

Applying for credit Step-by-step user guide

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Version:

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Quick Guide

Introduction

Visit the Credit transfer webpage

- Go to: www.griffith.edu.au/credit
- Review the information to understand your credit eligibility and gather all required supporting documentation.

Check the Credit Precedent Database (CPD)

The CPD shows examples of past credit outcomes to help guide your expectations.

Start your application

- Click Apply for credit now
- Read the Before you start information and click Next

Section 1: Personal Details

Review your personal information.

These details are automatically filled from Griffith's student system and cannot be changed in the application form.

If anything is incorrect, contact Student Connect to have your details updated.

Click Next to continue.

Section 2: Program Details

Confirm the program you are currently enrolled in.

Credit can only be granted for your active Griffith University program.

• If the listed program is incorrect or inactive, contact Student Connect before proceeding.

Click Next to continue.

Section 3: Prior Learning

1. Prior Study

Select the type of prior study:

- University / Other Study
- TAFE Study
- VET Study

University/Other Study

- Enter the details of the prior institution and award program (degree) studied.
- Use "NA" if no course or program code is available.
- List only the prior courses related to courses in your current Griffith program.
- If the study is unrelated to your Griffith program, select the option to be assessed for maximum Flexible Module Electives.
- If study is related to your Griffith program, click *Add Course* to enter the course details. List only the prior courses to be assessed for specific courses in your current Griffith program. At time of assessment maximum electives will be awarded for any unrelated courses.

⚠ Applications including more than 18 courses may experience issues with submitting. To apply for additional courses please submit a second application.

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TAFE or VET Study

- Provide the name of the institution and qualification only.
- No need to list individual units of competency.

Repeat the steps for all prior study to be assessed. Click *Next* when complete.

2. Prior Experience

If you wish to apply for credit based on work or other relevant experience:

- Select Yes and provide a brief overview (≤100 words)
- Choose experience type: Work or Other
- Enter years of experience
- Indicate whether the credit applies to:
 - A specific course in your program, or
 - An elective

Specific Course

- Find the relevant Course Profile and copy its Learning Outcomes
- Describe how your experience matches those outcomes with clear examples
- Click Accept

Elective

- Refer to your program's Program Learning Outcomes
- Copy/paste these into your application
- Describe how your experience matches those outcomes with clear examples
- Click Accept

Repeat for all courses to be assessed, then click Next

Section 4: Request for Credit

This is where you identify what Griffith courses you are seeking credit for. The system will guide you based on the type of prior learning:

- Prior experience: is auto-populated based on the information previously entered.
- TAFE/VET study or unrelated University/Other study: You are not required to map your prior study to Griffith courses. The application defaults to "Unspecified assess my maximum credit".
- Related University/Other study:
 - You must map your past courses to specific Griffith courses in your degree
 - Click Add Griffith Course, then search for the course
 - Click Accept

Once all prior courses are mapped, click Next to continue.

§ Section 5: Supporting Documents

Attach required documents when submitting your application. You can also upload them later, but this may delay the assessment.

Section 6: Declaration

Other Information

• Add any optional information

Review your application

- Review each section for completeness
- Incomplete sections (except Supporting Documents) must be finalised before submission

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Declaration

- Read the Declaration
- Tick the checkbox to confirm
- Click Submit Application

You will receive a confirmation on-screen and via your Griffith email.

Track Your Application

Track your status or upload more documents by:

- Clicking *Track this application* on the confirmation screen
- Following the email link: Track my credit for prior learning application

Track my application

To keep up to date with the assessment of your application, please select the "Track my credit for prior learning application" button below.

Track my credit for prior learning application

• Returning via the Credit transfer webpage

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2. Introduction

2.1 What credit can be granted?

Upon being accepted into Griffith University, you may apply for credit for prior learning, which may reduce the time it will take to complete your degree.

The University may grant credit for:

- **Prior study:** This includes formal learning undertaken through an accredited education provider that leads to an official accredited qualification. Such providers include:
 - Australian universities
 - vocational education and training (VET) providers, e.g., TAFE or private colleges
 - recognised overseas institutions
 - recognised professional bodies, employers and other authorities.
- Prior experience: This includes non-formal and informal learning:
 - Non-formal learning takes place through structured programs that don't lead to an officially recognised qualification. This might include workplace training, volunteering or community-based courses.
 - Informal learning is unstructured, unorganised experience you gain through activities at work or with family, or via hobbies or personal interests.

For more information, refer to the *Credit transfer* webpage (refer Figure 1) www.griffith.edu.au/credit



Figure 1 Credit transfer webpage

2.2 Preparing your application and How do I apply?

Guides on how to prepare your application and apply for credit are available via the *Credit transfer* webpage (refer Figures 2 and 3).

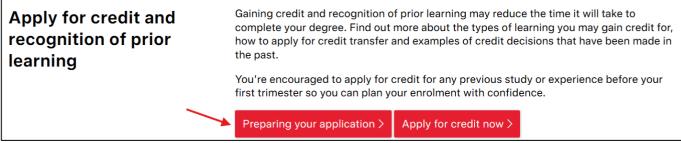


Figure 2 Preparing your application

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Figure 3 How do I apply?

2.3 Credit Precedent Database

Check the *Credit Precedent Database (CPD)* to discover past credit decisions and see what credit you might be eligible for. You can access the CPD through the degree page on <u>Programs and Courses</u> (refer Figure 4), or the *Credit transfer* webpage (refer Figure 5).

You may be eligible for credit based on your prior study or experience. This may reduce the amount of time it takes to complete your degree. Credit can include: • Prior study undertaken through an accredited education provider • Prior experience through professional or life experience such as employment, workplace training, volunteer work or community-based activities. Recognition of prior learning (RPL) to meet entry requirements is assessed at the time of admission. If approved, your offer and program duration will automatically reflect this. You may also be eligible for additional credit if you have prior study or experience beyond what is required for entry. For details, visit: Credit transfer Check the Credit Precedent Database to discover past credit decisions – and see what you might be eligible for. If your completed courses aren't listed, they can still be assessed when you submit a credit application. View credit precedents for this program

Figure 4 Credit Precedent Database - Degree entry

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Figure 5 Credit Precedent Database - Credit transfer webpage

2.4 When to lodge your credit application (Important Dates)

Applications for credit may be lodged at any time. However, an application for credit will not be accepted for a course you are enrolled in if the census date has already passed. It is far better to have your credit determined prior to the commencement of trimester as it may impact on which courses you enrol in.

