

Version	3.0
Last Amended	23 February 2018
Approved By	CEO
Date Approved	23 February 2018
Reference	Credit Transfer Policy and Procedures v3.0

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.

2 Policy Statements

- 2.1 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.
- 2.2 Windsor has and implements this documented policy and procedure for assessing and recording and granting and recording course credit, if it intends to assess or grant course credit. The decision to assess or grant course credit must preserve the integrity of the award to which it applies and comply with requirements of the underpinning educational framework of the course.
- 2.3 If Windsor grants course credit to an overseas student, the College must give a written record of the decision to the overseas student to accept and retain the written record of acceptance for two years after the overseas student ceases to be an accepted student.
- 2.4 If Windsor grants the overseas student course credit that reduces the overseas student's course length, the College must:
- a) inform the student of the reduced course duration following granting of course credit and ensure the confirmation of enrolment (CoE) is issued only for the reduced duration of the course
 - b) report any change in course duration in PRISMS if course credit is granted after the overseas student's visa is granted.

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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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3 Scope

This policy applies to:

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

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.

4 Procedure

Requirements:

- 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.

Procedure

- 1) All students are made aware of their opportunity to applying for course credit 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.

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- 5) The application is then forwarded to the Director of Studies for assessment and outcomes determination.
- 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 2' of the ESOS National Code 2018.

6 Related Documents/Forms

1. Credit Transfer Form

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