

## Credit Transfer (CT) Policy & Procedures

---

---

# Credit Transfer (CT) Policy & Procedures

---

## Policy

### Introduction:

Australian Technical College Western Australia (ATCWA) ensures that where an international student applies for and is granted course credit, that it is appropriately reflected in the student's enrolment on PRISMS and that the credit awarded is provided and accepted by the student in writing.

### Purpose:

To ensure that ATCWA systematically and appropriately recognises course credit that is granted for recognition of prior learning and credit transfer within the ESOS framework. ATCWA is proactive in granting course credit for recognition of prior learning and credit transfer to students who demonstrate the competency in the units of competency that they applied for. Students are kept informed by ATCWA by giving the students a copy of the course credit granted for their records. If necessary, the duration of study is adjusted accordingly on the international student's Confirmation of Enrolment (CoE) on PRISMS and students are advised in writing of ATCWA granting a credit for recognition of prior learning, credit transfer and/or course credit.

### Scope:

This policy has been developed in accordance with Part B Standard 2 of the National Code 2018. It applies to all CRICOS registered courses offered by ATCWA for qualifications and Statements of Attainment issued under the Australian Qualifications Framework for international students.

### Staff Responsible:

- Enrolment Officer (EO)
- Student Support Officer (SSO)
- Academic Coordinator (AC)
- Director of Studies & Compliance (DOS)

---

## Definitions:

- International student: means international students or intending international students on a student visa under the Migration Act 1958.
- Credit Transfer: means national recognition, where the unit of competency, module or subject is equivalent and like for like.
- Recognition of Prior Learning (RPL): means an assessment process that involves assessment of an individual's relevant prior learning (including formal, informal and non-formal learning) to determine the credit outcomes of an individual application for credit.

## Alignment:

- National Code of Practice for Providers of Education and Training to Overseas Students 2018.

By establishing this policy, ATCWA aims to assure that they grant course/unit credits to international students for recognising their prior learning. Where an international student applies for course/unit credits, ATCWA staff must:

- a) Follow this documented procedure for granting and recording the course credits;
- b) Provide a record of the course credit granted to the student, which must be signed or otherwise accepted by the student, and be placed on the student's file; and
- c) Retain the written record of acceptance for two (2) years after the international student ceases to be an accepted student.

Where ATCWA grants course credits which leads to a shortening of the international student's CRICOS registered course, ATCWA must:

- a) If the course credit is granted before the international student visa grant, indicate the actual net course duration (as reduced by course credit) in the Confirmation of Enrolment (CoE) issued for that international student for that CRICOS registered course; and
- b) If the course credit is granted after the international student visa grant, report the change of course duration via PRISMS under Section 19 of the ESOS Act.

Where ATCWA accepts an Application for Course/unit credit from an international student, the assessment of that application must ensure that it complies with the underpinning educational framework of the course and preserves the integrity of the award to which that application applies.

---

## Procedure

### Granting Credits:

- Credit Transfer is the recognition of any equivalent study an international student has previously undertaken. To apply for credit transfer, the international student is required to provide evidence of the accredited study along with the *Application for Recognition of Prior Learning and/or Credit Transfer* form.
- Credit Transfer can only be granted if the unit code is equivalent otherwise it is a recognition of prior learning process and not a credit transfer.
- ATCWA charges \$250 of admin fee up to 10 units, for assessing a credit transfer request and to transfer credits. If the number of units is more than 10, an additional \$50 fee per unit will be charged for the additional units.
- A successful application for course credit may reduce the length of an international student's course thus, it must initially be assessed by the Academic Coordinator and approved by the DOS. If this occurs before the visa is granted, ATCWA will indicate the actual net course duration in the CoE issued for the student. If the credit is granted after the visa grant, the change in course duration is reported via PRISMS under the Section 19 of the Education Services for Overseas Students (ESOS) Act.
- If a student applies for CT after commencing the course, they must submit the CT application no later than 2 weeks from the commencement date of the course, but preferably prior to the commencement of the course.
- To gain course credit, the applicant must provide certified or original copies of evidence with their application. ATCWA will authenticate the documents submitted by;
  - ensuring they are the originals or certified documents;
  - directly accessing the USI transcript online and/or;
  - ATCWA may contact the organisation that delivered the training to confirm credentials.

- The assessment of the Application for Credit Transfer must preserve the integrity of the award to which it applies, including for example, but not limited to:
  - That it meets the underpinning educational framework requirements of the course and credit transfer is processed under the Standards for Registered Training Organisations (RTOs) 2015 or other relevant accreditation framework;
  - That the testimonials provided meet the authenticity and currency.
  
- If proceeded with the CT transfer, the student needs to confirm in writing and via their signature that:
  - Credit has been offered as a result of the application for Credit Transfer;
  - The number of credits granted;
  - Whether the credit transfer reduces the expected course duration as reflected on the Letter of Offer or CoE;
  - Acknowledgement that if the granted credits are accepted by the student, that it will or will not reduce the expected course duration on their CoE;
  - Confirmation by the student of the acceptance of credit granted or rejected.
  
- In the instance where a student provides original or certified copies of results from a previous provider, no credits will be granted until ATCWA verifies those records and, recognises those units of competence previously studied with the relevant provider.
  
