

CREDIT TRANSFER APPLICATION FORM

SECTION 1 – CLIENT & VISIT DETAILS

Client Name:		Client No:	
Qualification / Course:			
Assessor Name:		Date:	

SECTION 2 – APPLICATION AND DECLARATION

Client:

I wish to apply for credit transfer for the units of competency/modules listed below.

I have attached an original copy of certification documentation from another RTO.

I declare that the certification documentation supplied is legitimate, true and correct.

I understand that the Assessor will verify my certification documentation for validity.

Assessor Name:		Date:	
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SECTION 3 – UNITS /MODULES OUTCOME

Unit Code	Unit Name	Assessor Only			
		Evidence supplied	Evidence Verified	Assessment Outcome	Assessor Initial
		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>		

SECTION 4 – ASSESSOR JUDGEMENT AND DECLARATION

I declare that if have verified certification documentation supplied is legitimate, true and correct.

Assessor Signature:		Date:	
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ADMIN USE

I declare that if I have verified certification documentation supplied is legitimate, true and correct.

SMS Updated	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date		initial	
Client file updated	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date		initial	

Recognition

Purpose:

We are committed to providing quality training and assessment per the Registered Training Organisations (SNRs 2015) and Standard 2: Recruitment of an overseas student National Code of Practice for Providers of Education and Training to Overseas Students 2018. As such, it is required to offer recognition to all clients and to implement an assessment system that ensures that assessment (including recognition of prior learning) complies with assessment requirements of Training Packages and VET Accredited course, the Principles of Assessment (POA) and Rules of Evidence (ROE).

Standard reference:

Standard 1 Clause 1.1, 1.2, 1.4, 1.8, 1.12,
Standard 3 Clause 3.5

Standard 2: Recruitment of an overseas student National Code of Practice for Providers of Education and Training to Overseas Students 2018

Who is responsible:

The CEO is responsible for ensuring compliance with this policy

Review date:

Every 12 months

Definitions:

The following words and expressions have the following specific meaning: the Standards for Registered Training Organisations (RTOs) 2015.

AQF certification documentation is the set of official documents that confirm an AQF qualification or statement of attainment issued to an individual.

AQF qualification means an AQF qualification type endorsed in a training package or accredited in a VET accredited course.

Assessment means the process of collecting evidence and making judgements on whether competency achieved to confirm that an individual can perform to the standard required in the workplace, as specified in a training package or VET accredited course.

The assessment system is a coordinated set of documented policies and procedures (including assessment materials and tools) that ensure assessments are consistent and based on the Principles of Assessment and the Rules of Evidence

Authenticated VET transcript has the meaning given in the Student Identifiers Act 2014. Competency means the consistent application of knowledge and skill to the standard of performance required in the workplace. It embodies the ability to transfer and apply skills and knowledge to new situations and environments.

Module means a group of learning outcomes in a VET accredited course, meaning it is impossible to develop an appropriate competency unit.

Recognition of Prior Learning (RPL) means an assessment process that assesses the competency/s of an individual that may have been acquired through formal, non-formal and informal learning to determine the extent to which that individual meets the requirements specified in the training package or VET accredited courses.

Formal learning refers to learning through a structured program of instruction and linked to attaining an AQF qualification or statement of attainment (for example, a certificate, diploma, or university degree).

Non-formal learning refers to learning that takes place through a structured program of instruction. Still, it does not lead to attaining an AQF qualification or statement of attainment (for example, in-house professional development programs conducted by a business). and

Informal learning refers to learning that results through the experience of work-related, social, family, hobby, or leisure activities (for example, the acquisition of interpersonal skills developed through several years as a sales representative).

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Registrar has the meaning given in the Student Identifiers Act 2014.

Statement of attainment means a statement issued to a person confirming that the person has satisfied the requirements of the unit/s of competency or accredited short course specified in the statement.

Unit of competency means the specification of the standards of performance required in the workplace as defined in a training package

Policy:

We are committed to providing effective processes for Recognition options to all current and prospective clients.

We will ensure that:

- It implements an assessment system that ensures RPL assessments comply with relevant Training Packages' assessment requirements, VET Accredited Courses.
- RPL assessment conducted per the Principles of Assessment (POA).
- RPL assessment conducted per the Rules of Evidence (ROE).
- Recognition offered to all clients on enrolment.
- Adequate information and support are provided to clients to understand the process and gather reliable evidence to support their recognition claim.
- all Recognition applications processed per the Assessment Policy. and
- it gives appropriate recognition to AQF Certification documentation issued by other RTOs. (Credit Transfer)

RPL and course credits offered to international students.

