Recognition of Prior Learning, Advanced Standing, and Credit Transfer Policy and Procedures

Purpose

This policy outlines how recognition of prior learning (RPL), Advanced Standing, and credit transfer from prior formal academic accomplishments and from informal learning are recognised at the Central Institute of Technology and Innovation (the Institute).

Scope

This policy applies to all Institute courses.

Related Documents

This policy should be read in conjunction with the following Institute documents:

- Admissions Policy and Procedures
- English Language Proficiency Policy and Procedures
- Information and Privacy Policy and Procedures
- Course Rules, Progression, and Completion Policy and Procedures

All documents referenced in this policy can be accessed via the CITI website.

Definition of Key Terms

For the purpose of this Policy, the following definitions apply:

Term	Definition
English Language Proficiency Standard	English Language Proficiency Standard means the minimum English language proficiency requirement of the Institute, expressed in terms of International English Language Testing System (IELTS) test equivalency, as approved by the Academic Board, and outlined in this Policy.
Recognised Qualification	Recognised Qualification means a formal qualification offered by the Institute which has been assessed in English and where successful completion by the applicant may indicate that they meet the English language proficiency requirements for admission to the Institute
English Language Proficiency Register	English Language Proficiency Register means the Institute's register of internally recognised qualifications from institutions that are approved as sufficient to demonstrate English language proficiency, and are in addition to those qualifications issued from institutions that are listed in formal qualification concordance publications (such as the World Higher Education Database, Ecctis Database or the Department of Education, Skills, and Employment's Country Education Profiles)
Educational Pathway	Educational Pathway is a defined pathway that enables a student to progress from a completed course of study to another course of study with admission and/or credit (based on TEQSA definition).
Recognition of Prior Learning (RPL)	Recognition of Prior Learning (RPL) is a process that involves assessment of an

Term	Definition
	individual's relevant prior learning (including formal, informal, and non-formal learning) to determine the credit outcomes of an individual's application for credit (based on TEQSA definition).
Advanced Standing	Advanced Standing means recognition of achieving a portion of the required knowledge, skills, and understanding of subjects in a course of study, expressed as an equivalent subject/unit or number of credit points toward that course. Advanced standing credits are determined on the basis of equivalence of subject/unit content and learning outcomes matching the description and standards of the subject/unit for which credit is sought. Actual credit awarded may be less than the theoretical maximum established in these policies and procedures.
Specified Academic Credit	Specified Academic Credit may be given for a specified subject/unit or subjects/units where learning has been gained through previous study that has already been assessed by an educational establishment. The learning is regarded as having satisfied both the objectives and the assessment requirements of the subject. Noting that specified academic credit for AQF Level 5 and AQF Level 6 qualifications can only be mapped to specified 100-level units of study.
Unspecified Academic Credit (Block Credit)	Unspecified Academic Credit may be given through recognising a number of credit points rather than a specific subject where prior learning is regarded to be consistent with the broad outcomes of the course being undertaken. Such prior learning may be granted to students who have

Term	Definition
	completed relevant studies. This may sometimes be referred to as 'block credit'. Noting that unspecified academic credit for AQF Level 5 and AQF Level 6 qualifications can only be mapped to specified 100-level units of study.
Compulsory Studies	Compulsory Studies means units of studies that must be completed at the Institute and do not attract credit transfer.
Currency of Prior Learning	Currency of Prior Learning means that only evidence of formal and informal learning completed in the previous 10 years will be considered. Noting that the Academic Head may consider requests by potential students on a case-by-case basis to approve formal or informal learning outside of the 10-year period.
Credit Transfer	Credit transfer is the formal recognition of RPL.

Policy Principles

The Institute is committed to ensuring that the granting of advanced standing, credit transfer, or RPL upholds the integrity and quality of its academic offerings. These principles guide the Institute's approach to recognising prior learning, ensuring alignment with the Australian Qualifications Framework (AQF) and the Higher Education Standards Framework (Threshold Standards) 2021. They reflect the Institute's dedication to academic rigour, transparency, and student awareness while maintaining the integrity of course outcomes and design.

1. The Institute is committed to maintaining the integrity of its academic courses in alignment with the Australian Qualifications Framework (AQF) and grants advanced standing, credit transfer or RPL accordingly.

