

Procedure Title

Pathways and Credit for Prior Learning Procedure

Preamble

The Pathways and Credit for Prior Learning Procedure sets out the implementation of the Pathways and Credit for Prior Learning Policy.

Purpose

The procedure details the process of assessing and approving exemption applications.

Scope

This procedure applies to all prospective and enrolled students in the Foundation and Diploma courses offered at Deakin College.

Policy

Pathways and Credit for Prior Learning Policy

Related Documentation

Exemption Application

Procedure

1. Applications for exemptions are subject to the Pathways and Credit for Prior Learning Policy.
2. The *Exemption Application* must be submitted in a student's first trimester of study by no later than the official trimester finish date. Applications after this date will not be accepted.
3. The applicant must not enrol in the unit(s) for which exemptions are applied for. Exemptions will not be granted if the applicant has enrolled in that/those unit.
4. Documentary evidence including original or certified copies of results and unit outlines must be provided with the *Exemption Application*.
5. The completed Exemption Application and supporting documents are to be submitted to Deakin College Reception or deakincollege@deakin.edu.au.
6. **Processing of Exemption Application**
 - 6.1. Admissions will verify that the transcript of results and unit outlines are attached with the application.
 - 6.2. Admissions will assess and pre-approve selected units within the Faculty of Business and Law and send applications for other courses to Deakin University faculties to be assessed.
 - 6.3. Deakin University will assess the Exemption Application and notify Admissions of the outcome.
 - 6.4. Admissions will notify prospective students and educational agents of the outcome of the application. Admissions will notify Academic Services of the outcome of enrolled students.
 - 6.5. Admissions will update the student management system with the outcome of the application for a new student. Academic Services will update all enrolled students' records.
 - 6.6. Academic Services will notify enrolled students of the outcome of the application.
 - 6.7. Academic Services will place the outcome letter on the student file and update the student management system for enrolled students.

7. Credit for Prior Learning at Deakin University

- 7.1.** Student and Academic Services of Deakin College will advise Deakin University of the articulating students and arrange for credit for prior learning to be processed by Deakin University.

Status and Details

Status	Current
Effective date	1/09/2018
Review date	30/04/2020
Approval Authority	Senior Management Group
Implementation Officer	Director of Marketing and Admissions
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