

Faculty of Information Technology

Admissions & Credit Transfer Working Party

Guidelines for Credit Assessors

The purpose of this document is to provide guidelines for Faculty Credit Assessors in relation to administering credit applications in an efficient and timely manner.

- Diploma TAFE awards can receive up to and no more than 48 points of credit, and this credit should normally be at first year undergraduate level.
- Units must be assessed for specified credit in the first instance and if a specified unit cannot be allocated, unspecified credit may be approved.
- Unit combinations used for specified credit must be recorded on credit application form for credit administrative staff to note.
- Application must be assessed by both a common core assessor and a program assessor to ensure that a double checking process is followed and that agreement is reached on level and type of credit granted.
- Disputes to be discussed and resolved between program assessor and common core assessor before the application is returned to administrative office.
- Disputes that cannot be resolved must be referred to a third party, (common core/program assessor) from another degree. If further clarification is necessary the dispute can be referred to ADE.
- Administrative/Academic staff should aim to complete credit assessments for international applicants and forward outcomes to IRS within a timeline of 5 working days.