



C/3.8 Credit policy and procedure

1. Purpose

To set out the requirements for how [Credit](#) is granted to the Continuing Professional Development (CPD) component to the AVA Chartered Veterinary Practitioner (AVA CVP) [Accreditation Program](#).

2. Scope

CPD is the term used to describe the learning activities veterinary professionals engage in to develop and enhance their abilities after meeting the minimum acceptable knowledge base and skill set (formal degree in veterinary science registerable in Australia) necessary to perform acts of veterinary science competently. CPD is a holistic approach towards the enhancement of personal skills and proficiency throughout a professional's career. This policy applies to completion of CPD requirements to achieve AVA Chartered Veterinary Practitioner status.

Credit for CPD to maintain AVA Chartered Veterinary Practitioner accreditation are outline in *C-9.1 AVA CVP accreditation and maintenance policy and procedure*.

3. Policy Statement

The [AVA](#) is committed to ensuring [AVA CVP Students](#) have appropriate opportunity to access and undertake high quality professional learning opportunities that meet their personal and professional goals, and which contributes to the AVA CVP [Accreditation Program](#), whilst supporting them to become a well-rounded practitioner in their chosen area of practice.

The [AVA](#) will evaluate and approve CPD offerings that meet criteria set for the AVA CVP [Accreditation Program](#) based on identified equivalence in content and learning outcomes required to fulfill the aims of the AVA CVP.

4. Principles

- 4.1 The [AVA](#) will evaluate and approve continuing professional development activities offered by veterinary and other educational providers against published criteria to provide [AVA CVP Students](#) with suitable options to complete their AVA CVP [Accreditation Program](#).
- 4.2 [AVA CVP Students](#) are required to successfully complete professional learning and assessment as outlined within *B/1.2 Accreditation Program policy*.
- 4.3 The [AVA](#) will provide clear information to enable [Applicants](#) and [AVA CVP Students](#) to manage their [Enrolment](#) and comply with [Accreditation Program](#) requirements.

5. Procedures

The [AVA](#) may grant [Credit](#) for relevant CPD undertaken with veterinary and other educational providers.

5.1 Criteria for credit

The AVA will approve [Credit](#) toward the CPD requirements for Accreditation component of the [Accreditation Program](#) that meets the following criteria:

- offered by a reputable veterinary education provider;
- [Course](#) content to fall within discipline specific medicine and/or discipline specific practice;
- must include published learning objectives of skills and knowledge that are expected to be achieved upon completion of the training;
- must include assessment of the learning objectives. This may be through formal assessment such as assignments, examination, quizzes, etc., or formal observation of attainment of the skills and knowledge (e.g., within a facilitated workshop);
- must meet the definition of the “structured” category of CPD, as defined by the [AVA VetEd Points table](#);
- delivery of content may include online and/or face-to-face formats;
- evidence of completion is provided, such as completion certificate with the participant’s name, course name, date, and CPD points/RACE points awarded.

5.2 Methods for granting Credit

[Credit](#) in an AVA Chartered Veterinary Practitioner [Accreditation Program](#) is granted for:

- [Block Credit](#) for the whole of the CPD requirements for Accreditation components of the [Accreditation Program](#), or
- [Specified Credit](#) toward particular components of the CPD requirements for Accreditation (e.g., the discipline-specific medicine component, the discipline-specific elective component, or a combination of both).

5.3 General conditions for granting of Credit

Eligibility for [Credit](#) does not guarantee an [Applicant](#) automatic entry into the AVA Chartered Veterinary Practitioner [Accreditation Program](#).

[Credit](#) is only granted if the integrity of the [Accreditation Program](#) aims are maintained.

[Credit](#) will not be granted:

- for CPD where the final [Grade](#) received was a conceded or concessional pass, or their equivalents;
- for partially completed CPD or for which a finalised [Grade](#) has not been received; or
- if the [Applicant](#) or AVA CVP Student will exceed the currency limits specified in Section 5.4.

5.4 Currency of prior learning

[Credit](#) can only be granted for learning completed within 5 years of the time of application for [Credit](#), or within 5 years of the time of [Enrolment](#) in the first AVA CVP Course.

The [AVA CVP Academic Program Director](#) may approve the granting of [Specified Credit](#) outside of the time limits in exceptional cases. In considering cases for [Credit](#) for studies completed more than 5 years earlier, evidence of a combination of relevant learning and substantial relevant experience during the intervening period may be taken into account.

