

Approving an Online Credit Application User Guide

Version 5



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1 Online applications for credit transfer

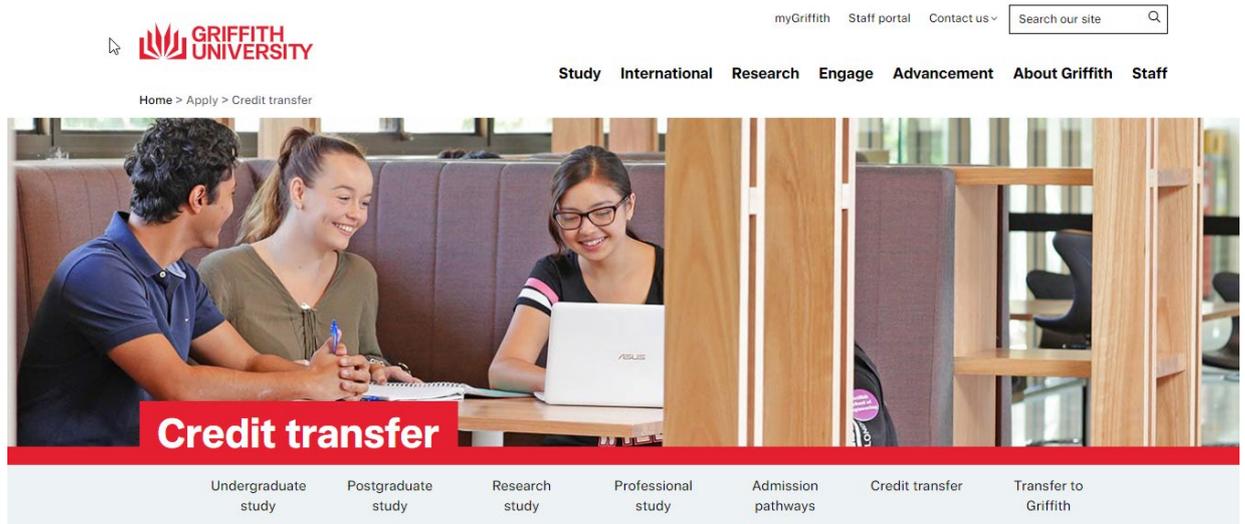
A student may apply for credit for prior learning for formal study, non-formal and informal learning and pathways.

Credit type	Definition	Example
Formal study	Takes place through a structured program of learning that leads to an officially accredited qualification.	Study at other universities and higher education institutions Credentialed programs provided by recognised professional bodies, employers and other authorities.
Non-formal learning	Takes place through a structured program of learning but does NOT lead to officially accredited qualification.	Learning and teaching activities undertaken in the workplace, voluntary sector or in community-based settings.
Informal learning	Gained through work, social, family, hobby or leisure activities and experience.	Not organised or externally structured in terms of objectives, time or learning support.
Pathways	Approved with other institutions via an articulation agreement which is an agreement between Griffith University and another institution. Provides specifically approved pathway for progression between a program at the other institution and a Griffith award program.	TAFE Griffith College

For assistance

Academic Credit Transfer: Email griffith-credit@griffith.edu.au
System Help - EIS Assist: Telephone 3735 5544

For more information, refer to the [Credit website](#).



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 transfers and examples of credit decisions that have been made in the past.

The University may grant credit for

Formal study

(Universities, credentialed programs, TAFE and VET providers)

Formal study takes place through a structured program of learning that leads to the full or partial achievement of an officially accredited qualification. Examples include:

- study undertaken with other Australian higher education providers
- study undertaken at a Vocational Education and Training (VET) provider including TAFE and private colleges
- study at recognised overseas institutions
- credentialed programs provided by recognised professional bodies, employers and other authorities.

Non-formal learning

(Workplace training, volunteer training)

Non-formal learning takes place through a structured program of learning but does not lead to an officially accredited qualification. Examples include learning and training activities undertaken in the workplace, voluntary sector or in community-based settings.

Informal learning

(Social, hobby, experience)

Informal learning is gained through work, social, family, hobby or leisure activities and experience. Informal learning is not organised or externally structured in terms of objectives, time or learning support.

Pathways with credit

The University may grant credit for pathways that are approved with other institutions via an articulation agreement.

Such an agreement is between Griffith and another institution to document and publicise a specifically approved pathway for progression between a program at the other institution and a Griffith award program, involving specific credit arrangements.

1.1 Credit precedent database

Students are advised to refer to the [Credit Precedent Database](#) to find out what credit decisions have been made in the past. A link to the Credit Precedent Database is available for your reference on the online approval form.

The Credit Precedent Database allows for information to be searched on:

- [Another Australian university or training organisation](#)
- [Overseas Institution](#)
- [Another Program at Griffith](#)
- [Griffith College](#)
- [TAFE \(including partnership institutes\)](#)
- [On exchange \(Griffith Global Mobility Studies\)](#)
- [High school students \(GUESTS\)](#)
- [International Baccalaureate studies](#)

Credit Precedent Database

Griffith's innovative Credit Precedent Database allows you to find out what credit decisions have been made in the past. These precedents may give you a guide to the credit that you could be entitled to. Select an option below to view precedents and the step-by-step guide on how to apply.

I am seeking credit as...

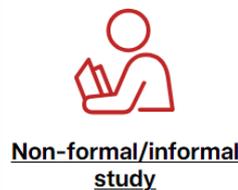
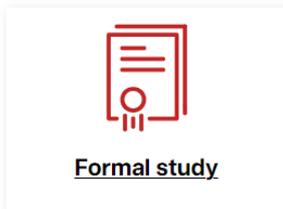
Make a selection

- Make a selection
- a current student
- a future student
- an OUA student
- a micro credential student
- a planned pathway student

Selecting the type of student will provide specific information to assist students when applying for credit

I am seeking credit as...

a current student



Apply for formal study credit transfer

Current students

Have you received your offer of admission and the 'Starting at Griffith' email? If so, you can apply for credit at any time by completing the [Credit for Prior Learning Application](#). However, we do recommend determining what credit you seek before trimester starts, as this may impact which courses you can enrol in. Applications for credit will not be accepted for courses currently enrolled in if the census date has already passed.

