



Credit Accumulation and Transfer Policy

CEDAR INTERNATIONAL ACADEMY NPC

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Purpose

- 1) Credit Accumulation and Transfer (CAT) is a term used to refer to the mechanism for promoting articulation between qualifications within a sub-framework of the NQF. The purpose of CAT is to provide for mobility of students and enhance their chances to successfully complete their qualifications. CAT also provides for articulation across the sub-frameworks of the NQF in order to facilitate lifelong learning and access to the workplace. Only formal learning is considered for CAT.
- 2) Through the CAT process, student achievements (accumulation of credits) can be recognised for incomplete studies undertaken at other institutions that have equivalence to similar studies at Cedar.

Scope

- 3) This policy applies to students who have earned credits at any institution and apply for advanced standing towards a degree at Cedar.

CAT Guiding Principles

- 4) Credits provide a measure of the volume of learning required for a qualification and can be specified in terms of the total minimum credits required.
- 5) Credits are allocated regarding the minimum number of credits required at the specified exit level of the qualification type or its variant as described in the HEQSF.
- 6) The credit-rating system stipulates that 10 notional study hours are equivalent to one credit.
- 7) Credits represent a measure of the learning activities engaged in by the student and include contact time, self-study, WIL, assignments, projects, and examinations.
- 8) Credit accumulation is the totalling of credits towards the completion of a qualification. Credit transfer is the vertical, horizontal or diagonal relocation of credits towards a qualification.
- 9) Credit accumulation takes place within Cedar or may be transferred from another accredited Higher Education Institution towards a qualification at Cedar.
- 10) Credits for an incomplete qualification may be recognised by Cedar as meeting part of the requirements for a different qualification or the same qualification.
- 11) Credits can be transferred horizontally at the same level of study, depending on the comparability of subject content.
- 12) Credits can be transferred vertically where credits of a preceding level of study at another accredited higher institution are accepted for entry into the next level of study at Cedar.
- 13) The recognition of credits for transfer between qualifications is determined by:
 - a. the nature of the qualifications;
 - b. the relationship between the qualifications;
 - c. complexity;
 - d. the extent/comparison/identity of the specific subject curricula; and
 - e. the nature of the assessment used.

- 14) A maximum of 50% of the credits of a *completed* qualification may be transferred to another qualification.
- 15) The same set of credits cannot be transferred to more than one qualification within an institution. No credits may be duplicated for accreditation.
- 16) Advanced standing for modules completed as part of an *incomplete* qualification will be assessed against outcomes of similar modules.
- 17) Advanced standing is granted for whole modules only; that is, credits will not be granted for part of a Cedar module
- 18) Credits obtained from studies for non-degree purposes, comprising of modules or courses that are part of a programme which normally leads to qualifications registered on the HEQSF, can count towards CAT at Cedar.
- 19) Short courses offered outside the HEQSF are not credit-bearing. Participants are not awarded credits against the NQF which means that CAT is not applicable in such cases. However, the learning acquired may contribute towards RPL (see RPL policy).

CAT Procedures

- 20) The applicant completes a CAT application form.
- 21) Any relevant documentation providing details of modules completed must be provided such as transcripts, course details, module descriptions, and learning outcomes.
- 22) The Registrar, in consultation with Academic Management, will examine relevant materials against comparable Cedar module outcomes.
- 23) If subject matter previously completed meets the outcome criteria, the Registrar will confirm CAT status with the applicant in writing.
- 24) Where learning outcomes differ substantially, CAT cannot be approved. The Registrar will notify the applicant in writing with a brief outline of the issues identified.
- 25) Successful applicants for CAT will be notified and the application form filed as a formal record.
- 26) Both the Registrar and Academic Management must sign the form before previous credits can be utilised towards a Cedar qualification.

Appeals

- 27) A student requesting CAT has the right to appeal in writing to the Registrar.
- 28) The Registrar and Academic Management will review the decision with the Board of Directors and notify the applicant of the decision in writing.
- 29) The decision of the Board of Directors is final, and no further discussion will be entered into.

Quality control and storage

- 30) Records of all CAT processes will be held securely on Cedar's server.
- 31) Quality Assurance is the responsibility of all staff involved in the CAT process. Staff shall monitor and verify CAT processes and ensure that the process is transparent, valid, consistent and applied fairly.

Glossary

Advanced Standing is the recognition of prior studies taken at other institutions that have equivalence to similar studies at Cedar. This means that once advanced standing is given, the student is not required to study these Cedar modules.

Credits refers to the measure of the volume of learning required for a qualification, quantified as the number of notional study hours required for achieving the outcomes specified for the qualification.

Credit accumulation refers to the totalling of credits towards the completion of a qualification.

Credit transfer is the vertical, horizontal or diagonal relocation of credits towards a qualification.

Programme is a structured and purposeful set of learning experiences leading to a qualification.

Qualification refers to a registered national qualification consisting of a planned combination of learning outcomes which has a defined purpose, intended to provide qualifying students with applied competence and a basis for further learning and which has been assessed in terms of exit level outcomes, registered on the National Qualifications Framework (NQF) and certified and awarded by a recognised institution.

Recognition of Prior Learning is a term that refers to the principles and processes through which the prior knowledge and skills of a person are made visible, mediated and rigorously assessed and moderated for the purposes of alternative access and admission, recognition, or further learning and development.

Reference

Council on Higher Education 2013. The Higher Education Qualifications Sub-Framework

Council on Higher Education. 2016. Recognition of Prior Learning, Credit Accumulation, and Transfer, and Assessment in higher education

Higher Education Act 101 of 1997 – Regulations for the Registration of Private Higher Education Institutions, 2003

Higher Education Act 101 of 1997 as amended.

Related Internal Documents

Credit Accumulation and Transfer (CAT) Application Form - I:\Admin share\Enrolment Documents\Stage 1 Forms

(Rahel currently working on this in TEAMS)