Articulation and Credit Transfer Agreement Procedure

RSY-MKT-PR-001-v1.0-Articulation and Credit Transfer Agreement Procedure

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Quality and Compliance Manager 4 Nov 2013

Vetted by: Robert de Giovanni
Marketing Director 24 Jan 2014

Approved by: Academic Board 18 Feb 2014
Document History

<table>
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<th>Version</th>
<th>Date of Review</th>
<th>Date of Implementation</th>
<th>Change(s)</th>
</tr>
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<tbody>
<tr>
<td>1.0</td>
<td></td>
<td>Feb 2014</td>
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Distribution List

To: Marketing Department  
    Admissions Department  
    Program Directors  
    Academic Director

Cc: Chair, Senior Management Committee  
    Chair, Academic Board
## Table of Contents

1 Purpose .............................................................................................................................. 4  
2 Scope................................................................................................................................ 4  
3 Definition of Terms .......................................................................................................... 4  
4 Procedures ....................................................................................................................... 5  
   4.1 Preliminary Considerations .................................................................................. 5  
   4.2 Preparing, Reviewing and Approving Credit Exemptions ...................... 5  
   4.3 Preparing and Signing the Agreement .......................................................... 5  
   4.4 Register of Agreements ............................................................................... 6  
   4.5 Review of Agreements ............................................................................... 6
1 Purpose

To ensure that the process of articulation and formalising credit transfer agreements between Raffles College of Design and Commerce (RCDC) and other external education providers is performed in a strategic, effective and efficient manner.

2 Scope

Applies to Marketing and Admissions staff, Program Directors and Academic Director, who are all involved in the process of formalising articulation or credit transfer agreements between RCDC and other external education providers.

3 Definition of Terms

Articulation is a process that enables students to progress from one completed qualification to another with admission and/or credit prescribed in a defined pathway. This process can apply across and between both Vocational Education and Training (VET) and Higher Education sectors.

Articulation Agreement is an agreement between RCDC and another Higher Education Provider to document a specifically approved pathway for progression between a course at the other institution and an RCDC course, involving a specific credit arrangement.

Articulation Partner is an external education provider with which RCDC has signed an Articulation Agreement or Credit Transfer Agreement. This could be a Registered Training Organisation (RTO), another VET Provider, or a Higher Education Provider, either within or outside Australia.

Credit is the value assigned for the recognition of equivalence in content and learning outcomes between different types of learning and/or qualifications, which reduces the amount of learning required to achieve a qualification. Articulation Agreements and Credit Transfer Agreements are two processes for obtaining credit.

Credit Transfer is a process that provides students with agreed and consistent credit outcomes for components of a qualification, based on equivalence in content and learning outcomes between different but matched qualifications. This process can apply across and between both VET and Higher Education sectors.

Credit Transfer Agreement is an agreement between RCDC and another VET Provider (whether or not it is an RTO) to document a specifically approved pathway for progression between a course at the other VET Provider and an RCDC course, involving a specific credit arrangement.

Recognition of Prior Learning (RPL) is an assessment process that assesses the individual's non-formal and informal learning to determine the extent to which that individual has achieved the required learning outcomes, competency outcomes, or standards for entry to, and/or partial or total completion of, a qualification. This process can apply across and between both VET and Higher Education sectors.

RPL Form is a blank template that lists all subjects for a particular major of an RCDC course, including a column for the Articulation Partner’s equivalent subjects and another column for the Program Director’s comments (if required).

RPL Map is an RPL Form that has been completed and signed.
4 Procedures

4.1 Preliminary Considerations

A formal articulation or credit transfer agreement, hereafter known as "the Agreement" may be arranged with either Australian or non-Australian education providers, hereafter known as "the Articulation Partner". (See Appendix 1 for two samples of an Agreement). The Agreement may:

- formalise arrangements with another provider for the automatic granting of credit towards an RCDC course for a completed qualification/s from the other provider, and/or
- guarantee entry at a certain level in a course at another Higher Education Provider.

In assessing a potential partner for an Agreement, the following matters should be considered:

- Compatibility with RCDC’s education objectives
- Registration and accreditation status in local jurisdiction, including any limits on its scope of operations
- Capacity to enter into a contract with RCDC
- Evidence of financial probity and stable financial status

Responsibility
Marketing Director / International Marketing Manager
Manager, Quality and Compliance

4.2 Preparing, Reviewing and Approving Credit Exemptions

The Marketing Director or International Marketing Manager will prepare an RPL Form for the RCDC degree and major that most closely matches the other provider’s course of study, including the appropriate details at the top of the form, and will forward the Form to the appropriate Program Director.