You do not need to complete a credit application if you are:

- approved for an Internal Transfer
- a Griffith College student who has received a direct admission offer to a Griffith program
- an international student notified of credit at the time of admission

If you have not been notified of your award of credit by the start of Week 1, please send us an email via [Ask a Question](#) and include your Student ID.

Apply for non-formal or informal study

Current students

Have you received your offer of admission and the 'Starting at Griffith' email? If so, you can apply for credit at any time by completing the [Credit for Prior Learning Application](#). However, we do recommend determining what credit you seek before trimester starts, as this may impact which courses you can enrol in. Applications for credit will not be accepted for courses currently enrolled in if the census date has already passed. You can apply for future courses at any time.

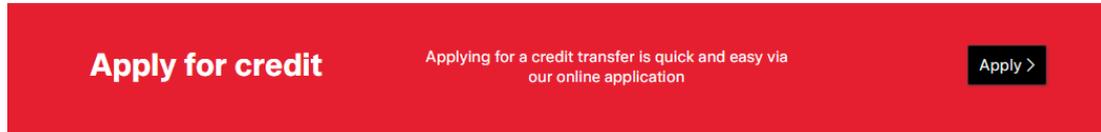
Griffith University grants credit for formal, informal study and non-formal learning (prior experience).

Informal learning takes place through a structured program of learning which does not lead to an officially accredited qualification. Examples include learning and training activities undertaken in the workplace, voluntary sector or community-based settings.

Non-formal learning is gained through work, social, family, hobby or leisure activities. Unlike Informal learning, Non-formal learning gained through experience is not structured in terms of objectives, time or learning support.

1.2 How does the student apply for credit?

A link for apply will be available from the [Credit for prior learning](#) webpage or from the How to Apply steps below.



Formal learning

How to apply

1. Review your program requirements
2. Review the Credit Precedent Database and supporting documentation requirements
3. Apply for Credit
4. Track your application

Step 1 – Review your program requirements

Become familiar with your program requirements and course offerings. Information about your Griffith program/degree can be found by searching the [Programs and Courses](#) page. This page will allow you to gain information for the requirements of your degree, or for courses (subjects) within your degree. The search bar will enable you to find the courses within your degree that you may wish to apply for credit.

Further details can be found on your Starting at Griffith email or via your [MyGriffith](#) page.

Non-formal learning/informal learning

How to apply

1. Review your program requirements
2. Complete the Learning Profile
3. Gather supporting documentation
4. Apply for credit
5. Track your application

Step 4 – Apply for credit

Once you have understood the requirements of your program and courses, developed your Learning Profile and have the supporting documentation – you are ready to apply.

To apply, please commence your application via the Apply Now button below. You can commence your application at any time and it will remain active within our system until you submit.

Apply Now >

If you have questions about the application form, please contact [Ask Us](#) or email credit@griffith.edu.au.

The online credit application will guide the student step-by-step through the application. A range of self-help resources are available from the [Credit for prior learning](#) webpage.

When the student submits the application, it will be reviewed by staff within the Student Connect Credit Transfer team. When required, the staff will assign the application to nominated course assessor for review.

A worklist email will be received twice a day (10am and 1pm) while there are any active items. Only one email which will include all worklist items (eg workflowed human resources, financial and student approvals) will be received.

2 Accessing an online application

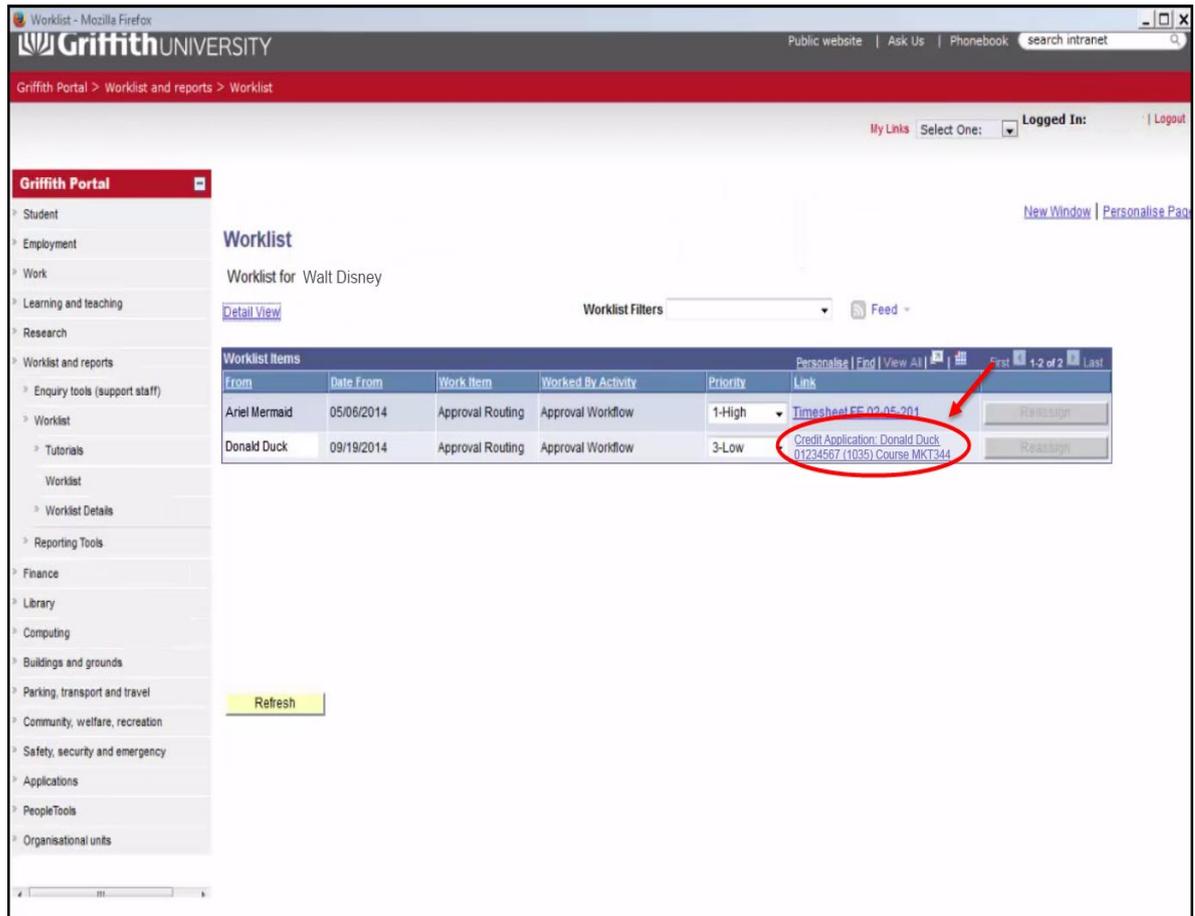
To access an application, click the link from the worklist email.

