment. In this case a statement from employers that includes length of service and a position statement would be useful if they demonstrate that the knowledge and skills attained have been maintained as current.
7. Credit Recognition can only be given for study at **institutions outside Australia** where the institution is deemed to be equivalent by the National Office of Overseas Skills Recognition (NOOSR) Assessment to an Australian qualification. *(NB. It is the responsibility of the applicant to have equivalence determined: that is it is not the responsibility of the Faculty of Health. Students should contact the UTS International Office for advice about this process.)*
8. Credit Recognition can only be **used once** for a previous unit of study and not for multiple exemptions within the Faculty of Health course of study.

9. Credit Recognition will not be considered for units of study that were awarded a **conceded pass** or a fail (less than 50%).
10. An application for post graduate credit recognition can be made prior to the student's initial enrolment and recognised credit would then be approved on or shortly after enrolment. Applications received after the census date in each semester for subjects within that semester will not be considered.
11. Students in UTS award courses must complete a minimum period of study at UTS as prescribed by the relevant Faculty Board, but this to be not less than one-third of the total credit point requirements of the course. In other words the maximum credit recognition will be two thirds of the required credit points
12. A student cannot apply for credit recognition under any circumstances after final reenrolment (i.e. in the final semester of your study)
13. Students may request a review of a credit recognition decision in accordance with Student and Related Rule 6.2.
14. Students who receive block credit in the Bachelor of Nursing Accelerated programs (Graduate Entry, Enrolled Nurse Certificate Entry and Enrolled Nurse Certificate or Diploma Entry2) are not eligible for any further credit reduction against their course of study.

Credit Transfer into Postgraduate Nursing Courses (CAP and external Graduate Certificates):

The Faculty of Health approves Credit Transfer under pre-determined credentialing arrangements or for study completed in specific postgraduate nursing courses. The following points explain these approved arrangements which only apply to units of study undertaken with specified education providers:

1. Several local health districts and hospitals offer Clinical Accreditation Programs, commonly known as CAPs. Each CAP is related to one particular specialty area (e.g. neuroscience CAP, children's CAP). CAPs that have been accredited by the faculty are recognised for Credit Transfer into the relevant Graduate Certificate program. This means that registered nurses who have completed, or are completing, the relevant CAP will be exempt from the subject Specialty Clinical Practice related to the associated clinical sub-major or Graduate Certificate.
2. Graduate Certificate in nursing courses that appear on our [precedent list](#). These courses attract up to 24 credit points of unspecified credit (electives).
3. Other Graduate Certificate nursing courses completed with a recognised higher education provider will be considered on a case-by-case basis and may attract up to 24 credit points of unspecified credit.
4. Postgraduate nursing qualifications and subjects that do not appear on the precedent list may be credited as unspecified credit towards your elective choices or as specific subjects - if the subject completed matches 80% of the content of the subject for which credit is sought.

HOW TO PUT TOGETHER A CREDIT RECOGNITION APPLICATION

Step 1: Decide what type of credit recognition you are applying for:

- a. If you are applying for **credit transfer** of a CAP program or a Graduate Certificate from another higher education provider:
 - i. Complete a Credit Recognition Application form
 - ii. Attach all documentation related to the course which shows completion of course requirements (there is no need to give subject outlines unless applying for specific subjects)
- b. If you are applying for **RPL** for subjects based on prior formal learning you will need to put together an application which demonstrates how subjects undertaken match the intended Faculty of Health subjects and proceed to Step 2 below

Step 2: Consult the [Faculty Handbook](#)

The online Handbook provides both a short outline of each subject offered and a detailed description. Before application is made a comparison must be made to ensure there is a match between the completed units of study and subjects offered within the UTS course. The detailed subject description, which includes learning objectives and content, can be accessed by clicking on the link "Detailed subject description" within each subject

If necessary contact the relevant Director of Studies to discuss your case and to obtain any details that are not available from the Faculty handbook. You may at this time make an appointment with the appropriate Director if necessary.

Step 3: Download the Application for Credit Recognition form

This form is available from the UTS website at www.uts.edu.au/current-students/managing-your-course/your-enrolment/credit-recognition". It is necessary to print and submit **both** sides of this page in hard copy.

Step 4: Complete a comparison table to accompany RPL applications

This table (an example is provided below) compares the details of the completed unit of study with the details of the subject for which credit recognition is being sought.

This is an example of how to create a match between the completed units of study and the UTS subject for which credit is being sought. For the application to be approved there must be a clear match on 80% of the details

The UTS subject name and number for which you are seeking Credit Recognition	University, subject name and number from previous study
List of subject objectives	List of matching objectives not necessarily in the same order as the subject you have taken
Subject content	Match the relevant subject content
Assessment	Match your Assessment items and show how they are similar
Clinical hours and objectives (if relevant)	Matching clinical hours and objectives (if relevant)

Step 5: Attach documentation to the application

For the application to be successful it must be accompanied by the appropriate documentation. It is the responsibility of the applicant to source the required documents and compile the document set. Only a complete document set will be accepted and must include all of the following:

- ✓ A **brief** cover letter explaining your request
- ✓ A completed original, hard copy UTS credit recognition form indicating the amount of credit sought as well as naming the subject(s) and the program in which credit is sought. This will also include the student's full name, (if there has been any name change this will need to be supported), student number and signature.
- ✓ A certified copy of the student's testamur of completion and academic transcript indicating the qualification previously awarded and the year in which they were awarded. These copies must indicate the grading system that was used in the previous study.
- ✓ One (1) set of the Subject Outline from the completed unit of study, against which Credit Recognition is sought. Subject outlines must include:
 - learning objectives
 - details of topics covered
 - hours of study – theoretical and clinical hours must be stated
 - types of assessment
 - any textbooks used
 - the year of study which corresponds with the official transcript
- ✓ Ensure that official translations of all material are included if your documentation is in a language other than English, these must all be officially certified
- ✓ Sign all required forms in the appropriate place
- ✓ Applicants must include a written subject-to-subject match which shows the way in which your previous course of study is related to the learning outcomes, type of assessment or content of the subject for which you seek credit recognition. Please present this in a table as demonstrated below:

Step 6: Submit the application to the Student Centre or UTS: International

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You need to submit hard copy documents. Postgraduate applications can be posted or submitted in person. Documents must be certified as originals if you do not send originals (you really should keep the originals for your record). This can be done by the Student Centre if you hand deliver but if you post they must be certified by an appropriate person.

Look at the UTS website below to see who is appropriate: www.uts.edu.au/current-students/managing-your-course/your-student-info/student-records/supporting-documentation

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NB: If you receive Credit Recognition you must keep a copy of the outcome and the complete document set used for presentation to the Australian Health Practitioners Regulation Authority (AHPRA) when you seek registration or authorisation at the completion of your course of study.

Application Checklist

Check against this list before you hand in your document set.

APPLICANT – make sure you include the following		OFFICE USE ONLY – Student Centre
	A cover letter explaining your request	
	The completed UTS Credit Recognition form	
	A certified copy of your testamur of completion from prior study	
	A certified copy of your academic transcript from prior study	
	One (1) set of the Course Outline from your previous course of study	
	One (1) set of the Course Outline from the UTS subject for which you seek Credit Recognition	
	A written subject-to-subject match between the previous course of study and the Faculty of Health subject	
	That all documents are in English	
	Make a photocopy of your document set before you submit it for consideration	
OFFICE USE ONLY Received by: Date:		