

VET Credit Transfer

Procedure

Code and version control:	VET02/16-03-2021
Procedure owner:	Director Education
Date approved by CEO:	16 March 2021
Scheduled review date:	16 March 2024
Related policies and documents:	Australian Qualifications Framework: National Principles and Operational Guidelines for Recognition of Prior Learning and the Standards for Registered Training Organisations 2015; VET Credit Transfer Policy, VET Recognition of Prior Learning Policy; VET Recognition of Prior Learning Procedure; Application for Credit Transfer Form; Mapping of Superseded Units Form

Purpose

To ensure that students continuing a formal program of study, gain credit for units of competency previously completed, in line with the underlying principle of Credit Transfer that no student should be required to undertake study in a program for which they have successfully completed the required competency standard or learning outcome..

Procedure

- The respective Student Management Centres of each program delivery Centre within the Institute are responsible for providing information on Credit Transfer to students through marketing materials. The Student Management Centre Coordinators, the International Student Coordinators, Program Leaders and the Managers – Industry Training will also provide this information at inductions and orientations and in the workplace as required.
- All applications for Credit Transfer should be lodged formally in writing using the prescribed Credit Transfer form. Applications for credit transfer may be lodged at the time of enrolment or at the latest, one week prior to the census date to allow for timely processing of the credits applied for. Where required, students should seek assistance from Student Management Centre Coordinators, Program Leaders, the International Student Coordinators and the Managers Industry Training when completing the forms.
- Students are required to attach certified copies of all academic transcripts for applications of Credit Transfer for the same unit of study from one AQF award to another AQF award.
- Credit transfer may be granted from earlier training packages subject to the WAI assessor reviewing the learning outcomes and deeming them to be substantially the same as the unit for which credit is being sought and documented within the 'Mapping of Superseded Units' form. The Student Management Centre Coordinators, Program Leaders, the International Student Coordinators and the Manager – Industry Training from the relevant Centre confirms that the Credit Transfer application is correctly completed, the original of the accompanying documentation has been sighted and that the unit for which Credit Transfer is being applied for is appropriate. Student Management Centre Coordinators and Program Leaders will validate and sign-off on the credit transfers granted to the student.
- Where Credit Transfer is sought and the units are not deemed to be equivalent or completed 10 or more years prior, the Department Specialist may recommend that the student apply for Recognition of Prior Learning.

- The Student Management Centre Coordinators, the International Student Coordinators, Program Leaders and the Manager Industry Training forward the relevant documentation to the Student Management Centre Officers in the respective delivery Centres for verification and processing.
- On verification or determination of the eligibility for Credit Transfers from another RTO, the Student Management Centre Officers enter the Credit Transfer as an Advanced Standing Application in the Student Management System (SMS) and once this has been granted, these units will have a status in SMS of Exempt (EX). If the student has previously completed the unit at WAI, or an older unit that is deemed equivalent as per training.gov.au, then SMS will automatically apply a credit transfer, and these will have a status in SMS of Credited (CR). In both cases, the unit will appear marked with a # on the Statement of Results with the legend indicating that it is a credited or exempt unit.
- The Student Management Centre Officers informs students in writing of the outcome of their application for Credit Transfer, detailing the units for which Credit transfer has been granted.
- Student Records will retain on file all original documents provided with the application.
- The Student Management Centre Officers will upload a copy of the documents to Advanced Standing /RPL Application in Student Documents on SMS, then forward all original documents to Student Records in line with the Transfer of Student Based Administrative Documents to Student Records Procedure.

The Institute reserves the right to refuse entry to William Angliss Institute programs, in the event where a student requesting credit for units of competence gained at other Registered Training Organisations cannot adequately demonstrate competence to ensure both successful outcomes of full qualifications and safety in a practical environment,

Sources

This document enables the Institute to comply with Australian Qualifications Framework: *Qualifications Pathways Policy*, and the *Standards for Registered Training Organisations (2015)*

Accountability

Centre Managers
Program Leaders
Student Management Coordinators
International Student Coordinators
Student Management Centre staff