

## Using the Credit and Pathway Planner (CPP)

The Credit and Pathway Planner (CPP) is a self-help portal for your request(s) for credit – recognition of prior learning. You will enter your previous learning – provider and course or subjects, in order to submit your application for credit. You can return to this portal to monitor progress of that application.

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**Note:** There is some new jargon to learn!

### Glossary

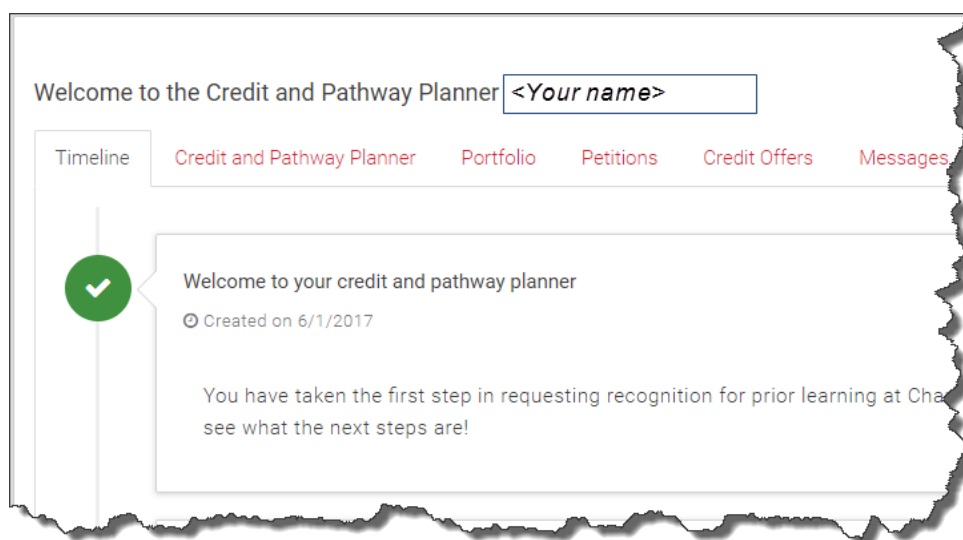
Dashboard	Credit and Pathway Planner tab – allows navigation to the different parts of the CPP tool.
Portfolio	The collection of your prior study institutions and subjects and/or courses.
Petition	Application for credit
Credit Offer	The outcome of our evaluation of your application for credit.
Learning Provider	The institution where you studied the course or subjects for which you are seeking credit in your CSU course.
Learning Items/ Claims	Courses or subjects you have previously studied and for which you are now seeking credit in your CSU study.
Assessment	A test or evaluation that was performed to verify the learner's knowledge of the subject area or domain of expertise e.g. Certified Practising Accountant (CPA)

### Access the CPP

Once you have logged into the CSU Student Portal, you can access CPP via the [Enrolment page](#) or by typing in the url: <https://credit.csu.edu.au>

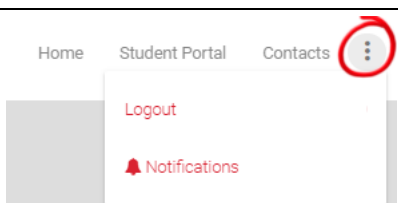
Your CPP will open on the Timeline tab.

On your 2<sup>nd</sup> login it will open in the “Credit and Pathway Planner” tab. This tab is your ‘dashboard’ where you can navigate further around the CPP tool.