5.5 Assessment of Credit application

For CPD [Credit](#) applications where there are no recorded precedents, the [AVA CVP Accreditation Committee](#) is responsible for assessing applications for [Credit](#).

Based on the evidence received of the CPD offering, [Credit](#) will only be granted where the Chair of the [AVA CVP Accreditation Committee](#) is satisfied that the integrity of the [Accreditation Program](#) outcomes and discipline requirements are maintained.

5.6 Credit arrangements with registered providers

Requests for arrangements that provide [AVA CVP Students](#) with agreed [Credit](#) outcomes for components of a qualification, ANZCVS Membership, or CPD from another education provider will be assessed by the [AVA CVP Accreditation Committee](#). The comparability and equivalence of content, [Learning Outcomes](#), volume of study, and learning and [Assessment](#) approaches will be taken into account.

The [AVA](#) will advise the education provider of the outcome of the assessment.

All [Block Credit](#) and [Specified Credit](#) arrangements with other education providers will be recorded in the AVA CVP credit precedent database.

5.7 Credit arrangements for informal or non-formal learning

The [AVA](#) will not grant credit toward the [Accreditation Program](#) for informal learning (e.g., gained through conference attendance, work, social, family, hobby or leisure activities) and/or non-formal learning (e.g., in-house professional development programs conducted by an employer, product courses and unaccredited structured learning).

5.8 Applications for Credit

5.8.1 [Credit](#) applications may be lodged before or after [Admission](#) to the AVA CVP [Accreditation Program](#).

5.8.2 All applications for [Credit](#) must include:

1. A verifiable copy of the official [Academic Transcript](#) or [Course](#) completion certificate showing the [Course\(s\)](#) completed, year of completion, [Grade](#) obtained (including details of the grading system), and weighting or value of the [Course\(s\)](#) individually and/or as a portion of a wider program of study; and
2. Extracts from education provider handbooks, course guides or equivalent, showing [Course](#) content, contact or instruction hours, [Learning Outcomes](#) and [Assessment](#) activities for the [Course\(s\)](#) for which [Credit](#) is being sought.

The [AVA](#) reserves the right to request the original documents, and the right to contact an education provider for additional information and/or verification of the authenticity of credentials.

Where the CPD has taken place with the [AVA](#), accompanying official documents do not need to be supplied.

- 5.8.3 An application for [Credit](#) is separate to an application for [Admission](#) to the [AVA CVP Accreditation Program](#).
- [Applicants](#) will make an application for [Credit](#) via the [Credit](#) Application eForm.
 - [AVA CVP Students](#) will make an application for [Credit](#) via My Learning.
- 5.8.4 [Applicants](#) or [AVA CVP Students](#) may withdraw their application for [Credit](#) by written request to education@ava.com.au at any time prior to the [Credit](#) being approved and applied to their [Record of Learning](#).

5.9 Outcome of Credit applications

- 5.9.1 Applications for [Credit](#) will normally be assessed within 10 [AVA Business Days](#). A longer period may be required where a full assessment is needed, particularly at peak [Admission](#) and [Enrolment](#) times.
- 5.9.2 The outcome of a successful application for [Credit](#) will include the type and amount of [Credit](#) granted. Where credit is not granted, [Applicants](#) or [AVA CVP Students](#) will be advised of the reasons for the [Decision](#) and options for review. Advice in relation to [Credit](#) is not binding unless advised in writing as an outcome of a formal application process.
- 5.9.3 [Applicants](#) or [AVA CVP Students](#) may elect not to receive some or all of the [Credit](#) to which they are entitled. If an [Applicant](#) or [AVA CVP Student](#) decides not to use approved [Credit](#), they may request reinstatement of the approved [Credit](#) provided it falls within the provisions outlined in Clause 5.4 Currency of prior learning of this procedure. The [Decision](#) to reinstate credit

will be at the discretion of the [AVA CVP Academic Program Director](#) (or nominee).

5.10 Recording of Credit

Where [Credit](#) is awarded, it will be recorded on the [AVA CVP Student's Record of Learning](#).

5.11 Withdrawal of Credit

5.11.1 [AVA](#)-initiated withdrawal of previously approved [Credit](#) is approved by the [AVA CVP Academic Program Director](#) where:

1. [Credit](#) was granted through an error in assessment;
2. The documentation provided by the [Applicant](#) or [AVA CVP Student](#) is incomplete, fraudulent, misleading or invalid; or
3. The [AVA CVP Student](#) changes their plan with the [Accreditation Program](#) (e.g., change of discipline) and previously granted [Credit](#) can no longer be applied to the changed [Accreditation Program](#).