2. The process acknowledges the skills, knowledge, performance outcomes and learning achieved prior to undertaking a course of study with the Institute through either formal or informal learning pathways.

3. The Institute waives any responsibility to a student for the impact that the awarding of advanced standing may have on a student's visa conditions.

4. The Institute has set in place processes for ensuring expected Course Learning Outcomes can still be achieved if RPL is granted to a student.

5. The Institute has set in place processes for ensuring that the integrity of a course is maintained if RPL is granted to a student.

Policy Statement

1. Advanced Standing

1.1 The Institute may grant students advanced standing in relation to meeting admission criteria into a course (See Appendix 2 for an explanation of the relationship between Advanced Standing, Credit Transfer, and RPL,)

1.2 Students that apply for RPL will be granted advanced standing for the relevant Units of Study where it is approved.

1.3 The Institute will not award advanced standing for courses that are at a different AQF level. That is, the Institute will not grant advanced standing for courses completed at a higher or lower AQF with the exception of the 100-level foundation units in the Bachelor AQF Level 7 courses. Students who have successfully completed an AQF Level 5 (Diploma) or Level 6 (Advanced Diploma) may apply for advanced standing for 100-Level foundation units.

1.4 The Institute limits the award of advanced standing to no more than 50% of the total Units of credit for a course.

1.5   The Institute limits the allocation of unspecified credit to ensure that students are able to demonstrate achievement of the Course Learning Outcomes upon completion of the course. This will be determined by the Academic Head at the time of application.

1.6   The Institute may not award advanced standing for practical or specialist Units of Study. This will be determined by the Academic Head at the time of application.

1.7   The Institute does not recognise previously granted credit transfers on a student's academic transcript. Credit transfer will only be recognised for completed units listed on an academic transcript (i.e., there is no "second-hand" credit transfer).

1.8   The Institute may request additional information relating to an application to ensure that the student can demonstrate that they have achieved the Learning Outcomes for a Unit of Study. This will be determined by the Academic Head at the time of application.

2.   Recognition of Prior Formal Learning

A student may have their prior formal learning recognised if they have:

2.1   Successfully completed or partially completed a course at the Institute or at another higher education provider.

2.2   Qualified for an award that is part of an articulated program sequence (pathway program).

2.3   Completed, or partially completed, a program at another higher education provider where a credit transfer agreement exists as part of an articulation arrangement.

2.4   RPL can only be granted for completed entire Units of Study not part Units of Study.

2.5   RPL will not be granted for Units of Study that have not achieved a passing grade.

2.6   RPL may be granted for Units of Study completed whilst on approved leave or deferral where prior approval to undertake this study has been granted.

2.7   Grades for Units of Study for which RPL has been granted, completed by students at another higher education provider, will not be included in the final Weighted Average Mark (WAM).

2.8   Grades for Units of Study for which RPL has been granted will not appear on the Academic Transcript.

2.9   Applications for RPL must be lodged and approved prior to the commencement of the Unit of Study for which credit or an exemption is being sought. Once a student has commenced a Unit of Study applications for credit for or exemption from that Unit of Study are not permitted.

2.10   Under no circumstances will retrospective RPL be allowed.

3. Recognition of Prior Learning for Admission to a Program

3.1   Prior learning may be recognised for the purpose of admission to a course by demonstrating that the course entry requirements have been met.

3.2   This involves assessment of the student's prior learning for equivalence to the learning outcomes of the qualification specified as a requirement for admission to that course.

4. Recognition of Prior Learning for Advanced Standing

4.1   Prior learning may be recognised for the purpose of granting credit or advanced standing by demonstrating that part of the academic requirements of a course have been met.

4.2   This involves assessment of the student's prior learning for equivalence to a unit or unit of study in a course to which a student has been admitted, and results in the awarding of credit.

4.3   The granting of credit advances a student's standing in a course to which they have been admitted and so expedites their progression through the course.

4.4   Credit may be granted in the form of specified or unspecified credit.

5. Reduced Course Duration

5.1   Where RPL, Advanced Standing, or Credit Transfer is granted, the Institute will review the total volume of learning required for the student to achieve the course learning outcomes and will calculate a revised course duration accordingly.

5.2   This calculation must be consistent, evidence-based, and aligned with academic integrity requirements, ensuring that the quality and rigour of the course are maintained regardless of the amount of credit awarded.

