



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 studies undertaken at other institutions that have equivalence to similar studies at Cedar.

Scope

- 3) This policy applies to students who have earned formal credits at any institution registered on the NQF and apply for advanced standing towards a degree at Cedar. The policy also guides those involved in the Administration of the process.

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 is based on the stipulation 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, Work Integrated Learning (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 can take place between qualifications within Cedar or may be transferred from another accredited Higher Education Institution towards a qualification at Cedar.
- 10) Credits obtained for a qualification may be recognised by Cedar as meeting part of the requirements for a different qualification or the same type of 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.

Approval Rules

- 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 of the modules in question;
 - d. the extent/comparison/identity of the specific subject outcomes; and
 - e. the nature of the assessments used.
- 14) A maximum 50% of the credits held by the applicant 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 a qualification will be assessed against outcomes of similar modules.
 - 17) Where at least 80% of the learning content and outcomes overlap in the comparison process, advanced standing shall be granted for the whole module. Learning outcomes for the module for which credits are being applied for, may be compiled from a combination of modules for which credits have been achieved in previous learning.
 - 18) The applicant must have achieved at least 65% as the final module mark for the credits that are being transferred.
 - 19) Only credits obtained from studies comprised 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.
 - 20) 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 Recognition of Prior Learning (RPL - see RPL policy).

Supplementary Work

- 21) Where the CAT comparison process finds overlaps of less than 80% between the content and outcomes for modules/subjects for which credit has been awarded, and the modules/subjects for which credits are sought, the Registrar will:
 - a. choose not to recognise any credits towards that module; or
 - b. recommend supplementary work for the candidate to do in order to achieve the gaps identified in the comparison process.
- 22) The relevant lecturers will identify what outcomes/content must be assessed and develop materials to assess those areas.
- 23) To ensure that the student becomes competent in these areas, the relevant lecturers will:
 - a. provide materials for the student to do self-study in preparation for the assessments; or
 - b. incorporate the student into the relevant lectures and related learning activities in preparation for those specific assessment tasks.

CAT Procedures

- 24) The applicant completes the CAT application form at least 10 working days before enrolling in the modules concerned.

- 25) Any relevant documentation providing details of modules completed **must** be provided such as transcripts, course details, module descriptions, and learning outcomes **before** processing can begin. The CAT Application form shows which documents must be provided.
- 26) The Registrar, in consultation with Academic Management, will examine relevant materials against comparable Cedar module outcomes/content using the CAT Evaluation Form and any additional aspects of the comparison process.
- 27) Where learning outcomes differ substantially (less than 80% overlap), CAT cannot be approved. The Registrar will notify the applicant in writing with a brief outline of the issues identified. If the Registrar, in consultation with the relevant lecturers, sees the possibility of supplementary work as a pathway forward, the student will be advised accordingly and the relevant lecturers notified.
- 28) If subject matter previously completed meets the outcome criteria, the Registrar will confirm CAT status with the applicant in writing.
- 29) The application form and evaluation forms with any additional material forming part of the comparison process shall be filed as a formal record, together with the attachments provided as part of the application process.
- 30) Both the Registrar and Quality Assurance Officer must sign the evaluation form before credits are utilised towards a Cedar qualification.

Appeals

- 31) A student that is not satisfied with the outcome of the CAT process, has the right to appeal in writing to the Registrar.
- 32) The Registrar will review the decision with the Board of Directors and notify the applicant of the decision in writing.
- 33) The decision of the Board of Directors is final, and no further discussion will be entered into.

Quality control and storage

- 34) Records of all CAT processes will be held securely on Cedar's server.
- 35) The Credit Accumulation and Transfer EVALUATION form guides the decision making process and serves as a record of the process and the evidence that informed the decision.
- 36) Quality Assurance is the responsibility of all staff involved in the CAT process. The Quality Assurance Officer shall monitor and verify CAT processes and ensure that the process is transparent, valid, consistent and applied fairly, without compromising the integrity of such credits granted.
- 37) The transcript must indicate that the credits granted through the CAT process are credits gained through previous learning at another institution as distinguished from credits gained at Cedar.

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. Each credit corresponds to ten notional study hours.

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.

References

Council on Higher Education. (2013). *Higher Education Qualifications Sub-Framework*. Retrieved from <https://www.gov.za/documents>

Council on Higher Education. (2016). *Policies on the Recognition of Prior Learning, Credit Accumulation and Transfer, and Assessment*. Retrieved from <https://www.gov.za/documents>

Higher Education Act No 101 of 1997. (South African Government). Retrieved from <https://www.gov.za/documents>

Higher Education Act No 101 of 1997: Regulations for the Registration of Private Higher Education Institutions, 2003. (South African Government). Retrieved from <https://www.gov.za/documents>

Higher Education Act No 101 of 1997: Regulations for the Registration of Private Higher Education Institutions, 2016. (South African Government). Retrieved from <https://www.gov.za/documents>

South African Qualifications Authority [SAQA]. (2014). *Policy and criteria for credit accumulation and transfer within the national qualifications framework (as amended, 2020)*. Retrieved from <https://www.saqa.org.za>

Related Internal Documents

Credit Accumulation and Transfer (CAT) **Application** Form - I:\Staff share\CAT

Credit Accumulation and Transfer (CAT) **Evaluation** Form - I:\Staff share\CAT

Module Outcome Descriptors document