Date	Action
31 January	Final day for credit applications to be lodged to guarantee a decision prior to Trimester 1.
31 May	Final day for credit applications to be lodged to guarantee a decision prior to Trimester 2.
30 September	Final day for credit applications to be lodged to guarantee a decision prior to Trimester 3.

2.5 Accessing the online credit application

You can access the online credit application through <u>myGriffith</u>, or navigate directly to the *Credit transfer* webpage.

Log into myGriffith and choose My program > Credit for prior learning (refer Figure 6).

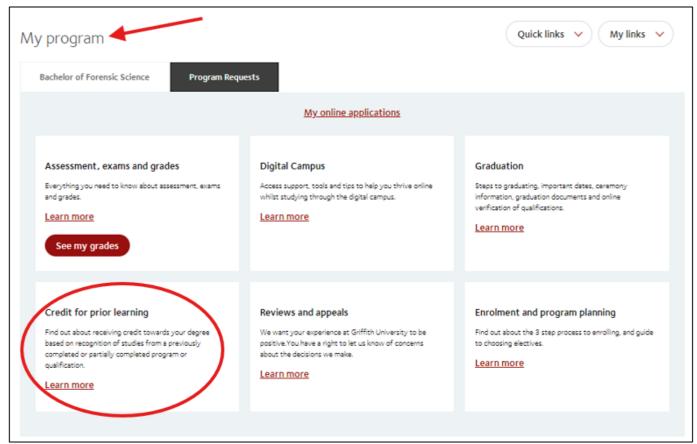


Figure 6 Choose Credit for prior learning from My program

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The Credit transfer webpage will be displayed

Select the Apply for credit now button (refer Figure 7).

Apply for credit and recognition of prior learning

Gaining credit and recognition of prior learning may reduce the time it will take to complete your degree. Find out more about the types of learning you may gain credit for, how to apply for credit transfer and examples of credit decisions that have been made in the past.

You're encouraged to apply for credit for any previous study or experience before your first trimester so you can plan your enrolment with confidence.

Preparing your application >

Apply for credit now >

Figure 7 Select Apply for credit now



You can also use any of the application links in *Preparing your application* or *How do I apply?*

The Before you start window will open (refer Figure 8). Carefully read the information.

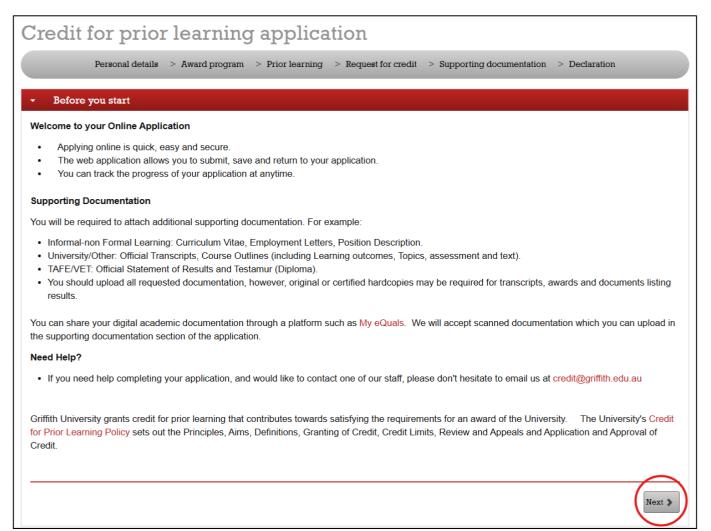


Figure 8 Before you start window

Click Next to continue.

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If you have already commenced an application, you will see a *Return to existing applications* button. Click this to view your other applications (refer Figure 9).

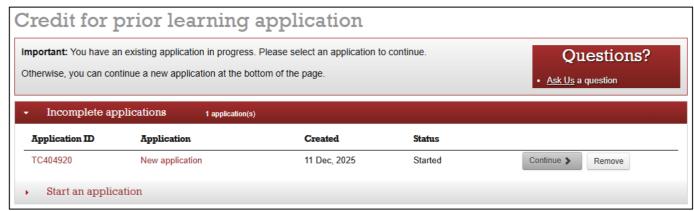


Figure 9 Existing applications

Click Continue, or Remove if no longer needed.

3. Completing the online credit application

3.1 Personal details

3.1.1 Personal information

The personal details which you have previously provided in our Student System will automatically display.

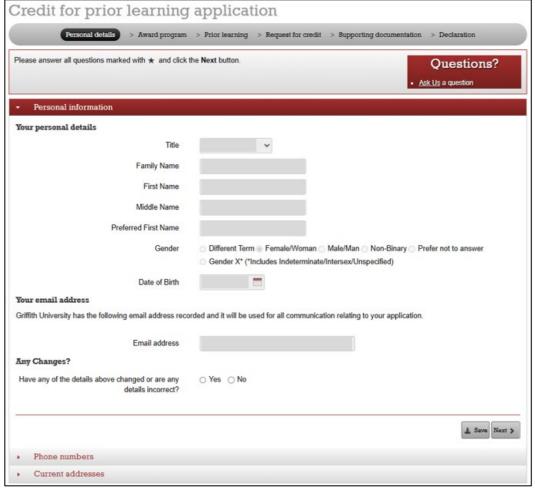


Figure 10 Personal information

Any changes?

- If this information is correct, choose Yes.
- If the information is incorrect, choose No.
 - A text box will display advising that documentary evidence of your current name and date of birth needs to be presented to a Student Connect Centre (refer Figure 11).



Figure 11 Update personal information

Click Next to save and continue.

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The information you enter on each page will automatically save when you choose Next. Alternatively, you can choose *Save* to manually save your information.

Note

A green pop-up bubble will advise that the information has been successfully saved.





When you update your contact details in myGriffith, they will not change for any credit application you have already started. If any details are missing from any compulsory fields, you will need to commence a new online credit application

If staff need to contact you, they will use the details in myGriffith.