5.3   Students will be formally notified in writing of any reduction to their overall course duration. This communication will include a clear explanation of the credit granted, the number of units or subjects affected, and the consequent adjustments to their expected course completion date.

5.4   The Institute will also advise students of any implications for their enrolment load, course progression, or student visa conditions, as required under the ESOS Act and the National Code.

5.5 For prospective overseas students who have not yet been issued a Confirmation of Enrolment (CoE), the Institute will ensure that the CoE is generated only after the approved credit has been applied and the reduced course duration has been accurately reflected.

5.6 The Institute will not issue a CoE that overstates the length of the course or fails to recognise granted credit, as doing so would not comply with reporting obligations under the ESOS Act and associated regulations.

5.7 In cases where a student is awaiting the outcome of their RPL or credit application during the admissions process, the Institute will clearly communicate the need to finalise this assessment prior to CoE issuance.

5.8 The Institute will also guide applicants on the potential impact of the assessment outcome on their study plan and course length. This process ensures transparency, regulatory compliance, and accurate reporting of course duration for all students, particularly overseas students whose visa conditions are closely linked to the information recorded on their CoE.

6. Articulation Arrangements

6.1 Articulation arrangements between the Institute and other higher education providers can be used to provide automatic admission into one qualification from another.

6.2 Where articulation arrangements are established, the agreed credit outcomes and the defined pathway between the linked qualifications will be documented and made publicly available.

6.3 Credit transfer between programs that are part of an articulation arrangement may be processed by Student Services as part of the admissions process. In these instances, students do not need to formally apply for credit transfer.

7. Maintaining the Integrity of the Course Learning Outcomes

The Institute is committed to ensure that a student who is granted RPL meets the course learning outcomes, this is achieved through the following:

7.1 All applications must be submitted with relevant documentation include, but not limited to, unit outlines, assessment overviews, and course information.

7.2 All applications will be assessed by an academic with relevant experience in the discipline to ensure that RPL is granted appropriately.

7.3 RPL can only be granted for the appropriate AQF level.

7.4 No more than 50% of the course credit can be granted for RPL.

8. Limitations on Recognition of Prior Learning

The following limitations on the recognition of prior learning apply:

8.1 Time limitations for RPL will not be considered for credit or exemption from a Unit of Study when more than 10 years has elapsed from the successful completion of the Unit of Study (or other learning) and the student's commencement in the course at the Institute.

8.2 The Academic Head, or delegate, can specify stricter limits. This may be applicable in the case of rapidly changing disciplines or to comply with professional accreditation requirements. These limits must be included in the approved program rules and information regarding the limits made available to students.

9.   Communication With Students

The Institute is committed to ensuring that all applicants and enrolled students are fully informed of the implications of RPL, Advanced Standing, or Credit Transfer on their studies. Effective communication supports transparency and informed decision-making by students, particularly those on student visas. All applicants will be clearly advised in writing of the following:

9.1   **Impact on Course Duration:** Students will be provided with information about how the granting of RPL, Advanced Standing, or Credit Transfer may reduce the total length of their course. This includes the number of units or subjects affected, the consequent adjustments to their study plan, and the revised expected completion date. The Institute will also explain any potential impacts on progression requirements, academic workload, and access to student support services.

9.2   **Confirmation of Enrolment (CoE) Updates:** Students will be informed that the Institute is required to update their CoE to reflect any reduction in course duration resulting from granted credit. For prospective overseas students, the CoE will only be issued once the revised duration has been determined and recorded. Students will be advised that an accurate CoE is essential for compliance with visa requirements and that delays or inaccuracies may affect their visa status.

9.3   R**eporting Obligations in PRISMS:** Students will be notified that any subsequent change in course duration, once they have been granted a student visa, will be reported in PRISMS in accordance with ESOS legislative requirements. The Institute will advise students that these reports are mandatory and may have implications for their visa conditions, including study load and enrolment compliance.

9.4   **Access to Information and Support:** Comprehensive information about RPL, Advanced Standing, and Credit Transfer processes will be made publicly available on the Institute's website, in the Student Handbook, and in all admissions-related materials. This includes eligibility criteria, application

procedures, assessment timelines, and relevant contact points for advice and assistance.