Alternatively, log into Griffith Portal, choose Worklist and Reports, Worklist.

or

Choose Worklist from the Key Service list.

The applications awaiting approval will be identified as “Credit Application”.



Select the required application. The application window will be displayed.

3 Application summary tab

The application consists of two tabs. The first tab *Application Summary* displays information about the applicant and their application.

The second tab *Approval* is where the decision is recorded.

1 Application Summary
 2 Approval

Applicant

Name: Mr Donald Duck 3 ID: 1234567 Australia Username: S1234567 4 [Contact Details](#)

Appln Reference Nbr

Reference Nbr: TC6129 Admission Applic Nbr: Application Date: 06/06/2016 Credit Applic Status: Application Submitted

Application Program 5

Academic Program: 5158 MBA Credit Applic Type: Student
 Field of Study: MBA CORE (SB) (GBSPP13) Program Status: Active in Program
 Academic Org: Dept Account, Finance & Econ Expected Grad Term: 3185 Tri 2 2018

Study / Experience 6

Study / Experience: University / Other Study Seq Nbr: 1 Credit Type: Specified University Credit Policy 7
 Source Institution: Australian Film, Television and Radio School Institution Location: Other
 Academic Program: B.Science
 Program Code: AFT245 Accreditation: 8
 Academic Level: Bachelor Degree Equivalence: 9
 Duration: 3 Years

Equivalent Course 10

External Study / Experience: B.Science (CHM234)
 Equivalent GU Course: Chemistry 1A (1021SCG)

Application Summary

View the full Application Submitted by the Applicant.

[View Application](#) 11

Related Supporting Documentation 12

*Type	Type Description	*File Description	File Name (Click to view)	Related Seq Nbr
CRSEOL	Course Outline	Course outline for chem CHM234	Course_Outline_3.pdf	
CRSEOL	Course Outline	Course Outline Phy097	Course_Outline_2.pdf	
TRANS	Academic Transcript	Transcript for B.Science (AFT245) Australian Film, Television and Radio School	Official Transcript.pdf	1

[Add Attachment](#) 13

Other Supporting Documentation 14

Attachment Type	Type Description	File Description	File Name (Click to view)	Related Seq Nbr
TAFRES	TAFE Results	Results for Hospitality (QTGC09) TAFE Queensland Gold Coast	Statement of Results - TAFE.pdf	2
WORKEKX	Work Experience	Evidence of experience for HR Officer	Work experience supporting doc 1.pdf	4

Griffith Study

This Applicant has Griffith study. Applicants do not need to provide supporting documentation for their Griffith Study. Please generate and view a Transcript here.

[View Transcript](#) 15

Please note, it may take a minute or two to display the Transcript.

Review / Evaluation History 16

Evaluation History

History	Audit	Step Number	Approver EmplID	Name	Comment
Sent for Assessment		1	S5647382	Billy Goat	
Pending Decision		1	S5647382	Billy Goat	

[Save](#) 17 [< Previous Page](#) [Next Page >](#) [Return](#)

#	Title	Notes
1	Application summary tab	Displays information about the applicant and their application.

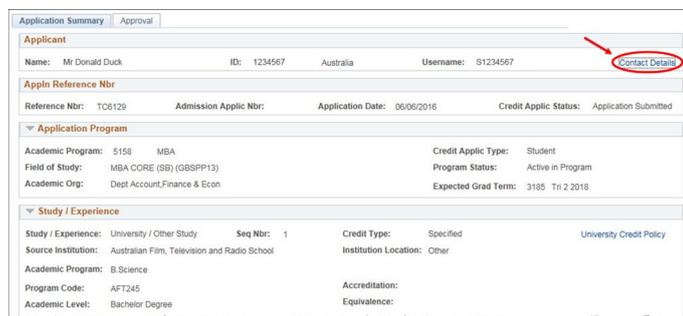
#	Title	Notes
2	Approval tab	Record decision regarding application.
3	Applicant details	Applicant name and application ID.
4	Contact details	Provides telephone and email address.
5	Application program	Identifies the applicant's current program, including program code, field of study and expected graduation term.
6	Study / Experience	Identifies the type of credit requested (eg credit for prior study or experience)
7	University credit policy	A link to the relevant credit policy. Opens in a new tab.
8	Accreditation	Australian or Country Education Body which approves and quality assures prior institution.
9	Equivalence	Equivalence of prior program to Griffith University program using AQF program levels of study.
10	Equivalent course	The course for which credit is sought.
11	Application summary	Select <i>View application</i> to view full application – opens in separate tab.
12	Related supporting documentation	Click the links for the required files to view attached documents.
13	Add attachment	Approver may add attachments if required.
14	Other supporting documentation	Click the links for the required files to view additional attached documents.
15	Griffith study	View unofficial transcript for applicants who have studied at Griffith University. (The transcript may take a couple of minutes to display)
16	Review / evaluation history	Displays log of evaluation history including comments.
17	Save	Save any edits.

3.1 Applicant details

The top section of the window provides information about the applicant, including their name and id.

Choose *Contact Details*.

The Contact Details window will display the telephone number and email address.



