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| Version | 2.0 |
| Last Amended | 16 January 2017 |
| Approved By | CEO |
| Date Approved | 16 January 2017 |
| Reference | Credit Transfer Policy and Procedures v2.0 |

Credit Transfer Policy and Procedures

1 Purpose:

The purpose of this policy is to facilitate a process for Windsor to recognise AQF and VET qualifications and VET statements of attainment issued by any other RTO. Student can apply for the course credit/s at the time of enrolment or within two weeks of commencement of studies. Windsor will process and give student a record of the course credit/s. Course credit/s may lead to a shortening of a student's course duration.

Policy Statement:

Windsor accepts and provides credit to learners for units of competency and/or modules (unless licensing or regulatory requirements prevent this) where these are evidenced by:

- a) AQF certification documentation issued by any other RTO or AQF authorised issuing organisation;
- or
- b) authenticated VET transcripts issued by the Registrar.

Windsor appropriately recognises course credit within the ESOS framework.

Windsor will provide a record of the course credit to the student, which must be signed or otherwise accepted by the student, and place it on the student's file.

If Windsor grants the student course credit which leads to a shortening of the student's course, Windsor must:

- a) if the course credit is granted before the student visa grant, indicate the actual net course duration (as reduced by course credit) in the confirmation of enrolment issued for that student for that course, or
- b) if the course credit is granted after the student visa grant, report the change of course duration via PRISMS under section 19 of the ESOS Act.

2 Scope

This policy applies to:

- Students enrolled at Windsor
- Windsor Marketing, Admissions, Academic, Student Services and Administrative staff.

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Windsor College Pty Ltd trading as Windsor College - RTO Provider Code 41090 - CRICOS Code: 03560K – ABN 93 602 498 055

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All staff are made aware of the requirements of this policy through staff induction, regular meetings, staff updates and continuous improvement practices. Students are made aware of this policy through Student Prospectus, the College's website, Student Handbook, and during the enrolment and orientation processes.

3 Requirement:

- Students must attach the certified copies of relevant documents with their application, attach to the Credit Transfer Form. Alternatively, students can bring their original documents to college, which will be copied and signed as sighted. Only completed application will be processed.
- Examples of documents may be required include but not limited to:
 - Verified transcript(s) of past academic record(s) indicating the course(s) completed, year completed and grade obtained (including details of the grading system)
 - Supporting documentation must be a certified copy and translated in English if applicable;
 - A copy of the course description, including the syllabus or handbook outline; and
 - Any other information required by the Director of Studies
- Windsor endeavours to complete the application assessment process within 14 working days of receiving an application or as soon as practical.
- Records of all course credit applications and the outcome will be placed on student's file.

4 Procedure

- 1) All students are made aware of their opportunity to applying for course credits using a "Credit Transfer form". This is also supported with the information provided in the Student Prospectus, the College's website, and the Student handbook.
- 2) Students who have completed a Nationally Recognised qualification / unit that have the exact same code as a unit currently enrolled will be eligible for credit transfer for the similar unit(s).
- 3) Student must provide the original certificate to be sighted by the Enrolment Officer / Student Support Officer or certified copied of original document to verify the Credit Transfer and attach to the Credit Transfer Form.
- 4) Once the complete application is received by Enrolment Officer , a copy is made and is placed on student's file. Windsor shall not keep original certificates at any time.
- 5) The application is then forwarded to the Director of Studies for assessment and outcomes determination.

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- 6) Once the assessment is made, the Director of Studies informs the Student Support Officer of the outcome. The outcome is noted on the *Credit Transfer Form*. A copy of this document is then forwarded to the student.
- 7) Where student accepts the outcome and course duration is reduced as a result of course credits, the CEO / Director of Studies will make relevant variations in student's COE via PRISMS.
- 8) Students who are not satisfied with the outcome of their application can appeal the decision using the procedure as detailed in Windsor's Complaints and Appeals policy.

5 Related Standard

This policy/procedure supports 'Standard 9' of the 'National Code of Practice for Registration Authorities & Providers of Education & Training to Overseas Students 2007'.

6 Related Documents/Forms

1. Credit Transfer Form

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