9.5 **Ongoing Communication and Advice:** The Institute will ensure that students have access to personalised guidance throughout the credit assessment process. Applicants and enrolled students are encouraged to contact the admissions or academic office for advice regarding the impact of RPL or credit on their individual study plan. This support ensures that students make informed decisions regarding their course and comply with all regulatory requirements.

Procedures

The Procedures for applying for credit transfer are as follows:

1. Application for Recognition of Prior Learning and Credit Transfer

1.1 A formal application must be submitted to Student Services using the Application Advanced Standing Form (appendix 1) plus the provision of supporting certified documentation.

1.2 All applications must be submitted during the application process.

1.3 Incomplete applications will not be accepted.

1.4 Applications received post matriculation will not be accepted.

1.5 Students must substantiate completion of studies cognate to the subject(s)/unit(s) for which exemption is sought.

1.6 Where studies were taken at an international institution, Australia Education International (AEI) checks are to be performed to correlate the award against the AQF.

1.7 Student Services will acknowledge receipt of the application.

1.8   Decisions on the applications of advanced standing, credit transfer and RPL are to be made by the Academic Head, or delegate, in consultation with the Registrar.

1.9   Student Services will inform the student of the outcome of the application.

1.10   Student Services will update the student record.

1.11   Students have the right to appeal the outcome as per relevant Policy.

2. Communication With Students

2.1   **Initial Advice to Applicants:** All prospective students will be provided with clear and comprehensive information regarding RPL, Advanced Standing, and Credit Transfer at the point of enquiry and during the application process.

2.2   **Information will include:** The potential impact of granted credit on the overall course duration. How a reduced course duration will be reflected in the Confirmation of Enrolment (CoE). The requirement to report any subsequent changes in course duration in PRISMS, which may affect student visa conditions.

2.3   **Written Notification:** Following the assessment of RPL, Advanced Standing, or Credit Transfer applications, students will receive a formal written notification detailing: The credit granted and the units or subjects affected. The revised study plan and expected completion date. Any implications for CoE, visa conditions, or study load. Notifications will be issued in a timely manner to ensure students can make informed decisions regarding their enrolment and study plan.

2.4   **Ongoing Guidance and Support:** Students are encouraged to seek further advice from Student Services regarding the effect of credit on their course. Academic advisors will provide personalised guidance to help students understand the implications for course progression, CoE issuance, and visa compliance. The Institute will ensure that staff providing advice are fully

trained in ESOS compliance requirements and the procedures for credit recognition.

2.5   **CoE and PRISMS Updates:** Students will be informed that any reduction in course duration resulting from granted credit will be accurately reflected on their CoE before issuance. Where a student already holds a CoE and receives additional credit, the Institute will notify the student in writing of the revised duration and will update PRISMS in accordance with ESOS and National Code requirements.

3.   Recognition of Prior Learning and Credit Transfer Rule

3.1   Students may be admitted to a course with credit for previous study and/or attainments. All credit granted in course must comply with the following rules:

3.1.1   The granting of RPL and credit transfer must be considered within the context of the course. Students must not be disadvantaged academically in the provision of advanced standing. Students must be given a reasonable opportunity to engage with and demonstrate both the Graduate Attributes and the Course Learning Outcomes.

3.1.2   All RPL will be based on the completion date for the unit of study to be used as credit and not the course.

3.1.3   Units of study with a successful completion date of up to 10 years can be used for credit within a course.

3.1.4   Any credit granted must be consistent with the course admission rules and the course progression rules applicable at the time the application is assessed.

3.1.5   Enrolled students have the right of appeal against credit transfer decisions under the Student Grievances, Complaints, and Appeals Policy and

Procedures.

4. Reduced Course Duration

4.1   Once assessment is completed, the assessor will document the total amount of credit granted and confirm whether the credit results in a reduced course duration.

4.2   The Institute will calculate the revised course length by identifying:

4.2.1   The number of units removed from the student's study plan.

4.2.2   The remaining volume of learning.

4.2.3   The expected teaching periods required for completion.

4.3   The revised duration must align with the Australian Qualifications Framework (AQF) volume-of-learning expectations and maintain the academic integrity of the course.

4.4   Where the credit results in a shortened course, the revised expected completion date must be updated in the student's academic record.