3.1.2 **Phone Numbers**

The telephone numbers which you have previously provided will automatically display.

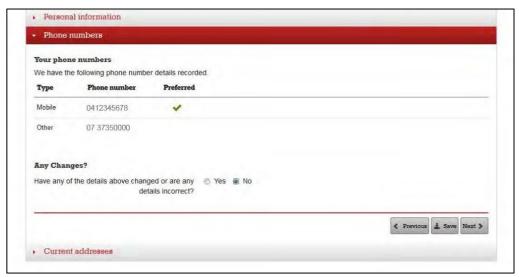


Figure 12 Phone numbers

Any changes?

- If this information is correct, choose Yes.
- If the information is incorrect, choose No.
 - A text box will display advising that documentary evidence of your current name and date of birth needs to be presented to a Student Connect Centre (refer Figure 11).

Click Next to save and continue.

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3.1.3 Current address

The address which you have previously provided will automatically display.

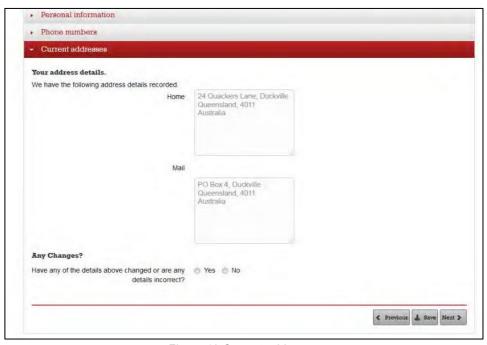


Figure 13 Current addresses

Any changes?

- If this information is correct, choose Yes.
- If the information is incorrect, choose No.
 - A text box will display advising that documentary evidence of your current name and date of birth needs to be presented to a Student Connect Centre (refer Figure 11).

Click Next to save and continue.

3.2 Award program

The programs in which you are enrolled will be listed. If multiple programs are displayed, select the program for which you are applying for credit.

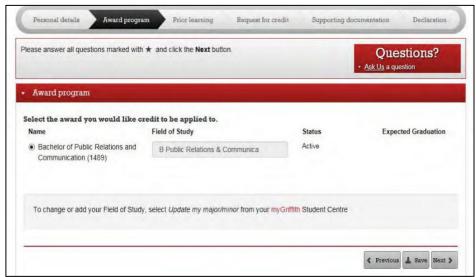


Figure 14 Award program

Click Next to save and continue.

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3.3 Prior learning

3.3.1 **Prior study**

You need to identify any prior study for which you want to claim.

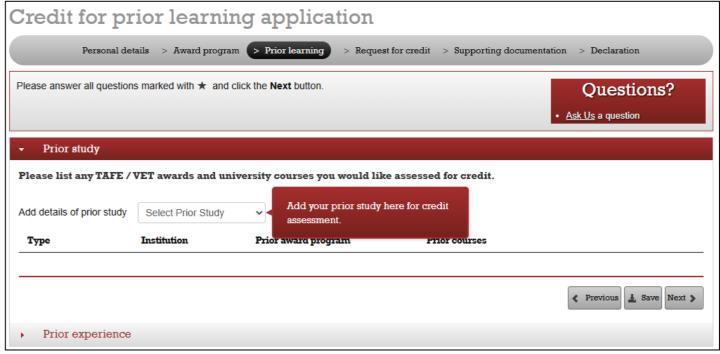


Figure 15 Prior study

Choose the required study option from the drop-down list (refer Figure 16)

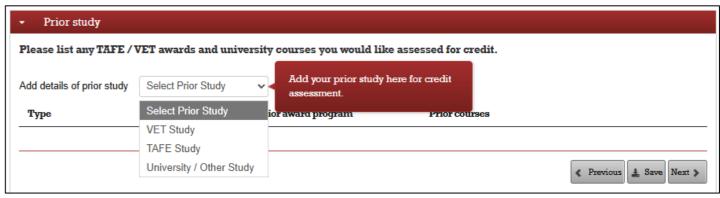


Figure 16 Select required prior study from drop-down list

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3.3.2 Prior study – University / Other study

University / Other study includes Australian Universities (higher education providers), Overseas institutions, and credentialed programs.

Enter the details of the institution and award program (degree) of your University / Other Study (refer Figure 17).

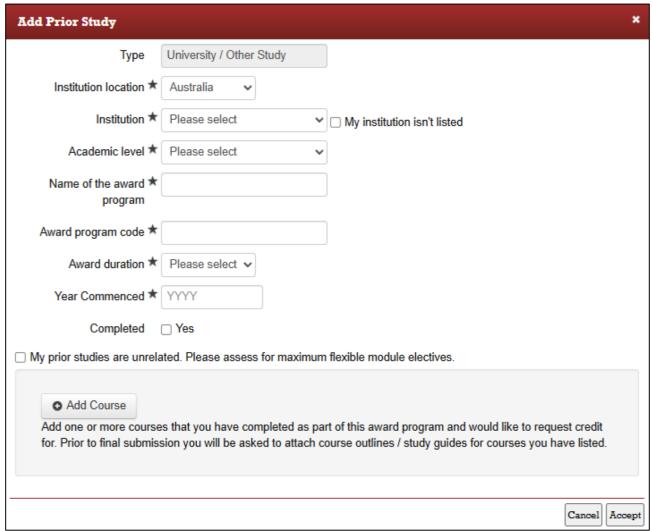


Figure 17 Add Prior Study: University/Other Study



Use "N/A" if your prior study does not have an Award program code.

For prior study completed overseas, ensure you select "Other" from the *Institution location* dropdown.

If the university or institution you attended is not in the drop-down list, select the *My institution isn't listed* checkbox and enter the details manually (refer Figure 18).

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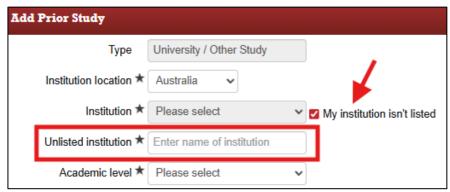


Figure 18 Unlisted prior institution

If your prior study is **unrelated** to your Griffith University degree, select the option to be assessed for maximum flexible module electives (refer Figure 19). You will not be required to enter any further details about this study.