For assistance

Academic Credit Transfer: Email griffith-credit@griffith.edu.au
 System Help - EIS Assist: Telephone 3735 5544

Contact details

Applicant

Name	Mr Donald Duck	Empl ID	1234567	Reference Nbr	TC6129
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Telephone Numbers

Phone Type	Telephone	Preferred
Mobile	0412345678	<input checked="" type="checkbox"/>
Home		<input type="checkbox"/>

Email Addresses

Email Type	Email Address	Preferred
University	donald.duck@griffithuni.edu.au	<input type="checkbox"/>
Home	dduck@gmail.com	<input checked="" type="checkbox"/>

[Return](#)



Remember To return to the previous window, use the Return button. Do not use the back button of the browser.

3.2 Application program

The program for which the applicant has selected to apply for credit, including program code, field of study and expected graduation term.

Application Summary | Approval

Applicant

Name:	Mr Donald Duck	ID:	1234567	Australia	Username:	S1234567	Contact Details
-------	----------------	-----	---------	-----------	-----------	----------	---------------------------------

Appln Reference Nbr

Reference Nbr:	TC6129	Admission Applic Nbr:		Application Date:	06/06/2016	Credit Applic Status:	Application Submitted
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Application Program

Academic Program:	5158 MBA	Credit Applic Type:	Student
Field of Study:	MBA CORE (SB) (GSP13)	Program Status:	Active in Program
Academic Org:	Dept Account, Finance & Econ	Expected Grad Term:	3185 Tr 2 2016

Study / Experience

Study / Experience:	University / Other Study	Seq Nbr:	1	Credit Type:	Specified	University Credit Policy
Source Institution:	Australian Film, Television and Radio School	Institution Location:	Other			
Academic Program:	B Science					
Program Code:	AFT245	Accreditation:				
Academic Level:	Bachelor Degree	Equivalence:				
Duration:	3 Years					

3.3 Study / Experience

A summary of the previous is summarised.

The screenshot shows the 'Application Summary' page for Mr Donald Duck. The 'Study / Experience' section is circled in red. The details in this section are:

Study / Experience:	University / Other Study	Seq Nbr:	1	Credit Type:	Specified	University Credit Policy
Source Institution:	Australian Film, Television and Radio School			Institution Location:	Other	
Academic Program:	B Science			Accreditation:		
Program Code:	AFT245			Equivalence:		
Academic Level:	Bachelor Degree					
Duration:	3 Years					

A link to the University Credit Policy is available.

This screenshot is identical to the one above, but the 'University Credit Policy' link in the 'Study / Experience' section is circled in red, with a red arrow pointing to it from the right.

3.3.1 Learning summary

For applications requesting credit for work experience, a link to view the learning summary is provided.

Application Summary | Approval

Applicant
 Name: Mr Geoff McClure ID: 0819938 Australia Username: S819938 [Contact Details](#)

Appln Reference Nbr
 Reference Nbr: TC6129 Admission Applic Nbr: Application Date: 05/06/2016 Credit Applic Status: Application Submitted

Application Program
 Academic Program: 5158 MBA Credit Applic Type: Student
 Field of Study: MBA CORE (SB) (GBSPP13) Program Status: Active in Program
 Academic Org: Dept Account, Finance & Econ Expected Grad Term: 3185 Tri 2 2018

Study / Experience
 Study / Experience: Work Experience Seq Nbr: 4 Credit Type: Specified University Credit Policy
 Position / Activity: HR Officer
 Years of Experience: 4 [View Learning Summary](#)

Equivalent Course
 External Study / Experience: HR Officer
 Equivalent GU Course: HR Information Systems (3002EHR)

Learning Type

Evidence Type	Description	Describe how you achieved this
1	Ability to understand the nature and potential of information technologies and harness them to better improve HR processes delivered	The primary Core Work Skill that the course addresses is: Versatility in generic skills which cut across different disciplines and literacy in areas of knowledge which form the basis for various competential skills for equivalent

3.4 Equivalent course

The equivalent course identified by the student is listed

Application Summary | Approval

Applicant
 Name: Mr Donald Duck ID: 1234567 Australia Username: S1234567 [Contact Details](#)

Appln Reference Nbr
 Reference Nbr: TC6129 Admission Applic Nbr: Application Date: 05/06/2016 Credit Applic Status: Application Submitted

Application Program
 Academic Program: 5158 MBA Credit Applic Type: Student
 Field of Study: MBA CORE (SB) (GBSPP13) Program Status: Active in Program
 Academic Org: Dept Account, Finance & Econ Expected Grad Term: 3185 Tri 2 2018

Study / Experience
 Study / Experience: University / Other Study Seq Nbr: 1 Credit Type: Specified University Credit Policy
 Source Institution: Australian Film, Television and Radio School Institution Location: Other
 Academic Program: B Science
 Program Code: AFT245 Accreditation:
 Academic Level: Bachelor Degree Equivalence:
 Duration: 3 Years

Equivalent Course
 External Study / Experience: B Science (CHMZ34)
 Equivalent GU Course: Chemistry 1A (1021SC0)

Application Summary
 View the full Application Submitted by the Applicant.
[View Application](#)

3.5 Learning type

Learning type is visible only in work experience applications.

In the application, the student is required to explain how they have met the learning outcomes (course outcomes for specified credit and program outcomes for unspecified credit) which are identified in the course and/or program profile.