5. Recording of Credit Transfer and Recognition of Prior Learning on Academic Transcripts

5.1   All granted Credit Transfer and RPL will be formally recorded on the student's Academic Transcript.

5.2   These entries will clearly indicate that credit has been granted; however, they will not include a grade or mark.

5.3   Credit Transfer and RPL outcomes do not contribute to the calculation of a student's Grade Point Average (GPA).

5.4   Additionally, subjects completed through Credit Transfer or RPL are not eligible for consideration towards academic scholarships, prizes, or awards which are based on GPA or graded academic performance.

Related Legislation

This policy should be read in conjunction with the following related documents:

- [Higher Education Standards Framework (Threshold Standards) 2021](#)
- [Education Services for Overseas Students Act 2000](#)
- [Australian Qualifications Framework](#)

Change and Version Control

Version	Date Approved	Authored by	Approved by	Description
1.0	20/06/2025	Chief Executive Officer	Board of Directors	Corporate

Policy Information

Author	Chief Executive Officer
Responsible Officer	Chief Executive Officer
Approved by	Board of Directors
Approval date	20/06/2025
Status	Approved (Current Version)
Next review due	20/06/2028

Name of Policy	Recognition of Prior Learning and Credit Transfer Policy and Procedures

Higher Education Pty Ltd. t/s Central Institute of Technology and Innovation.
Level 5, 136 Chalmers Street, Surry Hills NSW 2010
ACN: 663 709 911 TEQSA: PRV14398 CRICOS

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Version	V1.0	
Policy: **Corporate**	Date: 20/06/2025	Status: Final ratified by the Board of Directors on 20/06/2025

File: Recognition of Prior Learning and Credit Transfer Policy and Procedures_V1.0

Appendix 1: Advanced Standing Application Form

1. **Information to Students**

The Institute recognises previous study or learning that can be counted towards a CITI course. This is called Recognition of Prior Learning (RPL). This process can reduce the number of units required to complete an undergraduate or postgraduate course. Different types of study are assessed for equivalency including credential studies and informal (non-credentialed) learning.

- As a CITI student, you can apply to have "specified credit" for specific units credited toward your course (i.e. core subjects or specified electives).
- You can also apply to have unspecified credit applied to your course (i.e. electives that will appear as "unspecified credit" on your academic transcript). Please refer to the relevant Course outline when looking for equivalent or unspecified units.
- You are required to present evidence to prove that you have demonstrated sufficient knowledge, skills, and or experience to meet both the Course requirements and the appropriate level of study as stipulated by the Australian Qualifications Framework (AQF).

2. **Instructions**

Complete the application form and submit via email ensuring that you have:

- Completed the application form and signed the declaration.
- Supplied ALL evidence required (see list below).

Please note: The Institute will not process any application for Advanced Standing until both of the above have been completed and submitted.

3. **Evidence Required**

You must provide:

- Copies of unit outlines (information must include: learning outcomes, weekly structure, topic list, assessment details, contact hours/student workload) from your other provider/s
- Verified copies of certificates and transcripts (copies to be certified by a Justice of the Peace or originals sighted by a CITI staff member or approved agent).
- Documents in a foreign language will need to be officially translated to English.

4. **Advanced Standing Assessment Process**

Applications are reviewed by a member of the academic team. You will be advised in writing of the decision ten working days after the completed application has been submitted and received by Student Services.

5. **Application Deadline**

The latest date to submit this application is at close of business two weeks prior to the first census date after commencement of the course.

6. **Application Restrictions**

You can only apply for Advanced Standing within your first year of study at the Institute for units and/or work experience that have already been completed. You should endeavour to apply for Advanced Standing for courses currently in progress as soon as official academic transcripts are available.