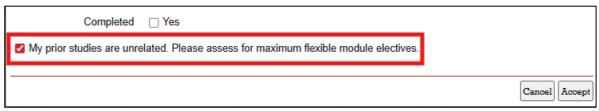


Figure 19 Unrelated study - select to have maximum electives assessed

If your prior study is **related**, or you are seeking credit towards a specific course listed in your Griffith program structure, select *Add course*.

Enter the name, code and completion year of each prior course (subject/module/unit) (refer Figure 20).

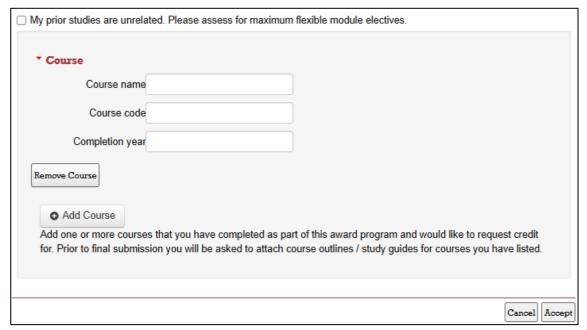


Figure 20 Related study - select Add course and enter course details



You do not need to include all the prior courses (subjects/modules/units) you have studied, only those you believe are equivalent to specific courses in your Griffith program structure. Maximum electives will be awarded at time of assessment.

Applications including more than 18 courses may experience issues with saving and submitting. To apply for additional courses, please submit a second application.

Select Accept to save this information.

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A summary of the University / Other Study saved will be displayed in the *Prior study* section (refer Figure 21).

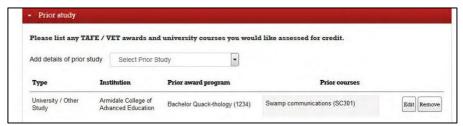


Figure 21 Summary of Prior study - University / Other Study details saved

3.3.3 Prior study – TAFE Study

Enter the details of the institution and award program (qualification) for your TAFE study (refer Figure 22).

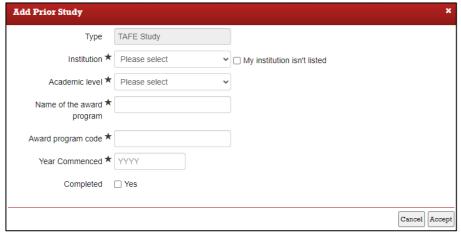


Figure 22 Add Prior Study - TAFE Study

If the institution you attended is not in the drop-down list, select the *My institution isn't listed* checkbox and enter the details manually (refer Figure 18).

Select Accept to save this information.

A summary of the TAFE Study saved will be displayed in the *Prior study* section (refer Figure 23).



Figure 23 Summary of Prior study - TAFE Study details saved

3.3.4 Prior study – VET Study

Vocational Education and Training (VET) providers include private colleges or qualifications completed through VET-in-School high school programs.

Enter the details of the institution and award program (qualification) for your VET study (refer Figure 24).

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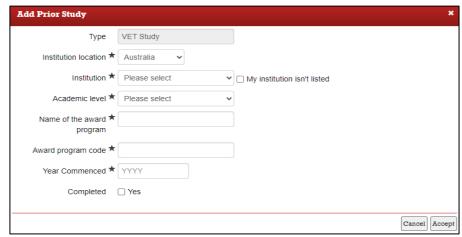


Figure 24 Add Prior Study - VET Study

If the institution you attended is not in the drop-down list, select the *My institution isn't listed* checkbox and enter the details manually (refer Figure 18).

Select Accept to save this information.

A summary of the VET Study saved will be displayed in the *Prior study* section.



Figure 25 Summary of Prior study - VET Study details saved

Check the information saved in your summary is correct, then click *Next* to save and continue.

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3.3.5 Prior experience

You can request credit for prior experience gained through work, social, family, hobby or leisure activities.

You will need to demonstrate how you have achieved the published course (specified) and/or program (unspecified/elective) learning outcomes by mapping your experience against the Course Aims, Learning Outcomes, and Learning Activities and/or Program Learning Outcomes.

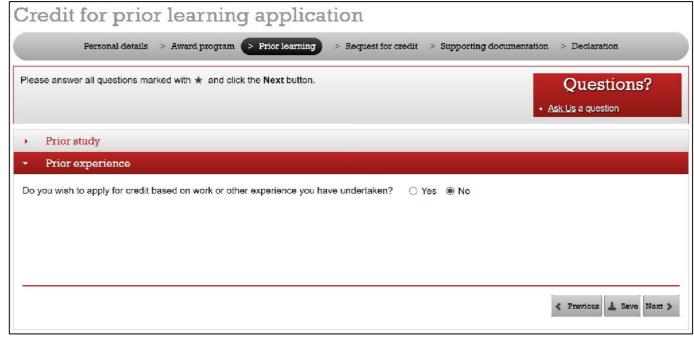


Figure 26 Prior experience

If you are not wishing to be considered for credit based on prior experience, choose No, and click Next to continue If you do have experience to be assessed, choose Yes and provide a brief summary. (refer Figure 27).

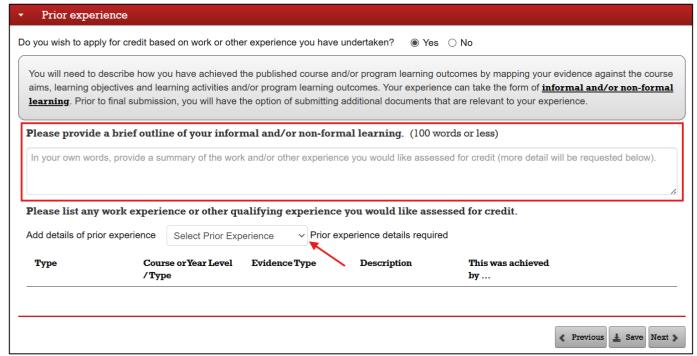


Figure 27 Adding Prior experience

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Depending on your experience, select "Other Experience" or "Work Experience" from the drop-down list.

You can apply for credit for a specific course (specified credit) or for an unspecified elective course (unspecified credit). Untick the checkbox to apply for an unspecified elective (refer Figure 28).