The Program Director will review and recommend the credit exemptions to be given in the standard RPL Form for Institutions for the course(s) to which the Agreement relates. (See Appendix 2 for a sample of the RPL Form for Institutions.)

In negotiating credit towards RCDC courses, the Program Director will take into account the comparability and equivalence of the learning outcomes, volume of learning, and individual subject coverage, including content, and learning and assessment approaches (as per the RCDC’s Recognition of Prior Learning Policy http://www.raffles.edu.au/studying-at-raffles/policy-documents).

The RPL Form will be signed and approved both by the relevant Program Director and the Academic Director, and returned to the Marketing Director or International Marketing Manager as an approved RPL Map.

Responsibility
Marketing Director / International Marketing Manager
Program Directors
Academic Director

4.3 Preparing and Signing the Agreement

Based on the credit exemptions given in the approved RPL Map, the Agreement will be formulated by the Marketing Director (using the appropriate template in Appendix 1), and forwarded to RCDC’s Chief Executive Officer for signing, and then to the approved signatory of the Articulation Partner for counter-signing.
Once the Agreement has been signed by both parties, the Agreement will be forwarded to all Stakeholders in the Distribution List on page 2 of this Procedure document.

The credit exemptions as stated in the Agreement will be used as the basis for articulating future students enrolling in RCDC courses who have graduated from the Articulation Partner.

Responsibility
Marketing Director / International Marketing Manager
Chief Executive Officer
Articulation Partner's approved signatory

4.4 Register of Agreements

All approved Agreements will be added to a central register of Articulation Partner Agreements by the Marketing Director. The Register of Articulation Agreements will also published on the RCDC website by the Online Marketing Coordinator. (Please refer to http://www.raffles.edu.au/raffles-corporate/partners-corporateinformation-524.)

Responsibility
Marketing Manager
Online Marketing Coordinator

4.5 Review of Agreements

The Agreements will be reviewed and updated periodically to ensure that credit exemptions given in the Agreement are kept up to date and relevant for admission purposes.

Academic performance of articulated students will be monitored by Program Directors, to ensure appropriate academic standards are being met.

Quality assurance monitoring and review will be undertaken periodically to ensure that the Agreements are suitable, and are being effectively implemented so that the academic and strategic case for continuing each Agreement is appropriately considered.

Responsibility
Program Directors
Manager, Quality and Compliance
APPENDIX 1

(a) Agreement Template for Registered Training Organisations (RTOs)

VET Credit Transfer Arrangement

This document represents an agreement between <RTO name> and Raffles College Pty Ltd, trading as Raffles Design and Commerce (RCDC), for the following VET Credit Transfer Arrangement:

The VET qualification: <Name of VET qualification>  
TGA Qualification Code: <TGA code>

Delivered by: < RTO Name> (the RTO)  
RTO Registration Code <RTO registration code>

RCDC 3 year Bachelor Degree: Bachelor of <Faculty name>  
Majoring in: <Major name>

Delivered by: Raffles College of Design and Commerce (the HEP)

Under this arrangement, a student who has satisfactorily completed the <Name of VET qualification> is guaranteed XX% of credit towards RCDC Bachelor of <Degree>, majoring in <Major name>.

This is equivalent to ## credit points of the 144 total credit points required for completion of the Degree.

This arrangement will remain in effect for the duration of the RCDC degree accreditation, or such time that either party wishes to review the agreement. This agreement can be terminated at any time by either party giving 6 months of notice in writing. It is further agreed that in the event of termination all current students at the time of termination will be able to complete their studies in accordance with the agreement.

<RTO name> has permission to promote this articulation to its students and through its promotional materials, with permission also to use the RCDC logo. Where RCDC is referred to in <RTO name> promotional materials, a copy is to be sent to RCDC for approval and sign off.

This VET Credit Transfer Arrangement has been endorsed by the CEO of the HEP on date below.