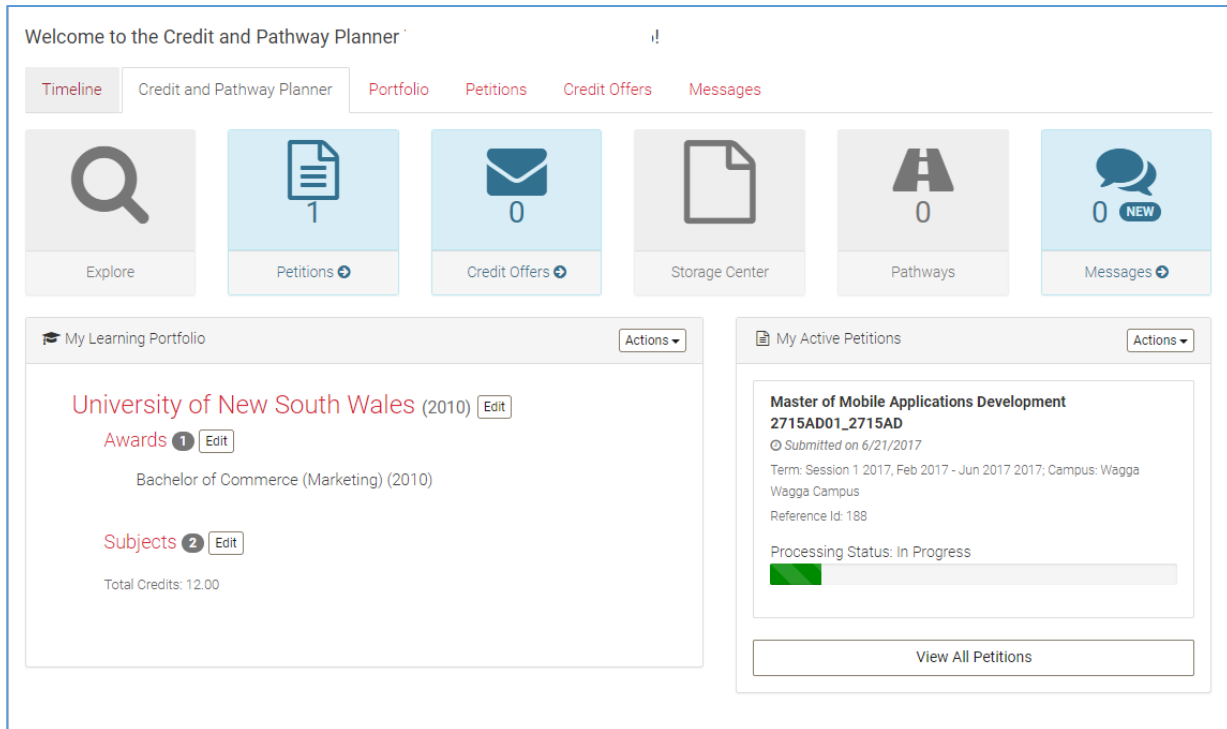
### Tab options

#### Summary of the CPP tabs.

Timeline	Your landing page view, the first time you access CPP. Shows the steps in the process and where you are up to.
Credit and Pathway Planner	This is your CPP dashboard. You can navigate to different areas of your credit portfolio – petitions, outcomes, document storage and messages.  You can also see previous learning details you have already entered into CPP and the status of any petitions you have submitted.
Portfolio	Your list of, and where you add, prior learning providers and prior learning (subjects and courses).
Petitions	A list of your requests to date.
Credit Offers	Lists any outcomes advised to you to date.
Messages	Where you can send or receive a message about your petition.
Logout	

### What is the Credit & Pathway Planner dashboard?

The dashboard summarises your credit application information. From this screen, you can easily see the status of your credit application, what is in your learning portfolio, and messages from faculty staff. It is recommended that you check the dashboard regularly, and communicate with staff using the Messages tab if you have any questions.



Welcome to the Credit and Pathway Planner

Timeline | Credit and Pathway Planner | Portfolio | Petitions | Credit Offers | Messages

Explore | Petitions (1) | Credit Offers (0) | Storage Center | Pathways (0) | Messages (0 NEW)

**My Learning Portfolio** [Actions]

University of New South Wales (2010) [Edit]

Awards (1) [Edit]

Bachelor of Commerce (Marketing) (2010)

Subjects (2) [Edit]

Total Credits: 12.00

**My Active Petitions** [Actions]

**Master of Mobile Applications Development**  
2715AD01\_2715AD  
Submitted on 6/21/2017  
Term: Session 1 2017, Feb 2017 - Jun 2017 2017; Campus: Wagga  
Wagga Campus  
Reference Id: 188  
Processing Status: In Progress

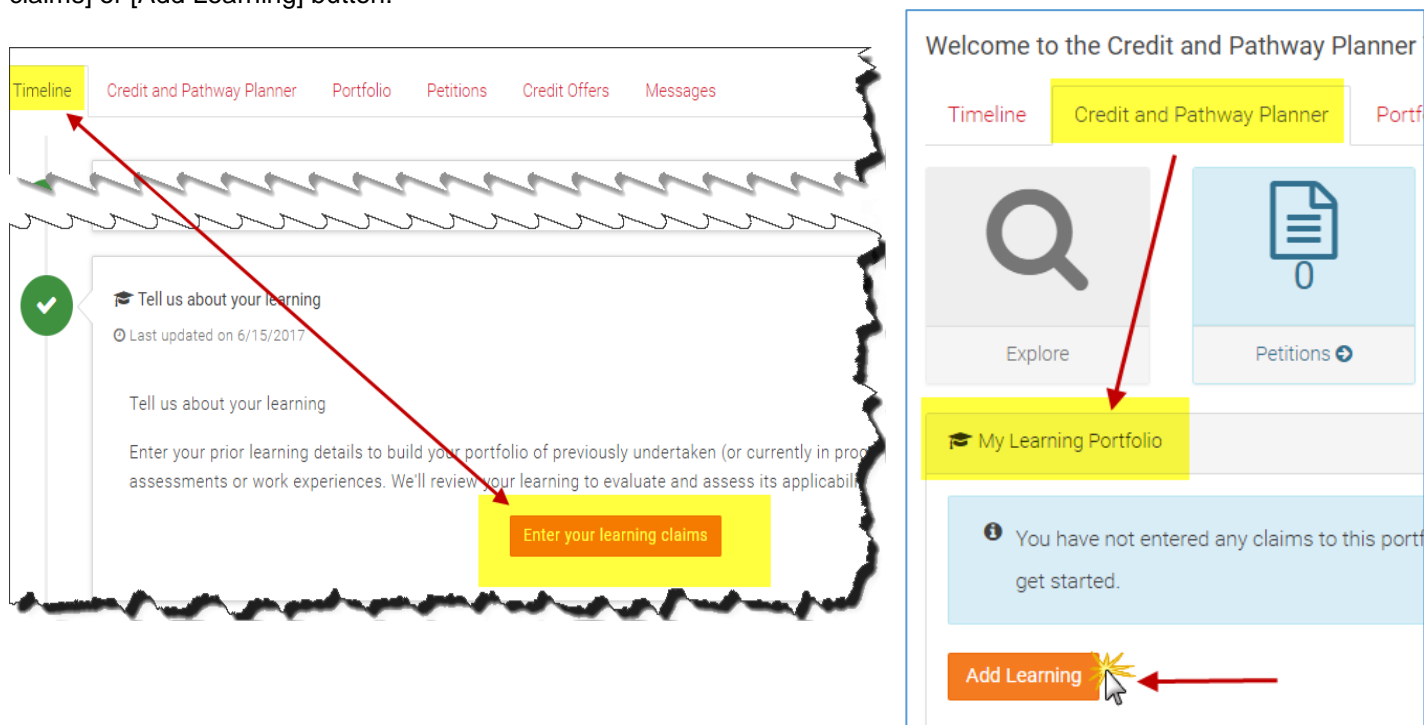
View All Petitions

### Submitting a petition

To submit your petition (application for credit) you will need to enter details of:

1. Learning Provider - previous institution (Add or Create Provider)
2. Prior learning – course and / or individual subjects. Then
3. Upload supporting evidence – such as a transcript, subject outline.