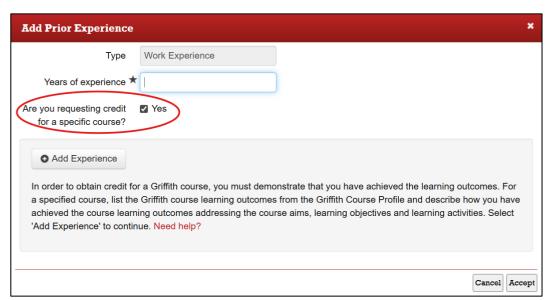


Figure 28 Specified/Unspecified credit

Click Add Experience.

3.3.6 Prior experience – Specified credit

Enter the Griffith University course for which you are requesting credit (refer Figure 29).

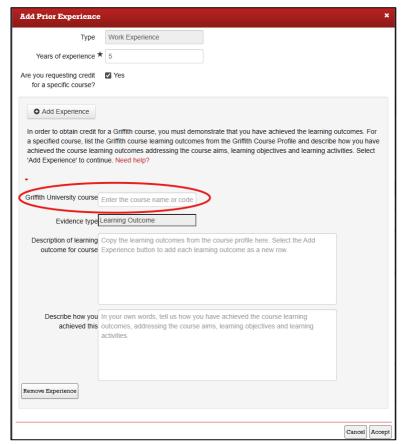
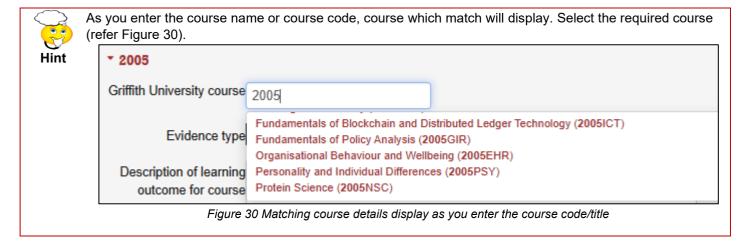


Figure 29 Add Prior Experience - Specified credit

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A link to the Course Profile will be displayed (refer Figure 31).

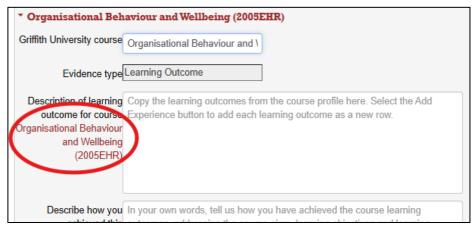


Figure 31 A link to the course profile displays

Select the link and navigate to the Learning outcomes (refer Figure 32).

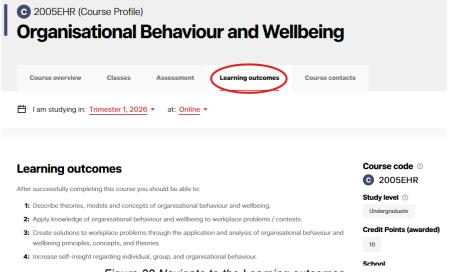


Figure 32 Navigate to the Learning outcomes

Copy the Learning outcomes from the Course Profile.

Paste the first Learning outcome into the *Description of learning outcome for course* text box. Describe how you have achieved the Learning Outcome in the *Describe how you have achieved this* text box (refer Figure 33).

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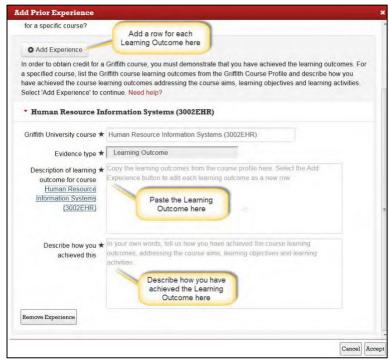


Figure 33 Explain how you have met each Learning outcome



Click Add Experience to add a new row for each Learning outcome.

When each Learning outcome has been addressed, click Accept.

The prior experience entered will be summarised (refer Figure 34).

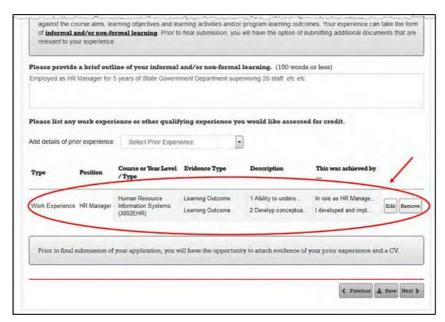


Figure 34 The Work Experience is summarised

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3.3.7 Prior experience – Unspecified credit

To request consideration for unspecified credit for prior experience (eg credit towards flexible module electives), Clear the checkbox adjacent to Yes (refer Figure 28).

Click Add Experience, the window will expand (refer Figure 35).

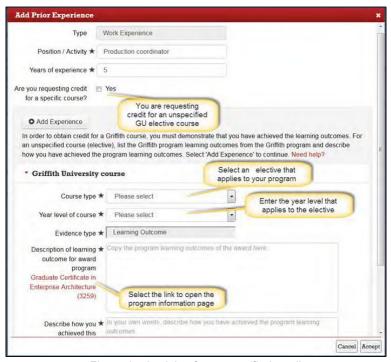


Figure 35 Applying for unspecified credit

Select the appropriate elective type for your program from the drop-down list. Select the required year level that applies to the elective from the drop-down list.

A link to the *Program information* page is provided, select the link (refer Figure 36).

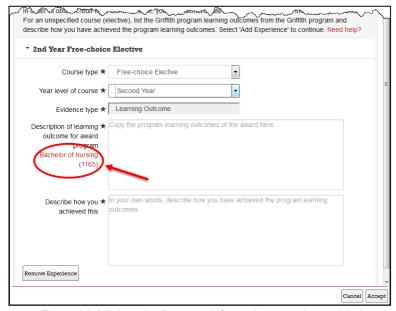


Figure 36 A link to the Program information page is provided

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Choose the *Requirements* tab and select the relevant year and term for when you commenced your program (refer Figure 37).