Study / Experience: Work Experience Seq Nbr: 1 Credit Type: Specified University Credit Policy

Position / Activity: Professional Experience

Years of Experience: 7 [View Learning Summary](#)

▼ **Equivalent Course**

External Study / Experience: Professional Experience

Equivalent GU Course: Safety Management Systems (7513NSC)

▼ **Learning Profile** [?](#)

Evidence Type	Description	Describe how you achieved this
1 Learning Outcome	Describe the underlying principles and requirements of a safety management system	<p>To me SMS requirements and principles are the complete package to support effective operations in the workplace. I have learned and developed this outcome through practical implementation on numerous occasions as a user, creator and auditor of Safety Management Systems.</p> <p>For example at one workplace, I used a combination of these principles to achieve a system that has effective policies combining risk management, assurance and proper consultation.</p> <p>We used what was broken to conduct proper consultation groups to develop what would actually support good practice. We developed both the supporting policy and tools/platforms for implementation. We used software called Lucidity as a tailored IMS platform to house these systems and policies to ensure effective implementation at the ground level and to remove the lost time as much as possible.</p> <p>Risk management was thoroughly conducted to complete site risk registers, to JSA's and SWMS. Having it on such a platform allowed for instant notification at varying levels of severity, scaling resource allocation, and coach the end user in what good practice looks like.</p> <p>Additionally we looked at the assurance tools and schedule that would be most appropriate, this took a bit of time to fine tune between overbearing and effective implementation. As always, the system didn't ever become complete, rather the schedule for review was just a little longer between continuous improvement activities.</p> <p>The IMS also doubled as a noticeboard and communications center within their pocket. Allowing us to prompt notifications and collect information to each and every user by level of requirement or seniority.</p> <p>I have also used, implemented and audited safety management systems throughout 7 years of my WHS career.</p>
2 Learning Outcome	Access and critically read (and deconstruct) pertinent safety science and human factors scientific literature	<p>I believe this has generally been achieved across my career. I have reviewed a few human factor scientific literature both in the other units of this course and in the pursuit of professional excellence. When I have an incident that is not solved by the previous corrective actions, I pursue further knowledge, perspective and understanding to apply more effective controls. This often leads down a path of dissecting the past and reviewing evidence of others that have been faced with similar challenges. The art is then to apply learned knowledge into the current application within my workforce in a coherent and digestible manner.</p>

Evaluate how the applicant has met the learning outcomes using the criteria.

The University's assessment of prior learning is in accordance with the University's Credit and Recognition of Prior Learning Policy and is based on an evaluation of the evidence presented, including using the following criteria:

Valid: *The prior learning matches both the qualification type and the discipline learning outcomes for the relevant course. The applicant's standard of achievement in the prior learning is consistent with the qualification level and type specified for the course.*

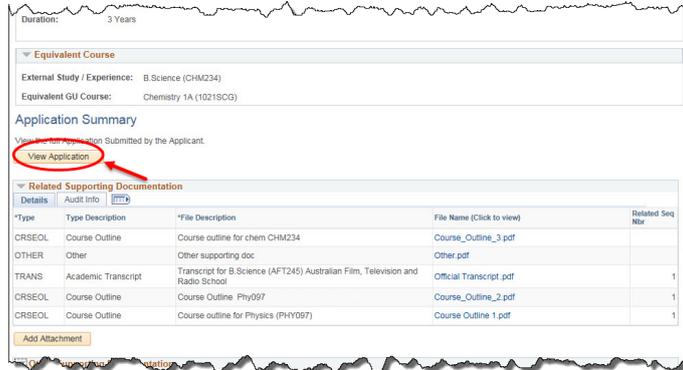
Authentic: *The prior learning has been undertaken by the applicant and the standard of achievement in the prior learning is based on the applicant's own work.*

Current: *The prior learning has been achieved within the specified time limit for credit .*

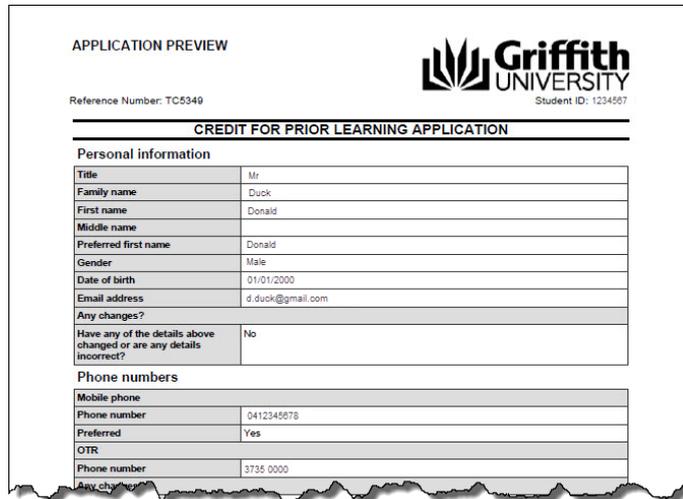
Sufficient: *The evidence of prior learning is sufficient for the Program Convenor (or nominee) to reliably verify the learning outcomes achieved are at the appropriate standard. In recognising prior learning, consideration needs to be given to whether the volume of learning is sufficient in the context of the discipline for the AQF level and qualification type, as well as whether there is sufficient portion of qualification components at the AQF level.*

3.6 Application summary

A copy of the application completed by the student is available.
 Choose [View Application](#) (View application).



The application will open in a new tab.





Hint

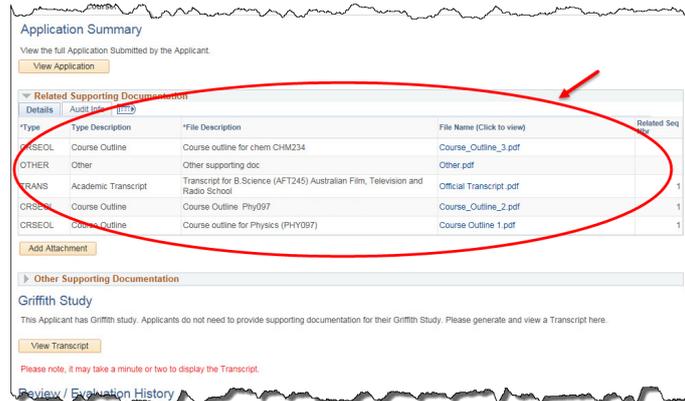
If the application does not display, pop-up windows may be blocked in the browser. Check the top of the browser to see if an error message displays. Allow pop-up windows for this address and click View application again.

3.7 Supporting documentation

Applicants are able to attach supporting documentation. These appear under two headings: Related supporting documentation and Other supporting documentation.