From the Timeline tab or from the Credit and Pathway Planner dashboard, click on the [Enter your learning claims] or [Add Learning] button.



#### 1. Add a Learning Provider

The first step is to add the name of the Institution where you completed the study (course or subjects).

##### i) Search for your institution

Many Australian institutions are already in our database and the CPP tool will start to offer name suggestions as you start typing. You can use the acronym for the institution e.g. CSU or UNSW or type the full name.

### Add a Provider

Please search for the provider where you attended, using the full name or acronym. The search is not case sensitive.

**Provider\***

- ii) Review the list of possible matches
- iii) Select the correct one
- iv) Click [Add Provider].

For example: If University of New South Wales is my previous Learning Provider (Institution), start typing NSW and several possibilities will display. Review those suggestions and select the correct one.

### Add a Provider

Please search for the provider where

**Provider\***

unsw 1

University of New South Wales (UNSW)  
Australia 2

**UNSW Global**  
UNSW Global Pty Limited  
Australia

**UNSW Global Training**  
UNSW Global Pty Limited  
Australia

**Provider\***

University of New South Wales 3 ✓

- Australia

**Add Provider** **Return**

4

Portfolio > Provider

University of New South Wales AUS

To update your learning portfolio for this provider, please select the

For VET related learning, please only add post-secondary awards

For higher education related learning, please add awards learning education subjects were undertaken, not related to a higher education

**Awards** **Add**

No Awards have been added to University of New South Wales yet.

**Subjects** **Add**

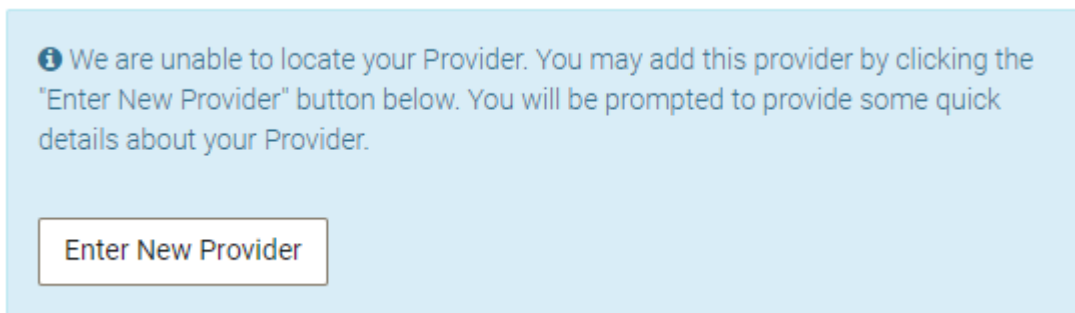
No Subjects have been added to University of New South Wales yet.

**Delete Provider** **Back to Portfolio**

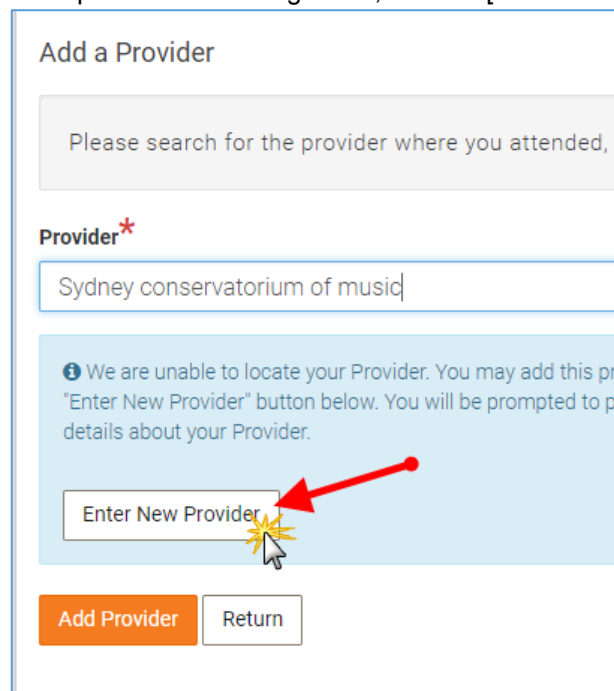
### Your institution not listed?

You might need to adjust your search. Try typing in a different combination e.g. "ACU" might not be listed but "Australian Catholic University" is included.

If you still receive this message (below), you will need to enter the full name and address details of your provider.



- i) Click on [Enter New Provider].  
If you see a message "This provider isn't recognised", click on [Enter New Provider] again.



- ii) Provider Details page displays.  
On the right-hand side is a list of similarly named providers. Check this list for your provider and if it does appear, click [Select].

If the provider you are looking for still doesn't appear, go to your provider's website to gather the necessary information to complete the Provider Details.

Add a Provider

Please search for the provider where you attended, using the full name or acronym. The search is not case sensitive.

Enter Provider Details 2

Name\*  
  
Enter the full name of this provider

City\*  
  
Enter the name of the city where this provider is located.

Country\*  

Select Country

  
Select the country where this provider is located.

Website URL  
  
Enter the full URL where this provider can be found on the Internet.

Add Provider Cancel

These providers are similar to your entry. If your provider is listed below, click the "Select" button next to its name.