- Where an international student provides original or certified copies of results from a previous provider, yet, the student does not apply for credit transfer, ATCWA will offer the student with the opportunity to apply for credit transfer. However, should the student decline the offer, the student should acknowledge the rejection of the offer by declaring "Credit Transfer Rejected".

## **Recording Credit Transfer:**

Where possible, during the enrolment process, students who intend to apply for credit transfers must inform ATCWA of their intention to apply for credit transfers, and their eligibility for receiving credits on the Enrolment Form.

- 
- If a student has indicated that they have an intention to apply for credit transfer, but it has not been applied for during the enrolment process, the student will again be asked to complete an application for Credit Transfer. *If the student does not wish to proceed*, the student will acknowledge the rejection of the CT offer by signing the declaration 'Credit Transfer Rejected'.
  - Evidence that can be used to support the Application for Credit Transfer can include, but not be limited to:
    - Transcripts from other providers (including for short courses where the courses have been assessed);
    - Units of competency completed under the Australian Qualifications Framework (AQF).
  - The Academic Coordinator will assess the CT application against the unit/qualification assessment requirements.
  - Based on the outcome of the CT application, the Enrolment Officer will proceed to issue a Letter of Offer with the expected course duration as confirmed by the Director of Studies or the Academic Coordinator. The Letter of Offer, together with the *Credit Transfer* form with the result of the assessment recorded, will be given to the student to sign and accept.
  - If the granting of credits leads to the shortening of the student's expected course duration, the Academic Coordinator must obtain approval from the Director of Studies and must:
    - Indicate the actual net course duration (as reduced by CT) on the Application for Credit Transfer and request the EO to record the revised expected course duration of the CoE on PRISMS, if the course credit is granted before the student visa is granted; or
    - Indicate on the Application for Credit Transfer allowing the EO to report the change of course duration via PRISMS under Section 19 of the ESOS Act if the credits are granted after the student visa is granted.

- 
- If the student is not satisfied with the outcome of the assessment of their *Application for Credit Transfer* are provided with information in relation to their right to access the ATCWA Complaints and Appeals Policy & Procedure.
  - All CT documentation including the student's acceptance must be kept on the student's file. The Enrolment Officer is responsible for this task.

## **Reduction of Course Fees for Credit Transfer of Units:**

- A reduction of course fees for individual units of competency attained through the *Credit Transfer* process will not be given if the unit is a part of a clustered or holistic delivery and assessment arrangement.
- The process for calculating credit transfer amount per unit will be based on the total course fees divided by the number of units of the qualification. Accordingly, the total amount that will be deducted due to CT will be adjusted against the total cost of the course. The EO will update the records on the RTO Manager and inform the student with all the fees and charges applicable including the \$250 CT transfer fees.

## Procedure

### For External Applicants:

1. Any student seeking to apply for CT must submit a CT form along with the enrolment form.
2. Regardless of the number of units, an additional \$250 CT fee is payable to process the CT request.
3. The Enrolment Officer must provide the completed CT application, the required evidence, and the payment receipt to the Academic Coordinator before the CoE is issued. The outcome of the CT application will decide the duration of the CoE.
4. The standard time for assessing a CT application is three (3) working days; thus, AC must submit the outcome of the CT application to the Director of Compliance for approval.
5. Once approved, the AC must confirm with the Enrolment Officer of the duration of the exact study period. The CoE duration must follow the approved study period.
6. Units for which CT will be granted must be enrolled in the RTO Manager and updated with the outcome showing as CT. This must be done within a week of CT being approved, and before commencing the term.
7. AC must maintain a CT Register to track the CT applications, and a hard copy of the approved CT application must be enclosed in the student file.
8. If a student applies for a CT after commencing the course, the same procedure and timelines must be followed. AC must obtain approval from DOS if the student's non-study period (Study Gap) exceeds three weeks due to the credits being granted.

### For Internal/ATCWA Pathway Students:

1. CT for these students must be processed before they commence the new course.
2. Internal CT application must be completed and signed by the AC.
3. Units for which CT will be granted must be enrolled in the RTO Manager and updated with the outcome showing as CT. AC may coordinate with AA to update the CT outcomes in the RTO Manager. This must be done within a week of CT being approved.

4. AC must update a CT Register to track the CT applications and enclose a copy of the completed CT application in the student folder.
5. No fees to be paid by the student.
6. No study gaps due to CT units.

## Supporting Documents:

- Enrolment form
- Credit Transfer application
- Complaints and appeals policy & procedure;
- Complaints and appeals form

Version Control			
Version	Date	Performed by	Change Description
1.0	6 June 2019	ATCWA	Creation of policy
2.0	17 February 2020	ATCWA	Review of policy
3.0	15 February 2021	DOS/Compliance	Annual review- Changes to the entire policy and procedure with a clarity of RPL & CT
4.0	13 February 2022	DOS/Compliance	Annual review- Amended the staff responsibilities and eliminated the section "RPL".
5.0	12 February 2023	DOS/Compliance	Annual review- Changes to the procedure.
6.0	10 February 2024	DOS/Compliance	Annual review- Changes to the procedure to meet with the current practices.
7.0	20 July 2025	DOS/Compliance	Annual review- Changes to the titles of the staff responsible and the procedure.
8.0	7 June 2026	DOS/Compliance	Annual review- Minor changes to the structure, definitions and the procedures.