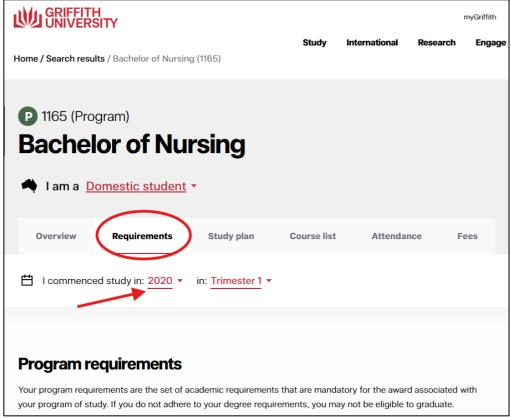


Figure 37 Select "Requirements" and select the relevant year and term

Click Program learning outcomes to expand, then Program Learning Outcomes for this award (refer Figure 38).

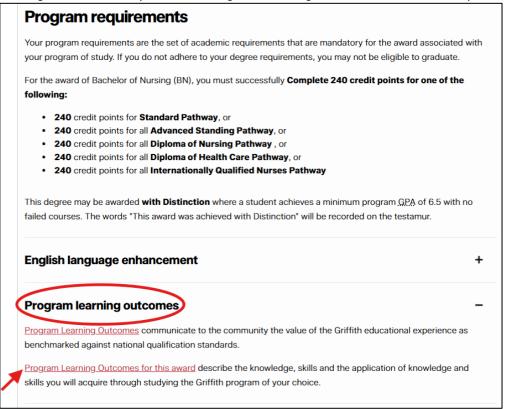


Figure 38 Program Learning Outcomes

The *Program Learning Outcomes* will open as a PDF. Copy the Learning outcomes (refer Figure 39).

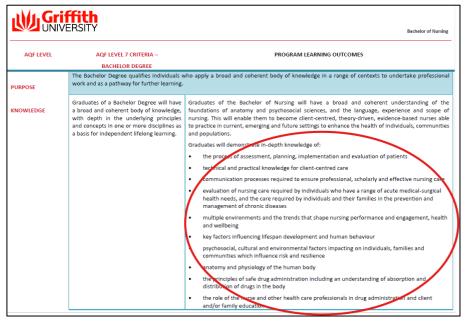


Figure 39 Copy the Program Learning Outcomes

Paste the Learning outcomes into the Description of learning outcome for award program text box (refer Figure 40).

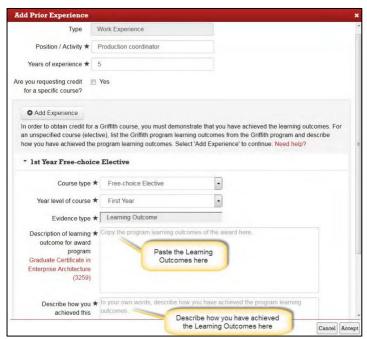


Figure 40 Paste the Learning Outcomes into the text box

Describe how you have achieved the program learning outcomes in the *Describe how you achieved this* text box.

Click Accept.

The prior experience details entered will be summarised in the *Prior experience* window.

Click Next to save and continue.

3.4 Request for credit

This is where you identify what Griffith courses you are seeking credit for. The system will guide you based on the type of prior learning (refer Figure 41):

- Prior experience: is auto-populated based on the information previously entered.
- TAFE/VET study or unrelated University/Other study: You are not required to map your prior study to Griffith courses. The application defaults to "Unspecified – assess my maximum credit".
- Related University/Other study: You must map your past courses to specific Griffith courses in your degree

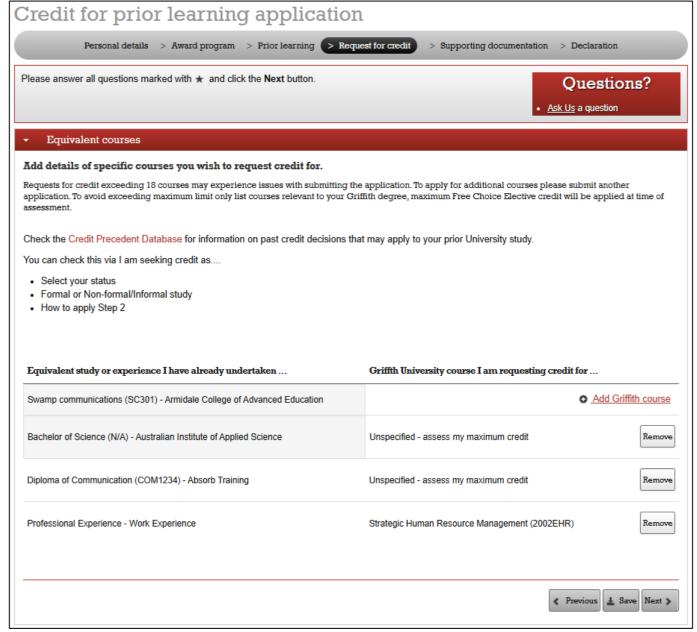


Figure 41 Request for credit

3.4.1 Adding equivalent courses

Click Add Griffith course (refer Figure 42).

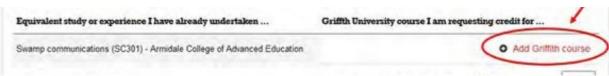


Figure 42 Click Add Griffith course

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Remember to refer to the Credit Precedent Database. It allows you to find out what credit decisions have been made in the past. Refer to <u>Section 2.3</u>.

The course which you identified earlier in the application will be displayed (refer Figure 43).

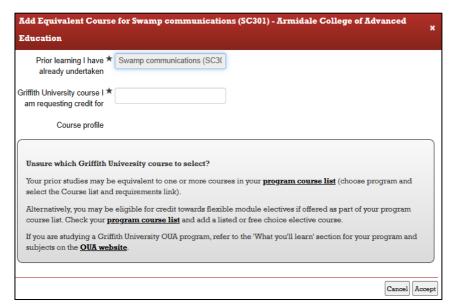


Figure 43 Add Equivalent Course window

Enter the course code of the course for which you are requesting for credit. A link to the **Course Profile** will be provided (refer Figure 44).



Figure 44 Griffith course with Course Profile link



If no precedents exist for your prior study, check the **Course Profile** to ensure the selected Griffith course is a good match for your prior study. You will want to ensure the courses cover similar Learning outcomes, duration and academic level.