1

Name	Location
Select Sydney Opera House Trust	Australia
Select Sydney Water Corporation	Australia
Select Sydney College of Divinity	Australia
Select Sydney Graduate School of Management	Australia
Select Sydney Construction Training School Pty Ltd	Australia

1. Check this list for your Provider. [Select] if it appears in this list.  
2. If not, complete the fields in the Provider Details section.

## 2. Adding Learning Items to your Provider

You now need to add each item of learning to this provider.

There may be up to 3 learning items you can add: Award, Subject and Assessment.

<b>Awards</b>	<p>A program of study – complete or incomplete – for which you seek credit.</p> <p>Example: Certificate IV from TAFE or Bachelor Degree from another University or institution.</p> <p><b>Note:</b> For a University level award – Bachelor, Graduate Certificate, Graduate Diploma, Masters -add all subjects you have completed in the Subjects section.</p> <p>For a Vocational Education Training (VET) level award, you do not need to enter any of the subjects.</p>
<b>Subjects</b>	<p>Units of learning studied in a program of study. (University level study only)</p> <p>Example: subjects in a Bachelor Degree.</p> <p><b>Note:</b> Add only those subjects for which you are seeking credit.</p>
<b>Assessments</b>	<p>A completed evaluation of skills and knowledge in a discipline.</p> <p>Example: an in-house employer course, Certified Practicing Accountant, Project Management Certification, Lean Six Sigma – Green Belt etc. (You do not need to enter subjects into Assessments).</p>

- a) Add Award** – All you are doing at this step is adding the name of the Award.
- Click on the [Add] button on the Provider page of your Portfolio.
  - On the Provider page displayed, click on [+Add Award]

Portfolio > Provider

University of New South Wales AUS

Now add your learning claims for study at this provider.

For higher education (University) learning, add the name of the award(s) and the year you were enrolled in it. If it is a single subject, you don't need to add an award name. For vocational education, add the name of the award and the year you were enrolled in it.

Awards **Add**

No Awards have been added to University of New South Wales for this Portfolio yet.

Portfolio > University of New South Wales > Awards

University of New South Wales - Awards

Add the details of the Award- the last year you were enrolled in it and the name of the Award.

As you start typing the Award name, a list of possible matches will appear.

When you have entered those details, click on the "Add Award" button to add the Award to your Portfolio.

Awards

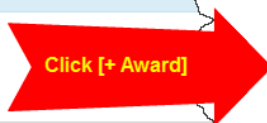
You have not entered any Awards yet.

**+ Add Award**

Supporting Files

**+ Add File**

[Back to Portfolio](#)



Portfolio > University of New South Wales > Awards

University of New South Wales - Awards

Add the details of the Award- the last year you were enrolled in it and the name of the Award.

As you start typing the Award name, a list of possible matches will appear.

When you have entered those details, click on the "Add Award" button to add the Award to your Portfolio.

Awards

You have not entered any Awards yet.

Year\* ?

Award\*

Start typing to see results

☐ I am currently taking this award, or I won't be completing this award.

Supporting Files

**+ Add File**

**Add Award** **Cancel**

[Back to Portfolio](#)



- iii) Add the Year – the year you were last enrolled in this course.
- iv) Add the Award name. As you start typing the name of possible matches will be listed. You should type the full name of your award e.g. “bachelor of arts”.
- v) If your course name appears in the list select it.
- vi) If you have *not* completed this award, tick the box to indicate that.
- vii) Add your supporting document(s) such as transcript, subject outline. Under ‘Supporting Files’ click on [+Add File] (See section below)
- viii) Click on [Add Award]  
Once the Award is added, it will be displayed at the top of this page. If you have more awards from this Provider continue to add them in the same way.
- ix) Click on [Back to Portfolio] at the bottom of the page to return to the Portfolio tab.

Year\*  
2005

Award\*  
Bachelor of Arts

This date reflects when this particular course pattern and content started to be taught.

1408LB Bachelor of Arts (Starting Feb 1988)

1412PH Bachelor of Arts (Photography, Starting Feb 1997)

1506CO Bachelor of Arts (Communication) (Honours, Starting Feb 1994)

1508LH Bachelor of Arts (Honours, Starting Feb 1991)

8036 Bachelor of Arts (Christian Ministries, Starting Mar 1997)

Year\*  
2005

Award\*  
Bachelor of Arts

1408LB

☐ I am currently taking this award, or I won't be completing this award.

Supporting Files  
+ Add File

Add Award Cancel

Awards  
Edit 1408LB Bachelor of Arts - 2005

Year\*  
2005

Award\*  
Start typing to see results

☐ I am currently taking this award, or I won't be completing this award.