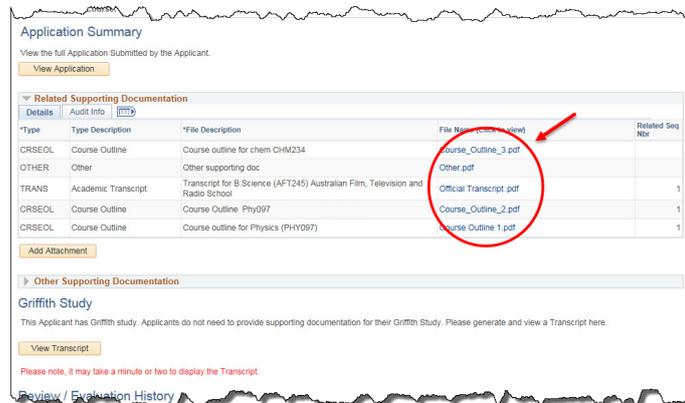
The documents which specifically relate to the credit application will display under the heading *Related Supporting Documentation*.

Any other documents which the student provides to support their application will be listed under the heading *Other Supporting Documentation*.



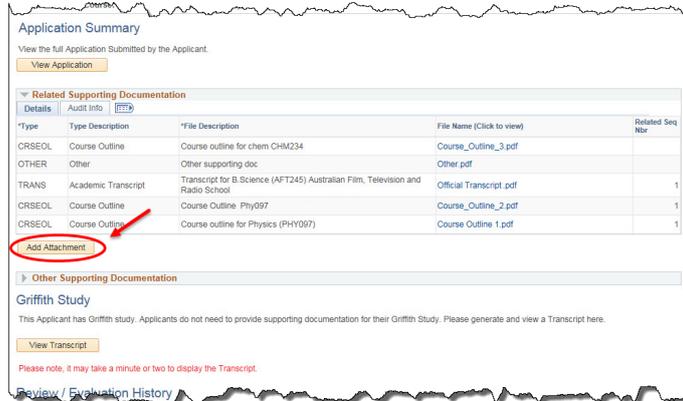
3.7.1 Viewing attached documents

To view the attached documents, click the link for the required file.



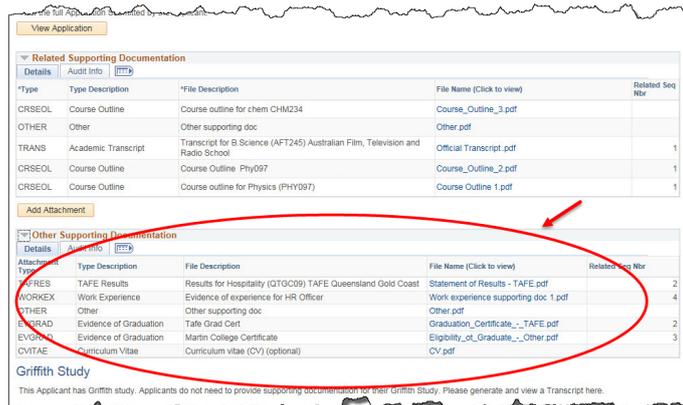
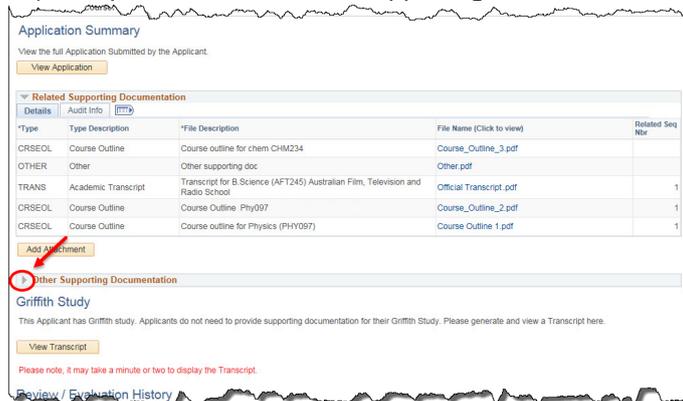
3.7.2 Adding additional documents

If you wish to add any additional documents, choose  (Add attachment). Follow the prompts to upload any required documentation.



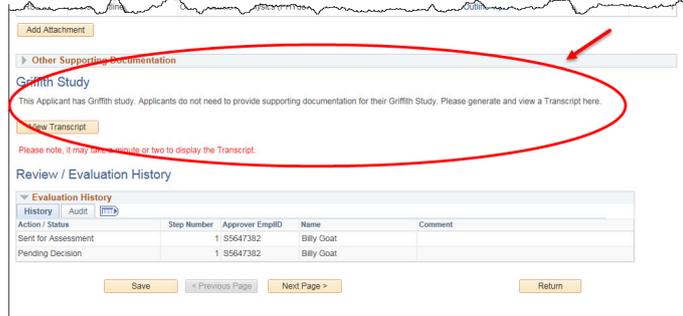
3.7.3 Other supporting documentation

Choose  (arrow) to expand the list of other supporting documentation.



3.8 Griffith study

If the applicant does not need to provide a Griffith academic transcript for any study undertaken at Griffith University.



Choose *View transcript* to view the unofficial academic transcript. It may take a couple of minutes before the transcript displays. The transcript will display in a new tab.

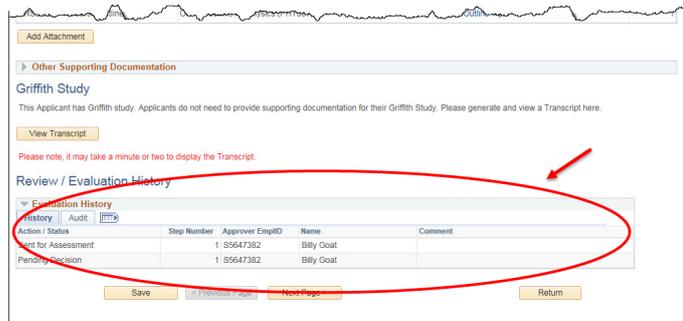


Note

If the transcript does not display, pop-up windows may be blocked in the browser. Check the top of the browser to see if an error message displays. Allow pop-up windows for this address and click *View transcript* again.