7. **Rules for Exemptions**

- **50% rule:** You may obtain specified/unspecified credit for up to 50% of units in a specified course. Final capstone units and innovation hubs are not available for Advanced Standing.
- **80% content coverage:** Evidence of a minimum of 80% coverage of unit content is required for specified credit to be granted.
- **Exemption for an exemption:** Previous study granted as Advanced Standing/Exemption at another institute cannot be used for Advanced Standing into a course.
- **Experience and study must be current:** Any study cited in an Advanced Standing application must have been completed no more than 10 years prior to the date of application.
- **Study must be at the equivalent AQF level:** Approved study must be at a comparable AQF level.
- **Examples of approved study:** Qualifications from accredited Australian Higher Education institutions or equivalent overseas institution as assessed by Training Services New South Wales https://www.training.nsw.gov.au/ in disciplines of IT or related fields may be considered.
- **Professional Recognition:** While the Institute makes every effort to ensure that Advanced Standing for units meets the criteria of professional and accrediting bodies, it is up to the discretion of the professional bodies whether to accept the exemptions granted by the Institute. The Institute encourages all students applying for Advanced Standing to seek advice from the relevant professional bodies prior to applying for Advanced Standing. The Institute is not responsible for the decisions pertaining to Advanced Standing made by professional bodies.

Application for Advanced Standing

1. Personal Information

Title		Student ID	
First Name		Last Name	
Date of Birth		Current Course	

2. Advanced Standing

I hereby give notice to that I would like to request Advanced Standing for the following unit(s) of study for study undertaken previously. I have included subject/unit descriptors to support my claim.	
Internal Advanced Standing (existing CITI student)	☐ Yes
External Advanced Standing (new CITI student)	☐ Yes

3. Specified Credit

Institution

Number	Unit Code	Unit Name	CITI Equivalent Unit Code	CITI Equivalent Name	Date Completed DD/MM/YY	CITI Approved
1						☐ Yes ☐ No
2						☐ Yes ☐ No
3						☐ Yes ☐ No
4						☐ Yes ☐ No
5						☐ Yes ☐ No
6						☐ Yes ☐ No
7						☐ Yes ☐ No
8						☐ Yes ☐ No
9						☐ Yes ☐ No
10						☐ Yes ☐ No
11						☐ Yes ☐ No
12						☐ Yes ☐ No

4. **Unspecified Credit**

Institution				
Number	Unit Code	Unit Name	Date Completed DD/MM/YY	CITI Approved
1				☐ Yes ☐ No
2				☐ Yes ☐ No
3				☐ Yes ☐ No
4				☐ Yes ☐ No

5. **Document Checklist**

Select the required documentation to support this application	Checklist
Academic Transcript	☐

Unit/Subject Outlines	☐
Assessment Overviews	☐
Course Description	☐
Course structure if not Australian Institution	☐

6. **Student Acknowledgment**

Please read and acknowledge the following statements before signing the application form	Checklist
1. I have read the instructions provided on this document and supplied all information required.	☐
2. I acknowledge that the decision of the Institute is final.	☐
3. I have accurately and truthfully represented my study in this application.	☐
4. I have kept a copy of this application in its entirety including supporting documentation.	☐
5. I have not sent any original documentation, but I have submitted certified copies of originals	☐
6. I will not hold CITI responsible for any lost or damaged documentation provided by me.	☐
7. I understand the material sent by me will not be returned, and I agree to abide by relevant CITI Policies.	☐

Student Signature		Date DD/MM/YY	
Dean, or delegate, signature		Date DD/MM/YY	

8. **Office Use Only**

Advanced Standing Approved		Staffing	
This student has been approved Advanced Standing	☐	Staff name	
This student has not been approved Advanced Standing	☐	Staff Signature	

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Student record updated	☐	Staff Role	
Student notified	☐	Date	

Appendix 2: Explanation of Advanced Standing, Credit Transfer, and Recognition of Prior Learning (RPL)

Term	Definition	Type of Learning Recognised	Source of Learning	Outcome	Relevant Threshold Standards (2021)
Credit Transfer	Formal granting of credit for equivalent units previously completed at the same or another institution.	Formal learning only	Previous accredited study	Credit towards current course	1.2.1, 1.2.2, 1.4.2
RPL	Assessment of prior learning (formal, informal, or non-formal) to determine equivalence with course/unit requirements.	Formal, informal, and non-formal learning	Work experience, training, self-study	Credit towards current course	1.2.1, 1.2.2, 1.4.2
Advanced Standing	The outcome of successfully granted credit (via Credit Transfer or RPL), allowing entry into or progression within a course with reduced study.	Result of either credit transfer or RPL	Combination of formal and informal sources	Entry with credit or placement in later stages	1.2.1, 1.2.2, 1.4.2, 3.1.1, 7.2.1

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