Supporting Files  
+ Add File

Add Award Cancel

Back to Portfolio



Timeline Credit and Pathway Planner Portfolio Petition

Build your portfolio of prior learning and current learning in pro

Please add all post-secondary awards you've undertaken as w

As we verify your learning, based on transcripts and resumes y

Manage My Portfolio

Charles Sturt University (2005) Edit

Awards 1 Edit

1408LB Bachelor of Arts - 2005

### b) Add Supporting Files

Supporting Files

**+ Add File**

Supporting Files

Select new file to Upload \*

**Choose file** No file chosen

Begin Upload Cancel

Supporting Files


Select new file to Upload \*

**Choose file** Application ... Credit.pdf

**Begin Upload** Cancel

Supporting Files

**Uploaded File**


 Application for Credit.pdf

**Title\***

**Type\***

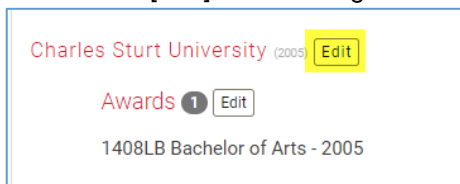
Transcript ▼

**Complete Upload** Cancel

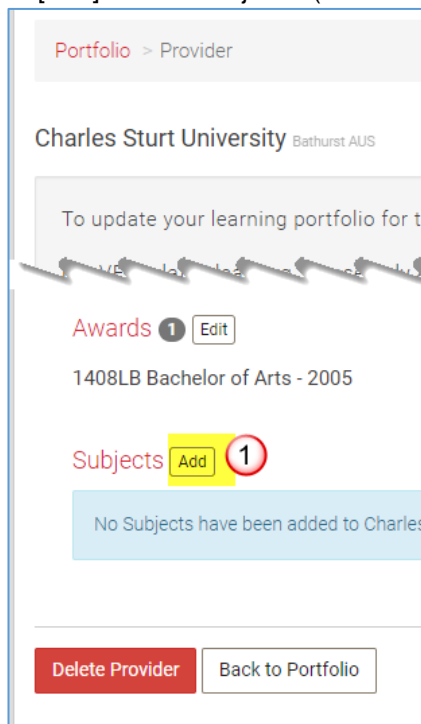
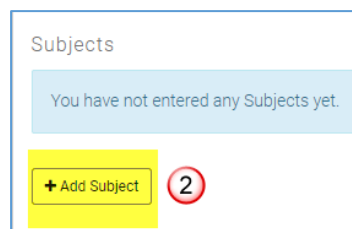
Supporting Files					
	Title	File Type	Upload Type	Uploaded By	Last Modified On
Remove ▼	 UNSW BComm	Adobe PDF	Transcript	IT Masters Test16	6/26/2017
<p><b>+ Add File</b></p> <p><b>Add Award</b> Cancel</p>					

### c) Add Subjects

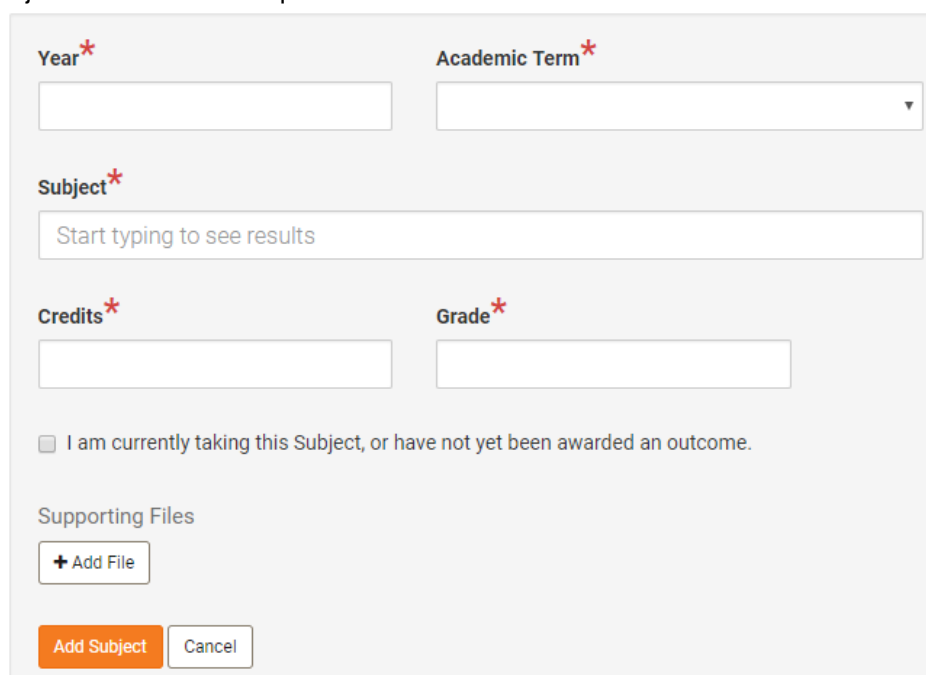
- i) Click on the [Edit] button alongside the name of your provider



- ii) Click on [Add] next to Subjects (in the next 2 pages)

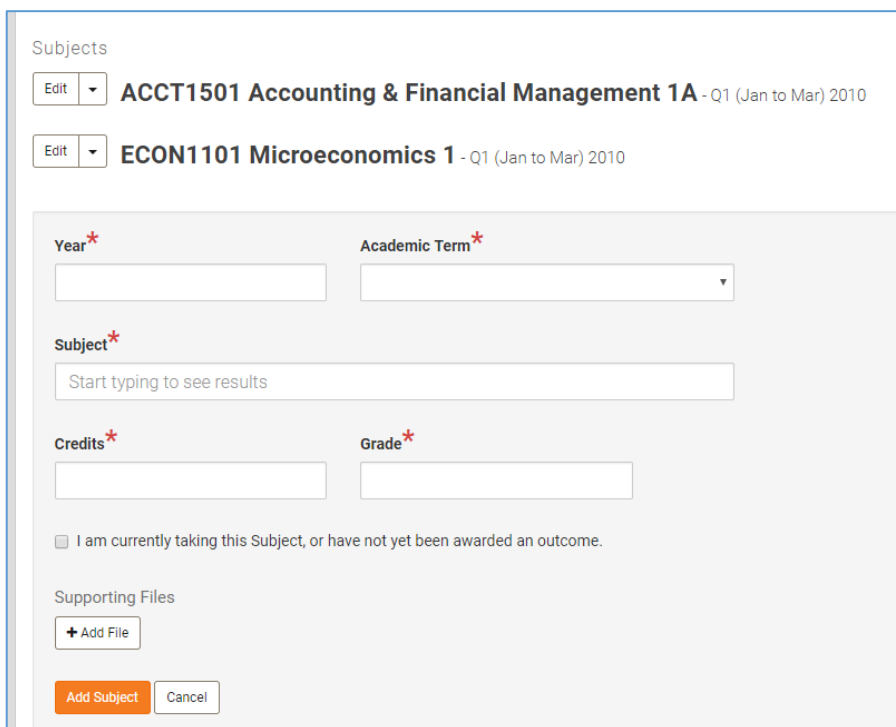
- iii) Add a Subject fields – all are required fields