<table>
<thead>
<tr>
<th>HEP Authorising Officer:</th>
<th>Mr Isaac Ng</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position:</td>
<td>CEO</td>
</tr>
<tr>
<td>Signature:</td>
<td>.........................</td>
</tr>
<tr>
<td>Date:</td>
<td>.........................</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>RTO Authorising Officer:</th>
<th>&lt;Name of Authorised officer&gt;</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position:</td>
<td>&lt;Position title&gt;</td>
</tr>
<tr>
<td>Signature:</td>
<td>................................</td>
</tr>
<tr>
<td>Date:</td>
<td>................................</td>
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</table>
Appendix 1 (continued)

(b) Agreement Template for Higher Education and Non-RTO VET Articulation Partners

ARTICULATION AGREEMENT BETWEEN

Raffles College Pty Ltd trading as Raffles College of Design and Commerce (RCDC),
99 Mount St, North Sydney, NSW 2060, Australia

and

<Legal name of Institution>, trading as <Institution>, <Address>

Aim

The purpose of this agreement is to facilitate the movement of students from <Institution> courses to RCDC courses.

Advanced Standing

Students satisfactorily completing the <Course/s> at <Institution> are granted xx credit points Advanced Standing into:
<RCDC degree>, majoring in <Major> (according to the requirements of the attached appendix).

Applications

Students with high academic performance or other evidence of relevant achievement may apply for further Recognition of Prior Learning (RPL) on a case by case basis.

Applicants must also meet all other academic and visa entry requirements as set in the conditions of RCDC enrolment procedures. Students wishing to alter their major can apply for RPL on a case by case basis.

Applicants seeking additional recognition for prior learning above xx credit points, must submit a supplementary Recognition of Prior Learning Application Form.

Degree Award

RCDC will award to each student who has successfully completed the outstanding course requirements the Bachelor degree.

Postgraduate Studies

Students graduating from the RCDC Bachelor of <Faculty> are eligible for entry into the RCDC Master of <Faculty>.

Duration of Agreement

The agreement between RCDC and <Institution> shall remain in effect for the duration of the RCDC degree accreditation or such time that either party wishes to review the agreement. This agreement can be terminated at any time by either party giving 6 months of notice in writing. It is further agreed that in the event of termination all current students at the time of termination will be able to complete their studies prior to closure.
Promotion of Course

<Institution> has permission to promote this articulation to its students and through its promotional materials, with permission also to use the RCDC logo. Where RCDC is referred to in <Institution>'s promotional materials, a copy is to be sent to RCDC for approval and sign off prior to publication or use of the relevant materials.

____________________________
Isaac Ng
CEO | Raffles College of Design and Commerce, Sydney

____________________________
Date

____________________________
<Institution>'s authorised representative
<Position> | <Institution>

____________________________
Date
## APPENDIX 2

### Sample of RPL Form for Institution

**APPLICATION FOR RECOGNITION OF PRIOR LEARNING (RPL) FOR INSTITUTIONS**

Institution’s Name:

Course Name:

**RCDC Course:** Bachelor of Commerce – Major in Management

<table>
<thead>
<tr>
<th>Subject Status</th>
<th>Subject Code</th>
<th>Subject Name</th>
<th>Credit Points</th>
<th>Applicant to insert evidence Eg. Name of similar subject &amp; course</th>
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<td></td>
<td></td>
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</tr>
<tr>
<td>Core</td>
<td>BG001</td>
<td>Management Essentials for Today's Business</td>
<td>6</td>
<td></td>
<td></td>
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<tr>
<td>Core</td>
<td>BK001</td>
<td>Marketing Basics for Competitive Positioning</td>
<td>6</td>
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<tr>
<td>Core</td>
<td>BF001</td>
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Semester 6

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<tr>
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Major

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<td></td>
<td>BU048</td>
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Total (Credit Points) 144

KBN001 Bachelor of Commerce, 6 semesters, Management Major Elective Subjects

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<td>Elective</td>
<td>BG007</td>
<td>International Management for Innovation and Growth</td>
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<td>Cross Cultural Communication for Effective Leadership and Management</td>
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<td>Strategic Decision Making</td>
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<tr>
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<td>Elective</td>
<td>BG010</td>
<td>Project Management</td>
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<td>BH008</td>
<td>Events Management</td>
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<td>Small Business Management</td>
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*As an alternative to these electives, the student may undertake an equivalent subject approved by the Program Director.

Office use only

Comments: __________________________________________________________

Application recommended by PD:
Name: __________________________________________ Signature: ______________________ Date: ______________________

Application approved by Academic Director: Total RPL (credit points): ______________________
Name: __________________________________________ Signature: ______________________ Date: ______________________