Click Accept.

A summary of the requested credit is displayed (refer Figure 45).



Figure 45 Summary of Equivalent courses

Click Next to save and continue.

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3.5 Supporting documentation

A list of required documentation will be displayed. It is recommended that you upload a copy of all required documentation at time of submission.

In some cases, the original or certified hardcopy may need to be presented at a Student Connect Centre before the credit application is processed.

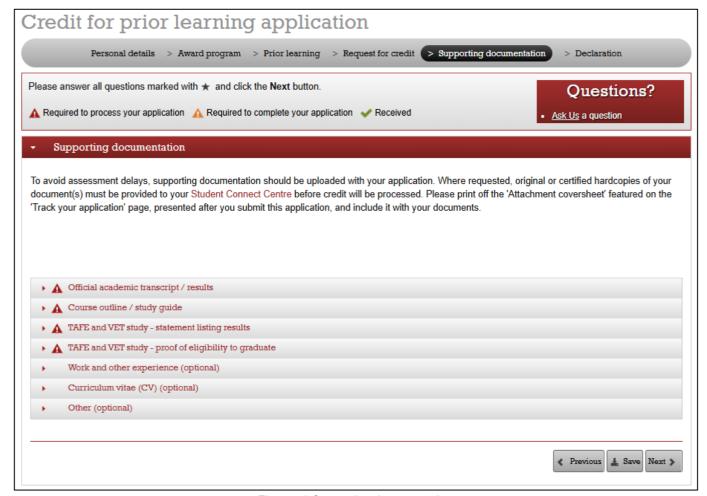


Figure 46 Supporting documentation



The University reserves the right to withdraw credit where an error has been made in assessing an application or where the documentation provided by the applicant is incomplete, misleading, false or invalid.

Click the listed document headings to expand and display further information, then click *Upload* (refer Figure 47).

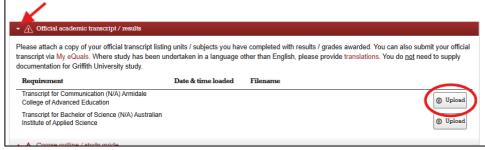


Figure 47 Click heading to expand, then Upload

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The *Upload attachment* window will be displayed (refer Figure 48).



Figure 48 Upload attachment window

Click *Choose file* and navigate to where you have saved the required file to select. Uploading should commence automatically once the file is selected. The upload attachment window will show the percentage complete as the file uploads (refer Figure 49).

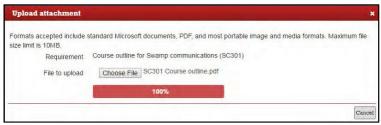


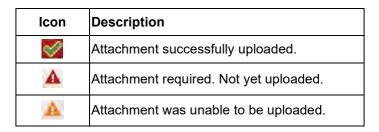
Figure 49 Upload window displays the percentage complete

When the document has finished uploading, the *Upload attachment* window will close. A green tick indicates that the document has been successfully uploaded. You can view or remove the document once it is uploaded (refer Figure 50)



Figure 50 Green tick indicates the file successfully uploaded

Supporting Documentation icon descriptions:





Official transcripts can also be submitted via My eQuals for participating institutions. Supporting documentation is **not** required for prior study completed at Griffith University. If you are unable to obtain electronic copies of documentation, you can provide the hard copies to a campus Student Connect Centre. Please print the Attachment coversheet which is available on the Track your application page.

Continue uploading all required documents. Once all documents are uploaded, click *Next* to save and continue.

3.6 Declaration

3.6.1 Other information

Enter any additional information which may support your credit application.

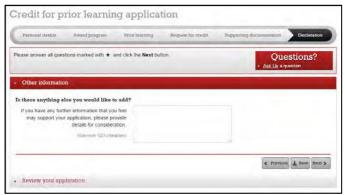


Figure 51 Enter any additional information

Click Next to save and continue.

3.6.2 Review your application

Review your application to ensure all sections are completed.

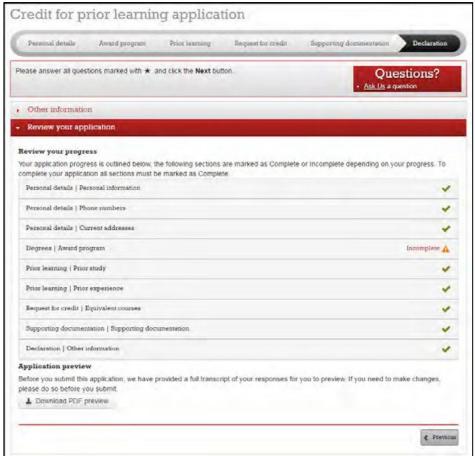


Figure 52 Review your application

Click any section with Incomplete Λ to return to this section and complete the missing details.



With the exception of **Supporting documentation** all sections must be complete \checkmark to be able to submit your application. Supporting documentation can be provided after submission, however please be aware assessment of your application cannot commence until this is received.

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You can also download a PDF preview of the completed application, with all responses provided. It is recommended that you review your responses and make any required changes to the application before submitting.

When you are confident that the application is complete, click *Next* to continue.

3.6.3 **Declaration**

Carefully read the **Declaration** statements, then select the checkbox I have read and accept the statements above to be true and correct.

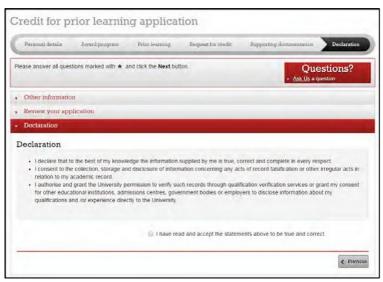


Figure 53 Declaration

Click Submit application.

The Your application has been submitted confirmation window will display (refer Figure 54).

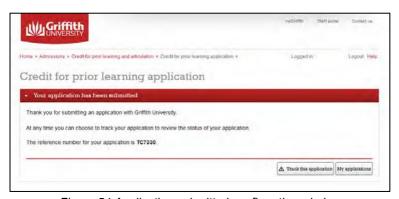


Figure 54 Application submitted confirmation window

A confirmation email will also be sent to your Griffith Student email address.