Year	The year you completed the subject.
Academic Term	Session / Term the course was studied. These are listed as Quarters i.e. Q1, Q2, Q3, Q4. . Choose the most accurate option.  <b>Note:</b> If CSU is the provider, the Academic Term options reflect actual CSU Sessions and Terms.
Subjects	The subject code AND subject name e.g. EDU60001 Nature of Learning and Teaching
Credits	The unit value for the subject. e.g... 4, 6, 8, 10 units of credit
Grade	Grade awarded (from your official transcript). e.g... P (Pass), CR (Credit)  <b>Note:</b> If this subject is still in progress and not yet completed, tick the check box statement (see below) and the mandatory requirement for the field will disappear
I am currently taking this subject, or have not yet been awarded an outcome	Use this tick-box if you are still undertaking the course or if a grade is still pending and the credit is being requested in anticipation of completion.

- iv) Click on [Add Subject]. The subject you just added will be listed at the top of the screen. The data fields will stay expanded ready for you to add more subjects from this Provider. The CPP system will auto-fill the year and academic term fields based on the last subject you entered. Keep adding your prior learning until all subjects you are seeking credit for, have been entered.

If you need to change or delete an entry listed at the top of the screen, click its [Edit] button.



The screenshot shows the 'Subjects' section of the CPP system. At the top, there are two existing entries: 'ACCT1501 Accounting & Financial Management 1A - Q1 (Jan to Mar) 2010' and 'ECON1101 Microeconomics 1 - Q1 (Jan to Mar) 2010', each with an 'Edit' button. Below these is a form for adding a new subject. The form includes fields for 'Year\*', 'Academic Term\*', 'Subject\*' (with a search prompt 'Start typing to see results'), 'Credits\*', and 'Grade\*'. There is a checkbox labeled 'I am currently taking this Subject, or have not yet been awarded an outcome.' and a section for 'Supporting Files' with an 'Add File' button. At the bottom of the form are 'Add Subject' and 'Cancel' buttons.

If your Subject isn't listed in the database, you will see an error message. Make sure you have included the subject code and full name, then attach a pdf file of the subject outline. Then click [Add Subject] again.

Subjects

You have not entered any Subjects yet.

**Year\***

**Academic Term\***

**Subject\***

**Unknown Subject.** To add an unknown Subject, enter the number and title, e.g. 'MATHS' 121 Mathematics 1A' and select "Add Subject" again, then attach the subject outline by selecting "Add File" under Supporting Files below.

**Credits\***

**Grade\***

☐ I am currently taking this Subject, or have not yet been awarded an outcome.

**Supporting Files**

If the subject is "unknown" in our database, attach a pdf file of the Subject Outline

Once you've added all your prior learning subjects from this Provider, return to the Portfolio.

Manage My Portfolio

**University of New South Wales** (2010)

**Awards** 1

Bachelor of Commerce (Marketing) - 2010

**Subjects** 2

**Total Credits: 12.00**

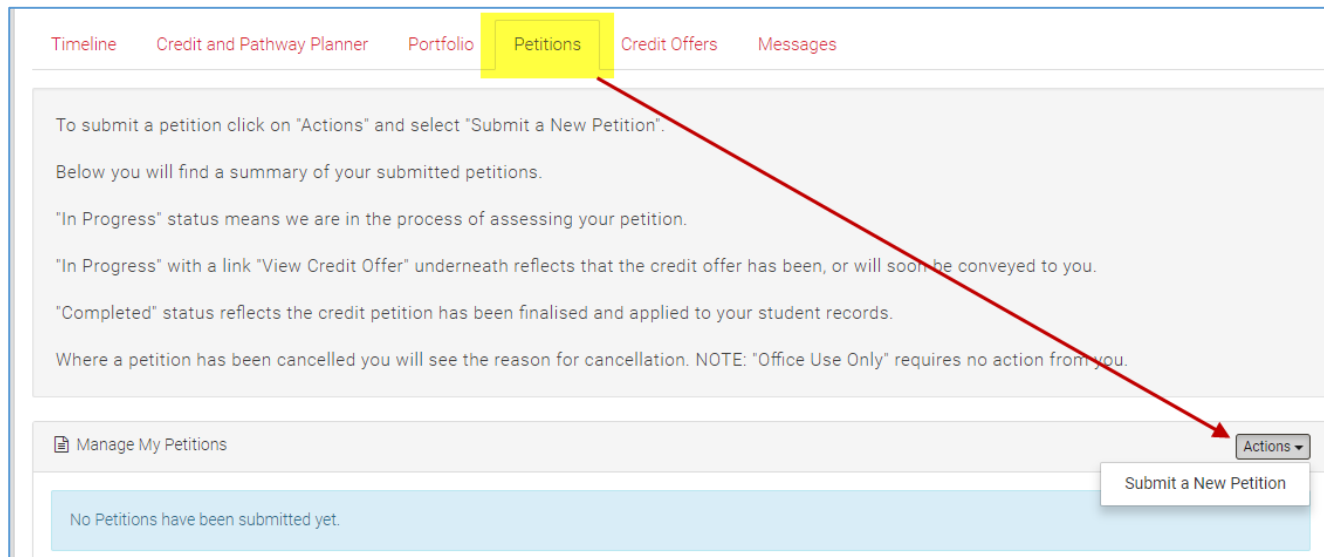
ACCT1501 Accounting & Financial Management 1A - 2010 Q1 (Jan to Mar)

ECON1101 Microeconomics 1 - 2010 Q1 (Jan to Mar)

### 3. Submit your petition

From your Portfolio:

- i) click the Petitions tab
- ii) Select Submit a New Petition from the Actions dropdown list.