3.9 Evaluation history

The evaluation history is a log of the timing from when the student submitted the application, through to when it was sent for approval etc. Any internal comments are also visible.



Choose Audit to view more detail in the evaluation history.

Review / Evaluation History			
Application Program History			
History	Audit	Audit	
Status	Step ID	Name	
Pending Decision	1 2345678	Walt Disney	
Sent for Evaluation	0065432	Mickey Mouse	
In Review	0768543	Goofy Dog	
Ready for Initial Review	1357924	Pluto Pup	

4 Approval tab

The decision regarding the application is recorded on the approval page.

Application Summary
Approval
1

Applicant

Name: _____ ID: _____ Username: _____ [Contact Details](#)

Appln Reference Nbr

Reference Nbr: TC261831 Admission Applic Nbr: 01275061 Application Date: 02/02/2022 Credit Applic Status: Assessment Completed

Application Program

Academic Program: 3298 GCert Safety Leadership Credit Applic Type: Student

Field of Study: GCert Safety Leadership Program Status: Active in Program

Academic Org: School of Hum, Lang & Soc Sc Expected Grad Term:

Study / Experience

Study / Experience: Work Experience Seq Nbr: 1 Credit Type: Specified [University Credit Policy](#)

Position / Activity: Professional Experience

Years of Experience: 7 [View Learning Summary](#)

Equivalent Course

External Study / Experience: Professional Experience

Equivalent GU Course: Safety Management Systems (7513NSC) 2

Academic Credit Assessors are asked to:

- assess the student's request for credit in accordance with the University's [Credit and Recognition of Prior Learning Procedures](#)
- note the outcome in the **Approval Process** section including reasons for the decision/additional action etc in the **Internal Comments** section below
- provide sufficient feedback to the student via the **Approval tab Internal Comments** box, in instances where the request has not been approved, to ensure the student is aware of the reasons why the request was not approved and any review/appeal processes can proceed based on the documented reasons.

Approval Process: [Transfer Credit Approval](#)

Step 1 of 1

Approval Step: Step 1 Approver 3

Approval ?

Approver: Ms Luanne Battelle 4

*Decision: 5

Internal Comments: 6

Advice to Applicant: 7

Submit Decision
Save
< Previous Page
Next Page >
Return

On selecting Decision outcome, submit and save button will become available.

The screenshot shows a 'Declaration' form. At the top, there is a header bar with a tab labeled '8' and a link labeled '9'. Below this, the text reads: 'I declare that I have read and understood the [University's policies](#) on Conflict of Interest and Personal Relationships in the Workplace and agree to comply with these policies. I declare that:'. There are two radio button options: '10' (No conflicts of interest, including any family or other personal relationship identified by those involved in this decision in relation to this applicant.) and '11' (A conflict of interest has been identified, and the required [Conflict of interest Disclosure Statement\(s\)](#) will be forwarded to the Head of Element.). At the bottom of the form, there are four buttons: '12' (Submit Decision), 'Save', '< Previous Page', and 'Next Page >'. A 'Return' button is also visible on the right side.

#	Title	Notes
1	Approval tab	Record decision regarding application.
2	Equivalent GU course	If course selected by student is not appropriate, enter recommended course.
3	Approval step	Identifies the current approval step.
4	Approver	The approver's name.
5	Approval decision	Select required decision from drop-down list. A brief explanation will display for each decision. Additional fields will appear for some decisions (eg Not approved).
6	Internal comments	Mandatory for some decisions (eg Approved with conditions) Not visible to applicant.
7	Advice to applicant	This information will be included by Academic Credit Transfer team when communicating with the applicant.
8	Declaration	Declaration statement will display when approved decision is displayed.
9	University policy	Link to the University policy on Conflict of Interest and Personal Relationships in the Workplace
10	Conflict of Interest Disclosure Statement	Conflict of Interest Disclosure Statement must be completed when a conflict of interest has been identified.
11	Save	Save any edits.
12	Submit decision	Save your decision and return to the worklist.

Choose the *Approval* tab.

The top of the page repeats the information about the student and the credit application.

After reviewing the information on the first tab, the approver will now record their decision.

4.1 Recording the decision

Select your decision from the Decision drop-down list.

When you select each option, a brief explanation will be displayed.

Decision	Explanation
Approved	Approved means that the applicant will be granted credit for the requested course.
Not approved	The applicant will not receive credit for the requested course. Internal comments is mandatory.

Pushback	Pushback will return the application to the Academic Credit Transfer team in Student Connect. Internal comments is mandatory to explain why the application is being pushed back.
Put in hold	Selecting Put on Hold will allow the application to remain in the worklist. Enter an internal comment to advise why the application is placed on hold.



Note

Advice to applicant field provides the approver the option for providing advice to the student in relation to their application. This information is then included by the Academic Credit Transfer team when communicating with the applicant.

4.2 Declaration

The declaration statement allows the approver the opportunity to identify if there is a conflict of interest. A link to the Policy Library is provided.

If you identify that there is a conflict of interest and you still wish to submit a decision, a Conflict of Interest Disclosure Statement must be completed and forwarded to the Head of Element. A link to the Conflict of Interest Disclosure Statement is provided. If you choose to not submit a decision, select the option “Push Back” to return the application to the Academic Credit Transfer team in Student Connect.

Approval Step: Step 1 Approver

Approval ?

Approver: Dr Walt Disney

*Decision:

The applicant will receive credit for this course.

Internal Comments:

Advice to Applicant:

Declaration

I declare that I have read and understood the [University's policies](#) on Conflict of Interest and Personal Relationships in the Workplace and agree to comply with these policies. I declare that:

No conflicts of interest, including any family or other personal relationships, were identified by those involved in this decision in relation to this applicant.

A conflict of interest has been identified, and the required [Conflict of Interest Disclosure Statement\(s\)](#) will be forwarded to the Head of Element.

4.3 Submit decision

Once you are satisfied with your decision, select (Submit decision). Your decision will be saved and submitted and you will be returned to the worklist.