5.11.2 An [AVA CVP Student](#) who has been awarded [Credit](#) may request in writing to have part or all of the [Credit](#) withdrawn at any time prior to the awarding of the [AVA Chartered Veterinary Practitioner accreditation](#). Requests to withdraw [Credit](#) are assessed by the [AVA CVP Academic Program Director](#). Withdrawn [Credit](#) will not automatically be re-granted.

5.11.3 Changes made by the [AVA](#) to [Credit](#) precedents or [Credit](#) arrangements must not disadvantage any [Applicant](#) with a current offer.

5.12 Quality assurance review cycle

5.12.1 Recorded [Credit](#) precedents and [Credit Transfer Arrangements](#) will be reviewed by the [AVA CVP Accreditation Committee](#) every three (3) years or when there are substantial changes to program or [Course](#) objectives, whichever is earlier.

5.12.2 Where the [AVA](#) becomes aware of a veterinary education provider in a [Credit Transfer Arrangement](#) substantially changing the curriculum and/or assessment methods for which [Credit](#) is given, the arrangement must be reviewed with three (3) months of the change, or as soon as possible after becoming aware.

5.12.3 Any resulting amendments to [Credit](#) precedents must be approved by the [AVA CVP Accreditation Committee](#) and the [Credit](#) precedent database updated accordingly.

5.13 Grievances

Applicants or AVA CVP Students who are dissatisfied with a Decision in relation to Credit may request a review of the Decision under the provisions of the C/8.1 Student Grievance Resolution Procedure.

6. References

Nil.

7. Schedules

This policy must be read in conjunction with its subordinate schedules as provided in the table below.

8. Policy Information

Accountable Officer	Chief Executive Officer
Responsible Officer	Head of Education and Events
Policy Type	AVA Education Policy
Policy Suite	Section C – Student Support and Administration
Subordinate Schedules	Nil
Approved Date	11 December 2023
Effective Date	11 December 2023
Review Date	30 April 2026
Relevant Legislation	Nil
Related Policies	B/1.2 Academic program policy C/3.1 Admission policy and procedure C/3.3 Enrolment policy and procedure C/5.3 Academic progress policy and procedure
Related Procedures	C/8.1 Student grievance resolution procedure
Related forms, publications and websites	AVA Chartered Veterinary Practitioner Website Credit precedent database Credit Application Form AVA My Learning
Definitions	Terms defined in the Definitions Dictionary Academic Transcript The document that provides an accurate statement of the information about the AVA CVP Student’s academic and academic related activities at the AVA. This document satisfies

	<p>the AVA’s responsibilities to the AVA CVP Student and other third parties (including other universities) for adequate and appropriate representation of relevant information about the AVA CVP Student's academic and academic related activities.</p> <p>AVA The term ‘Association’ or ‘AVA’ means the Australian Veterinary Association Limited.</p> <p>Course A discrete element of the Accreditation Program, normally undertaken over a single Study Period, in which the AVA CVP Student enrolls, and on completion of which the AVA CVP Student is awarded a Grade.</p> <p>Credit Transfer Arrangement A negotiated agreement with another educational institution or accrediting authority that provides AVA CVP Students with agreed and consistent Credit outcomes for components of the AVA CVP Accreditation Program based on identified equivalence in content and learning outcomes.</p> <p>AVA CVP Program Coordinator The AVA CVP Program Coordinator is the administrative professional responsible for managing, coordinating and overseeing of planning, implementing, marketing and evaluation of the AVA CVP Accreditation Program and associated projects.</p> <p>AVA CVP Student A person who is admitted to the AVA CVP Accreditation Program offered by the AVA and is:</p> <ul style="list-style-type: none"> • currently enrolled in one or more Courses; or • not currently enrolled but is on an approved Leave of Absence or whose Admission has not been cancelled. <p>Grade (noun) A Grade is a code that indicates the status of the Assessment of an AVA CVP Student’s performance against the learning objectives of a Course.</p> <p>Academic Program The sequence of study leading to the completion of mandatory training.</p> <p>Definitions that relate to this policy only</p> <p>Nil</p>
Keywords	AVA CVP, Grade, Credit, Credit Transfer, Education Partner

Record No	
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Complying with the law and observing AVA Policy and Procedure is a condition of working for, and volunteering with, the Australian Veterinary Association.