Timeline   Credit and Pathway Planner   Portfolio   **Petitions**   Credit Offers   Messages

To submit a petition click on "Actions" and select "Submit a New Petition".


Below you will find a summary of your submitted petitions.

"In Progress" status means we are in the process of assessing your petition.

"In Progress" with a link "View Credit Offer" underneath reflects that the credit offer has been, or will soon be conveyed to you.

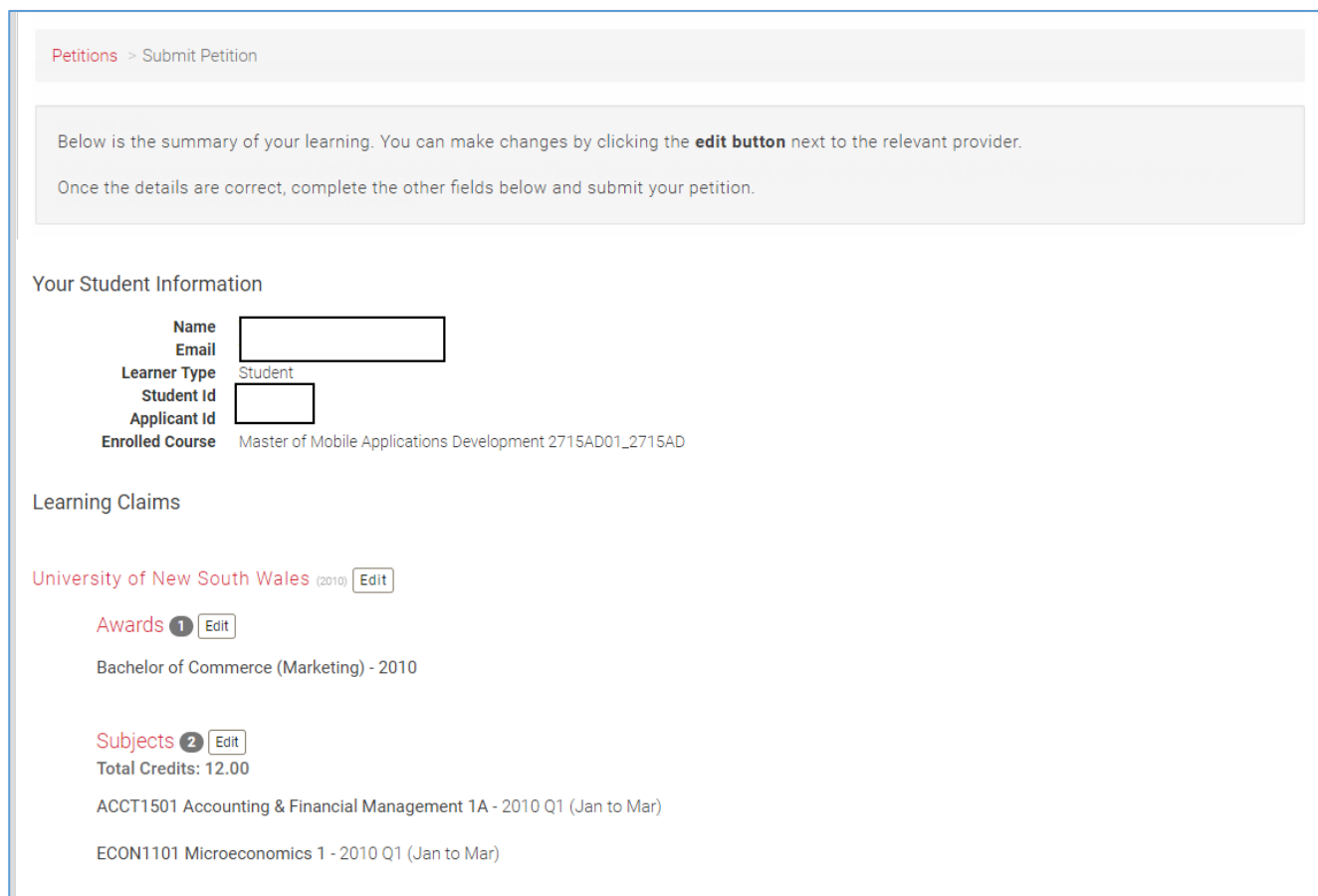
"Completed" status reflects the credit petition has been finalised and applied to your student records.

Where a petition has been cancelled you will see the reason for cancellation. NOTE: "Office Use Only" requires no action from you.

 Manage My Petitions

No Petitions have been submitted yet.

Actions ▾  
Submit a New Petition



Petitions > Submit Petition

Below is the summary of your learning. You can make changes by clicking the **edit button** next to the relevant provider.

Once the details are correct, complete the other fields below and submit your petition.

**Your Student Information**

Name

Email

Learner Type Student

Student Id

Applicant Id

Enrolled Course Master of Mobile Applications Development 2715AD01\_2715AD

**Learning Claims**

University of New South Wales (2010) [Edit](#)

Awards **1** [Edit](#)

Bachelor of Commerce (Marketing) - 2010

Subjects **2** [Edit](#)

Total Credits: 12.00

ACCT1501 Accounting & Financial Management 1A - 2010 Q1 (Jan to Mar)

ECON1101 Microeconomics 1 - 2010 Q1 (Jan to Mar)

In the Submit New Petition section, the details will have auto-filled from your existing records.

