

VET Credit Transfer

Procedure

Code and version control:	VET02/30-05-2024
Procedure owner:	Director Education
Date approved by EGC:	1 October 2024
Date approved by CEO:	30 May 2024
Scheduled review date:	30 May 2027
Related policies and documents:	<p>Australian Qualifications Framework: National Principles and Operational Guidelines for Recognition of Prior Learning</p> <p>Standards for Registered Training Organisations (RTO) 2015 or successor</p> <p>VET Credit Transfer Policy</p> <p>VET Recognition of Prior Learning Policy and Procedure</p> <p>VET Credit Transfer - Application for Credit Transfer Form</p> <p>VET Credit Transfer - Mapping of Superseded Units Form</p> <p>VET Pre-Training Review Policy and Procedure</p> <p>VET Pre-Training Review Form</p> <p>International Student Recognition of Course Credit Procedure</p> <p>Delegation of Authority Policy and Register</p>

Purpose

To ensure that students undertaking accredited 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

- Information on Credit Transfer is provided to students through marketing materials. Student Management Coordinators, International Student Coordinators, Admissions staff, Program Leaders and the State/Territory National Coordinator 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 Application for Credit Transfer Form. Applications for Credit Transfer may be lodged at the time of application or at the latest, one week prior to the census date to allow for timely processing of the credits applied for. When indicated on their Pre-Training Review Form that the applicant wishes to apply for credit, a Credit Transfer Form is automatically sent to the applicant. Where required, students should seek assistance from Student Management Coordinators, Admissions staff, Program Leaders, International Student Coordinators or State/Territory National Coordinator when completing the forms.
- Students are required to attach certified copies of all academic transcripts, or third party digital qualification verification platform access, for applications of Credit Transfer for studies undertaken from other institutions or provide their Unique Student Identifier (USI) transcript details for the same

unit of study from one Australian Qualifications Framework (AQF) award to another AQF award.

- Credit Transfer may be granted from earlier training packages subject to the William Angliss Institute (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 Coordinators, International Student Coordinators or the State/Territory National Coordinator from the relevant teaching area will confirm that the Credit Transfer application is correctly completed and the original of the accompanying documentation has been sighted and that the unit for which Credit Transfer is being applied for is appropriate.
- The Student Management Leader, program Coordinators or the Program Leader will validate and sign-off on the Credit Transfer(s) 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 Program Leader may recommend that the student apply for Recognition of Prior Learning (RPL).
- On verification or determination of the eligibility for Credit Transfers from another RTO, the Student Management 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 Officers inform students in writing of the outcome of their application for Credit Transfer, detailing the units for which Credit Transfer has been granted.
- The Student Management Officers will upload a certified copy of the transcript, or digital equivalent, and the Credit Transfer application in Student Documents on SMS. Student records will be retained digitally within the SMS.
- Units that have been awarded credit/Advanced Standing do not incur a fee. In the case that credits are granted and substitute subjects are applied to maintain full-time study load, full semester fees will apply (international students).

WAI reserves the right to refuse entry to WAI 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.