



WATERFORD COLLEGE

Credit Transfer Policy and Procedures Manual

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Table of Contents

Aim	3
Requirements	3
Responsibility	3
Definitions.....	3
Method	4
Credit Transfer Process Flowchart.....	6

CREDIT TRANSFER POLICY

Aim

The aim of this policy and procedure is to define the system used to meet the requirements of:

- SNR 15.5, 16.1, 16.3, 16.5, 17.1, 23.2

Requirements

The Institute will ensure that all CT applicants are provided with:

- CT information including:
 - application form
 - Information on all aspects of collecting and submitting evidence of attainment of the unit(s)/course, which were obtained at another RTO (i.e. transcripts/certificates) prior to submitting a CT application.
- Support and guidance in completing the CT application form
- The opportunity to obtain feedback and/or further information on completing all aspects of the CT application prior to submission.

All documentary evidence of training, including Certificates/Diplomas, Statement of Results and Statement of Attainment provided must be original, official or certified documents and must be signed and sealed by the issuing Australian RTO.

The Institute complies with National Recognition principles.

Responsibility

The Training Manager is responsible for implementation of this policy and to ensure that staff is aware of its application and implement its requirements and procedures.

The Admission Officer is responsible for recording and updating enrolment information.

Definitions

Course Credit - Recognition by a college or university that a course of studies has been successfully completed at a school or other educational institution; typically measured in semester hours. It includes academic credit and Recognition of Prior Learning (RPL).

Credit Transfer - exempts a student from enrolling in units if the student has:

- **Option 1:** Completed units at another Registered Training Organisation (RTO) within the Australian Quality Framework (AQF) and from the same Training Package where those units are included in the course in which they are enrolled. These units could have been acquired by the student while enrolled at another TAFE College or

CREDIT TRANSFER POLICY

RTO.

- **Option 2:** Completed units at another RTO, within the AQF and from the same Training Package where those units are not included in the Course in which they are enrolled, however still meet the packaging rules.

As Options 3 and 4 involve a form of assessment, in the first instance, these will be assessed through an RPL process.

- **Option 3:** Completed equivalent units at another RTO, within the AQF and from any Training Package where those units are not included in the Course in which they are enrolled, however still meet the packaging rules.
- **Option 4:** Completed equivalent formal learning that is outside the AQF, however still meets the packaging rules.

National Recognition - The Institute will accept and mutually recognise the AQF Qualifications and Statements of Attainment awarded by any other Australian RTO.

Method

A Credit Transfer application is obtained from the Institute's reception.

The applicant then makes an appointment with the Training Manager to receive advice on completing the CT application, the relevant Qualification/Units of Competency and how to gather relevant evidence.

Once the CT application is submitted and received by the Institute, the application will be checked and verified to ensure that all details of the applicant, course, units of competency, evidence and payment are correct. The Institute will endeavour to inform the applicant within ten (10) working days of receiving the application with:

- any inconsistency or erroneous data/information supplied
- any evidence material supplied which does not fulfil the evidence requirements.

Please note: Any inconsistency or erroneous data/information or any evidence material supplied which does not fulfil CT application requirements will be returned to the applicant to complete and re-submit. This step might require a meeting with the Training Manager to receive further advice on how to revise and complete the CT application.

On successful completion of the CT application the Training Manager might request:

- the applicant to attend a CT interview. Applicants are welcome to bring a support person (e.g. relative or friend)
- further evidence
- seek further advice from any peer or third party stakeholder

CREDIT TRANSFER POLICY

The Training Manager within ten (10) working days of receiving the fully completed application will verify and validate the CT application and reach an outcome:

- If the Training Manager approves the CT application, the applicant is formally notified of the CT application outcome.
 - The applicant is also informed of a review of their course schedule. Any reductions in the scheduled attendance and the reasons for the reduction are recorded and placed on the student's file.
- If the Training Manager **does not approve** the application, they may request the applicant to bring new evidence in support of their CT application and resubmit the application.

The CT application and outcome are recorded in the Institute's Student Management System, filed in the Credit Transfer folder and a copy placed in the student file.

The applicant is advised of the CT application outcome and indicates their acceptance of the decision by signing the Credit Application Form. If the application's outcome is unsuccessful, the student will be advised of the Institute's Appeals process and how to proceed with an appeal, including how to obtain and complete the relevant forms.

CREDIT TRANSFER POLICY

Credit Transfer Process Flowchart