Approval Step: Step 1 Approver

Approval ?

Approver: Dr Walt Disney

*Decision:

The applicant will receive credit for this course.

Internal Comments:

Advice to Applicant:

Declaration

I declare that I have read and understood the [University's policies](#) on Conflict of Interest and Personal Relationships in the Workplace and agree to comply with these policies. I declare that:

No conflicts of interest, including any family or other personal relationships, were identified by those involved in this decision in relation to this applicant.

A conflict of interest has been identified, and the required [Conflict of Interest Disclosure Statement\(s\)](#) will be forwarded to the Head of Element.

5 Search for credit applications

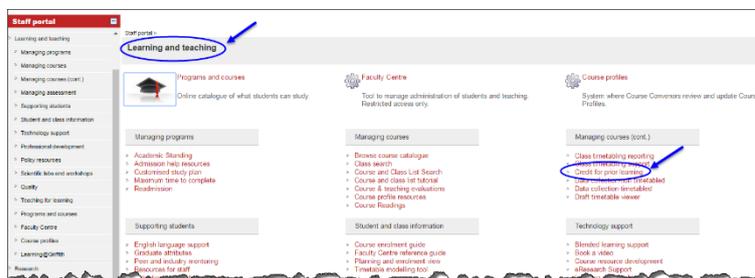
When a student applies online for credit transfer, the application will be reviewed by staff within the Academic Credit Transfer team in Student Connect. As the approver, you will receive a worklist item to advise when an application requires your action.

There may be times, however, when you wish to search for an application. You may wish to search to view existing applications or to view a previous approval decision.

5.1 Credit application search

A credit application search is available for academic approvers.

To search, log into Griffith Portal and choose Learning and Teaching, Managing courses, Credit for prior learning.



The Credit for prior learning webpage will be displayed. Select the link for *Credit application search*.

The Credit Search window will be displayed.

Enter the required search term.



Note One search term must be entered.

Choose (Search).

The search will return results that match your search criteria.

Credit Search

Application Search Fields

Academic Organisation: Campus: External Study / Experience:

Academic Program: 1165 Prior Institution: Assigned to me:

Equivalent GU Course:

Application submitted between: and Application submitted:

First Name: Student ID:

Last Name: Appn Reference Nbr:

Assessment Item Results Personalise | Find | View All | First 1-12 of 12 Last

Appn Reference Nbr	Student ID	Username	Last Name	First Name	Academic Organisation	Academic Program	Program Description	Prior Learning Type	Prior Institution	External Study / Experience	Equivalent GU Course	Assessment Status	Assessment Decision	Approver EmpID
1 TC5462	5008209	S5008209	Muncey	Pete	School of Nursing & Midwifery	1165	B Nursing	University	2090099	Marketing 101 (MKT101)	Introduction to Marketing (1003MKT)	Awaiting Originals	Approved	0345072
2 TC5462	5008209	S5008209	Muncey	Pete	School of Nursing & Midwifery	1165	B Nursing	Work Exp.		Admin Officer (5 YEARS)	Human Anatomy and Phys 2 (1808NRS)	Ready for Posting	Approved	0802015
3 TC5469	2941807	S2941807	Quackers	Merlock	School of Nursing & Midwifery	1165	B Nursing	University	2883410	Training (TR101)	Training and Development (3010EHR)	Complete	Approved	0819938
10 TC5490	2942279	S2942279	Van Drake	Ludwig	School of Nursing & Midwifery	1165	B Nursing	Other Exp.		Volunteer (3 YEARS)		Submitted		



Hint

If you are uncertain what Program Code, Academic Organisation and Admit term to use, choose  (Search) and select from the displayed list.

5.2 Sorting results

The results may be sorted by clicking the column headings.

5.3 View application details

To view more detail, click the link under the heading *Assessment status*.

Credit Search

Application Search Fields

Academic Organisation: Campus: External Study / Experience:

Academic Program: 1165 Prior Institution: Assigned to me:

Equivalent GU Course:

Application submitted between: and Application submitted:

First Name: Student ID:

Last Name: Appn Reference Nbr:

Assessment Item Results Personalise | Find | View All | First 1-12 of 12 Last

Appn Reference Nbr	Student ID	Username	Last Name	First Name	Academic Organisation	Academic Program	Program Description	Prior Learning Type	Prior Institution	External Study / Experience	Equivalent GU Course	Assessment Status	Assessment Decision	Approver EmpID
1 TC5462	5008209	S5008209	Muncey	Pete	School of Nursing & Midwifery	1165	B Nursing	University	2090099	Marketing 101 (MKT101)	Introduction to Marketing (1003MKT)	Awaiting Originals	Approved	0345072
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10 TC5490	2942279	S2942279	Van Drake	Ludwig	School of Nursing & Midwifery	1165	B Nursing	Other Exp.		Volunteer (3 YEARS)		Submitted		

The Credit application will be displayed.

Application Summary		Approval	
Applicant			
Name:	Mr Geoff McClure	ID:	0819938
		Australia	Username: S819938
			Contact Details
Appln Reference Nbr			
Reference Nbr:	TC6129	Admission Applic Nbr:	
Application Date:	06/06/2016	Credit Applic Status:	Application Submitted
Application Program			
Academic Program:	5158 MBA	Credit Applic Type:	Student
Field of Study:	MBA CORE (SB) (GBSPP13)	Program Status:	Active in Program
Academic Org:	Dept Account, Finance & Econ	Expected Grad Term:	3185 Tri 2 2018
Study / Experience			
Study / Experience:	University / Other Study	Seq Nbr:	1
Source Institution:	Australian Film, Television and Radio School	Credit Type:	Specified
Academic Program:	B. Science	Institution Location:	Other
Program Code:	AFT245	Accreditation:	
Academic Level:	Bachelor Degree	Equivalence:	
Duration:	3 Years		
			University Credit Policy
Equivalent			



Note

After opening an application which is assigned to you, you can enter and submit a decision.

Additional information can be located via [Learning and teaching > Credit for prior learning](#)

- Quick reference guide
- Information on the PRL Learning Profile