

IEFT ADVANCED STANDING AND CREDIT TRANSFER PROCEDURE

PURPOSE

This document sets out the procedure for assessment of course credit provided to prospective students. The procedure ensures that credit decisions are implemented according to the IEFT *Advanced Standing and Credit Transfer Policy*.

SCOPE

All applications for admission with credit to the Graduate Certificate in Emotionally Focused Counselling and the Graduate Diploma of Emotionally Focused Therapy will be managed according to this Procedure.

DEFINITIONS

Credit 'includes specified and unspecified credit, exemptions, advanced standing, credit transfers and other outcomes, in which exemptions are granted for components of a course on the basis of having achieved equivalent learning outcomes in a course previously' [HES Framework 2015 -TEQSA Contextual Overview, p. 31 <http://www.teqsa.gov.au/teqsa-contextual-overview-hes-framework>]

Credit Assessment means an academic assessment of prior learning against the unit outcomes by the Dean (Emotionally Focused Therapy).

Credit Transfer means the granting of credit for similar units of study completed successfully in a course at another institution to a maximum of 50% of the total credit points required for the course toward which credit is sought.

Specified Credit means course credit is granted consistently on the basis that the learning outcomes, content and assessment of a specified core unit of study offered by IEFT can be demonstrated to be equivalent to a unit of study which the applicant has successfully completed at another institution, at the same AQF level or higher, and that the decision to grant credit will not affect the integrity of the IEFT course.

Unspecified Credit means course credit is granted for elective units of study offered by IEFT on the basis that the learning outcomes, content and course outcomes of a unit of study successfully completed at another institution are equivalent to the learning outcomes of the IEFT course, at the same AQF level or higher, and that the decision to grant credit will not affect the integrity of the IEFT course.

RESPONSIBILITIES

The **Academic Board** is responsible for oversight of the process by which credit is assessed and ensuring these decisions do not diminish the integrity of IEFT's higher education courses.

The **Teaching and Learning Committee** is responsible for overseeing the consistency of credit decisions.

The **Dean (Emotionally Focused Therapy)** is responsible for:

- the implementation of this procedure;
- ensuring credit transfer and RPL policies and decisions do not disadvantage students or impair the integrity of IEFT's accredited higher education courses;
- assessing applications for credit transfer in a timely manner; and
- maintaining a formal register of credit decisions.

PROCEDURES

All applications for credit must be managed according to IEFT's Advanced Standing and Credit Transfer Policy

1. Applications for Credit Prior to Admission.

- 1.1 An application for credit must be made on the Advanced Standing and Credit Transfer Application form and lodged with the Dean (Emotionally Focused Therapy) at the time of application for admission.
- 1.2 The application must be accompanied by sufficient documentary evidence to support the application.
- 1.3 Assessment of the application will be undertaken by the Course Co-ordinator, who will advise the applicant in writing, as soon as is practicable, of the result of the application.
- 1.4 The Dean (Emotionally Focused Therapy) will ensure that the decision is recorded in the formal Register of credit decisions, and that the decision is added to the applicant's record.
- 1.5 As far as is practicable, applicants will be advised of the credit that is offered at the time they accept a place in the course.

2. Assessment of applications for Credit for formal studies completed at another institution:

When assessing credit for formal studies, the following will be taken into account:

- the general educational practices and standards of the provider(s) or any accreditation obtained by such provider that may be relevant to the course under consideration;
- the learning objectives and course outcomes of the particular course, and the methods adopted to achieve those objectives and outcomes;
- the provider's admission criteria into the particular course, compared to IEFT's admission requirements;
- the duration of the course, having regard to entry requirements and course objectives;
- the breadth, depth and balance in the course material involved and the intellectual effort required;
- the relative emphasis on the teaching of knowledge and skills compared to IEFT's courses;
- the methods of assessment of student progress and the student's academic performance in units of study;
- the student's overall performance in the course;
- any arrangements for practical training and experience as part of the course.

3. Assessment of applications for Credit for demonstrated expertise derived from professional experience:

When assessing credit applications based on professional experience and expertise, the following will be taken into account:

- authenticity: the applicant has actually demonstrated the professional expertise that is being claimed;
- currency: the learning outcomes are still valid and performable;
- quality: the learning has reached the acceptable level;
- relevance: the learning is applicable to the unit of study for which credit is sought;

- transferability: the learning outcome can be applied outside the specific context in which it was learned;
- comparability: the assessment mechanisms adopted ensure that the professional expertise is comparable in standard with the unit(s) for which credit is sought. The standards applied in assessing professional expertise should not be greater than those required to pass the unit(s).

APPEALS

An applicant may appeal against a decision made within the framework of this procedure. Appeals must follow the process outlined in the *Grievance Complaints and Appeals Policy and Procedure*.

RELATED

Advanced Standing and Credit Transfer Policy
 Grievance Complaints and Appeals Policy
 Grievance Complaints and Appeals Procedure
 Student Selection and Admission Policy
 Student Selection and Admission Procedure
 IEFT Admission Requirements

Version Control

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