



## POLICY

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<b>Name:</b>	<b>CREDIT POINT POLICY</b>
<b>Policy No:</b>	PP3126
<b>Approved by:</b>	ACER Academic Board
<b>Last reviewed:</b>	February 2019
<b>Responsible Division/ Department</b>	Professional Resources Division/ACER Institute

### 1. Purpose

To outline the principles for determining the number of credit points for Courses and Units.

### 2. Scope

This policy applies to all ACER Higher Education Courses that involve coursework.

### 3. Definitions

See: [Glossary of Terms](#)

### 4. Legislation and Related Documents

[Australian Qualifications Framework \(AQF\) 2<sup>nd</sup> edn. \(Jan 2013\)](#)

[Disability Standards for Education 2005](#)

[Higher Education Standards Framework \(Threshold Standards\) 2015](#)

[TEQSA Guidance Note: Course Design](#)

[ACER Student policies](#)

### 5. Principles

5.1 ACER assigns a credit point value to each Unit of study, based on multiples of 12.5 points.

Credit points are calculated by taking into account:

- i. Contact hours
- ii. Depth and breadth of the theoretical and applied requirements of the Unit
- iii. Research and independent learning requirements

- iv. Preparation for and presentation of Assessment Tasks
- v. Benchmarking against other courses
- vi. Requirements of regulatory frameworks.

5.2 A Unit available in more than one course will have the same credit point value irrespective of the Course in which it is available.

5.3 The credit point value must be clearly stated in the relevant policies and handbooks.

5.4 The credit point value of each Unit and Course at ACER will be:

AQF level	Award	Points to complete a single unit	Points to complete a course
8	Graduate Certificate	12.5	50
8	Graduate Diploma	12.5	100
9	Masters	12.5	200

## 6. Roles and Responsibilities

6.1 The ACER Course Development and Quality Committee (CDQC) advises course design teams and the ACER Academic Board regarding the provision of credit points to particular Units of study.

6.2 The Director ensures that credit points for each Unit and Course are included in information to Students and Staff Members.

## 7. Dispute Resolution

Should a dispute arise in relation to the interpretation or application of this policy or its procedures a Grievance may be notified and managed in accordance with the ACER PP3111 Student Grievance Resolution Policy.

## 8. Awareness of Policy

The Director will take reasonable steps to disseminate and explain this policy to Staff Members and Students who may be affected by it. The policy will be available online at: [www.acer.org/professional-learning/postgraduate/students/policies](http://www.acer.org/professional-learning/postgraduate/students/policies)

## 9. Version Control

Authorised by	ACER Academic Board
Maintained by:	Director, ACER Institute
Written:	November 2015
Next Review:	August 2020
Version:	4

<b>Version</b>	<b>Date effective</b>	<b>Approved by</b>	<b>Amendment</b>
1.	26/2/2016	ACER Academic Board	New Policy
2.	17/8/2016	P. Taylor-Guy	Remove table of Definitions and add link. Update Legislation and Related Documents. Update version control.
3.	1/8/2018	P. Taylor-Guy	Updated links. Updated version control.
4.	13/2/2019	P. Taylor-Guy	Corrected Masters unit value Made clarifications Updated version control Reformatted 26/2/19