These fields show when the credit will be applied, if it is approved.

- iii) Update the fields if necessary.
- iv) Tick the declaration tick box
- v) Click [Submit Petition]

### Submit New Petition

**Campus** \* ?

**Academic Year** ?

**Term** \* ?

**Course** \* ?

**Major / Minor** ?

☒ certify that I have read and understand the following declaration:

In submitting this petition for credit I declare the information supplied in this petition and any documentation supporting it, will be correct and complete and that any copies of official transcripts have been duly verified, if necessary, as a true copy of the original.

I acknowledge that, if the petition is approved, Student Administration may add the Faculty Board Delegate's recommended enrolment to my record. I accept responsibility to check my online enrolment and transcript.

You'll see a confirmation message. Your petition is now on its way to us for evaluation.

Petitions > Submit Petition

**Success!** A new petition has been successfully submitted.

thank you for submitting a petition!

Your petition will be reviewed and you will be contacted if there are any questions or additional information is needed.

To review the status of this petition at any time, go to the Petitions page in the Credit and Pathway Planner.

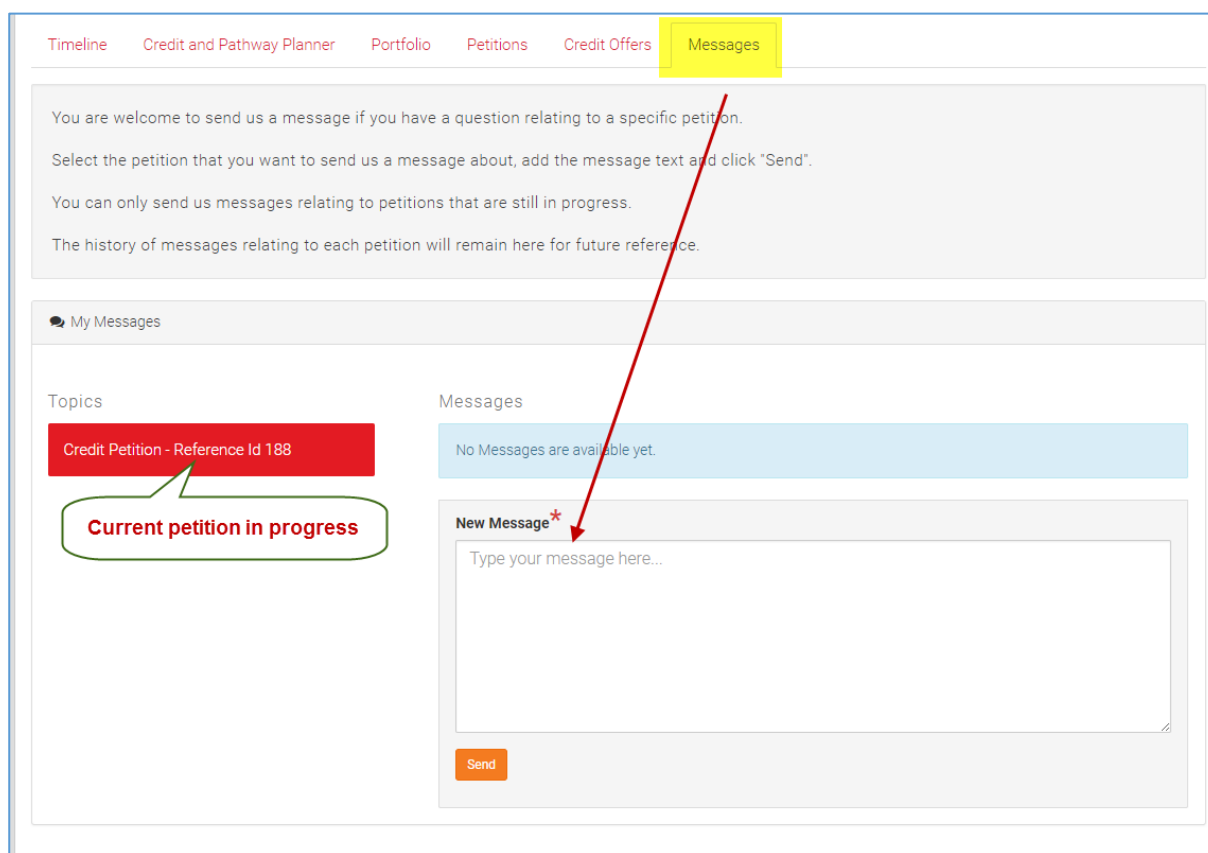
## What next? – Monitor Progress

Once you've submitted your petition, the Faculty that offers your course will process your request and send a credit outcome to your University email address.

You can check the status of your credit application any time by logging into the Credit & Pathway Planner (CPP) and opening the Petitions tab or Credit & Pathway Planner tab.

## Messages

You can communicate with staff working on your credit application by selecting the Messages tab. You can ask questions or send them additional information about the credit petition you've submitted. Staff may also use the Messages function to get in touch with you if they have questions or need more information from you about your petition.



Timeline Credit and Pathway Planner Portfolio Petitions Credit Offers Messages

You are welcome to send us a message if you have a question relating to a specific petition.  
Select the petition that you want to send us a message about, add the message text and click "Send".  
You can only send us messages relating to petitions that are still in progress.  
The history of messages relating to each petition will remain here for future reference.

My Messages

Topics

Credit Petition - Reference Id 188

Current petition in progress

Messages

No Messages are available yet.

New Message\*

Type your message here...

Send