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Tracking your application

Once you have submitted a credit application, you can track the progress and submit additional documents online via the *Track my credit application* page.

4.1 Navigating to track your application

4.1.1 From the Application submitted confirmation window

When you submit your application, the **Your application has been submitted** confirmation window will display. Click *Track this application* (refer Figure 55).

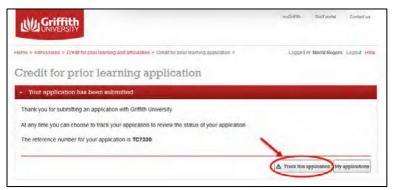


Figure 55 Click Track this application

4.1.2 From the Application confirmation email

Click Track my credit for prior learning application in the email (refer Figure 56).

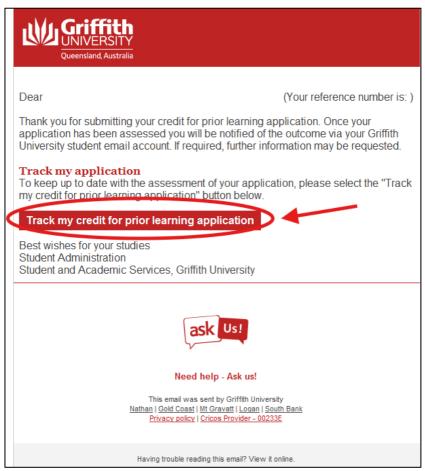


Figure 56 Confirmation email - click Track my credit for prior learning application

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4.1.3 From the Griffith University website

You can access existing credit applications the same way you started a new application: through <u>myGriffith</u> or the Credit transfer webpage (refer to Figures 57 and 58).

Log into myGriffith and choose My program > Credit for prior learning (refer Figure 57).

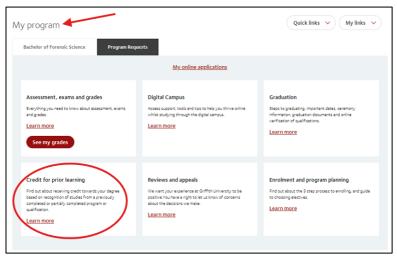


Figure 57 Choose Credit for prior learning from My program

The Credit transfer webpage will be displayed

Select the Apply for credit now button (refer Figure 58).

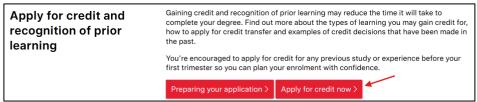


Figure 58 Select Apply for credit now

The **Before you start** window will open. Click Return to existing applications (refer Figure 59).

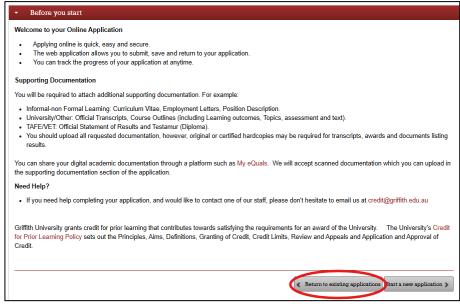


Figure 59 Click Return to existing applications

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4.2 Track my credit application

Click the Submitted applications section to expand. Your application will be listed (refer Figure 60).



Figure 60 Submitted applications are listed

Click Track & Update

You can view the status and the outcome of your application (refer Figure 61). Details of any Further Information requests will also display here. You can upload additional documentation, or download the *Attachment coversheet* if hardcopy documentation needs to be submitted at a Student Connect Centre.

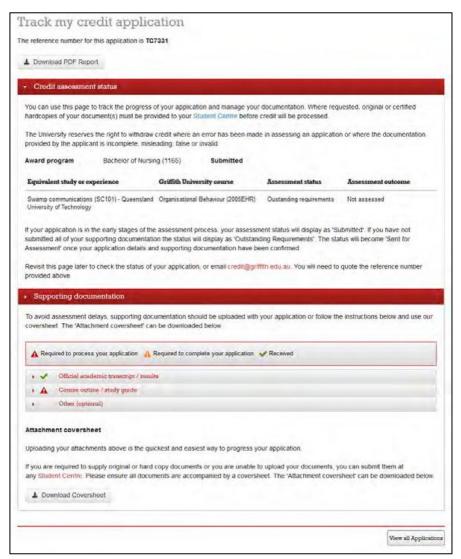


Figure 61 Track my credit application

4.2.1 Understanding your application status

Status	Outcome	Description	What you need to do
Submitted	Not assessed	Application submitted but assessment not yet commenced	No action required
Outstanding requirements	Not assessed	Application submitted without all required documentation	Upload all required documentation
Further information requested	Not assessed	Additional documentation still required	Upload all required documentation
Submitted	Not assessed	Additional documentation has been uploaded	No action required
Sent for assessment	Not assessed	Application assessment has commenced	No action required
Awaiting original or certified hard copy	Not assessed	Assessment has commenced, but original documentation must be sighted to finalise	Original or certified academic transcripts must be presented to a Student Connect Centre.
Transcript yet to be updated	Approved	Credit has been approved, Griffith transcript will be updated once whole application is finalised.	No action required
Complete – Transcript updated	Approved	Credit has been approved and application finalised.	No action required
Complete	Not Approved	Credit request is unsuccessful	No action required

Providing Outstanding requirements or Further information requested 4.2.2

If there are any outstanding documentation required for your application, you may upload these by clicking the relevant document heading to expand and display further information, then click Upload.

If you do not have access to electronic copies of the required documents, use the Attachment coversheet to submit at a Student Connect Centre.



In some cases, the original or certified hardcopy may need to be presented at a Student Connect Centre before the credit application is processed. You must include a completed Attachment coversheet when Remember submitting documentation.

To download the Attachment coversheet click Download coversheet (refer Figure 62).

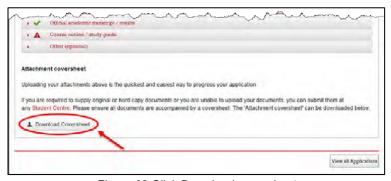


Figure 62 Click Download coversheet

Print and submit your completed coversheet with your hardcopy documentation at a Student Connect Centre.

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