Suppose we intend to assess RPL or grant course credits. In that case, we will ensure this documented policy and process for assessing and recording RPL and giving and recording course credits followed:

- The decision to assess RPL or grant course credits maintains the integrity of the qualification. It complies with the requirements of the educational framework of the course.
- When granting RPL or course credits, we will give the overseas student a written record to accept and retain the written form of acceptance for two years after the overseas student ceases to be an admitted student.
- RPL or course credits granted that reduces the overseas student's course length will inform the overseas student of the reduced course duration and issue a Confirmation of Enrolment (COE) for the course's reduced period.
- We will also report any change in course duration in its registration
- and International Student Management System (PRISMS) any RPL or course credits granted after the overseas student's visa is granted

Procedure:

- Recognition is made available to any person commencing a course with our RTO.
- Recognition of Prior Learning (RPL) is the determination, on an individual basis, of the skills and knowledge currently held by the learner acquired through formal, non-formal and informal learning.
- Use recognition to determine the advanced standing or 'credit' for a training program that the learner awarded due to their prior knowledge, skills, and experience.
- Recognition is an alternative pathway to an AQF qualification or Statement of Attainment.
- The recognition assessment process is subject to all provisions of the "Assessment Policy."
- Recognition assessment decisions must comply with the Principles of Assessment and Rules of Evidence as outlined in the Standards for RTOs and Assessment Policy. (See Assessment Policy)
- All clients may apply for formal recognition of existing competencies against an AQF qualification / Accredited course/unit of competency /module registered to deliver.
- The onus is upon the candidate to demonstrate competence to the assessors' satisfaction, including certification documentation.

Competency derived from many sources:

- Work experiences
- Work product
- Life experience
- Training programs offered by industry, private or community-based providers which may or may not be formally recognised
- Training programs overseas undertook as credited or non accredited courses

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- Informal learning programs
- Certification from another RTO
- Only accredited and approved assessors will conduct Recognition assessments on behalf of: (See Assessment Policy)
- Recognition assessments must comply with the assessment requirements detailed in the relevant Training Package and VET Accredited course.
- Recognition application and assessments are subject to fees as outlined in 'Schedule of Fees'.
- The minimum acceptable claim for recognition is a Unit of competency/module.
- Certification documentation will not be issued until all relevant fees paid in full. (See Certification Policy)
- Provide information on recognition processes and arrangements to clients and prospective clients.
- An applicant, who has undertaken a course that is not competency-based, can gain credit transfer into a competency-based course for mapping of competency justified.

Credit Transfer

- We will accept and mutually recognise the decisions and outcomes of any RTO or body in partnership with an RTO, thereby ensuring mutual acceptance throughout Australia of the qualifications and Statements of Attainment awarded by other RTO's AQF authorised issuing organisations.
- We recognise AQF certification documentation from other RTOs. After reviewing and verifying the validity, the Registrar's authenticated VET transcripts will apply a credit to all relevant competency/modules units.
- Credit Transfer applies when the client's certification documentation contains the same national competency code as part of the training and assessment program.
- Certification presented as certified copies. An authorised signatory or CEO must sign certified copies to verify authenticity.
- Original Certification documentation returned to the applicant.
- We are not obliged to issue an AQF qualification or Statement of Attainment achieved wholly by recognising units and modules completed at another RTO or RTOs. (i.e. the client cannot meet all their learning and assessment with another RTO and request to issue the qualification under-recognition)
- The amount of recognition contributing to the issuance of certification documentation (i.e. using units/modules completed at other RTOs) is at the CEO's discretion.
- For clients wanting refresher training in a unit/module previously awarded recognition, must note this is optional and that doing the assessment is unnecessary
- The recognised AQF qualification and attributed units/modules form part of another AQF qualification. The client enrolled in the additional units required to complete the new qualification.
- Fees will reflect a reduced learning load.

Procedure: Recognition of Prior Learning/Current Competencies

- Initial Enquiry and Client briefing

The Client:

- enquires regarding RPL.

The administrator must:

- Discuss with the client to determine if the client already possesses certification documentation relevant to unit/modes from another RTO.
- If the client already has certification documentation relevant to unit/modes from another RTO, refer to the Credit Transfer procedure below.
- If the client does not have certification documentation relevant to unit/modes from another RTO:
- Explain the process of RPL and requirements regarding assessment.
- Provide client with 'RPL Application form'.
- Confirm and book a time for the client to submit the 'RPL Application form' with an Assessor.

The Assessor must:

- Meet with the client. Accept 'RPL Application form'.

Inform clients assessment requirements, including:

- Expectations of the client.

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- Types of evidence.
- RPL assessment process.
- Principles of assessment.
- Rules of evidence.
- Submission timeframes.
- Confirm the units /modules the client is seeking to complete as RPL.
- Supply RPL information and documentation to the client.
- Conduct an assessment briefing session with the client to confirm each unit/module/cluster's assessment requirements. We are identifying assessment tasks, specific standards or learning outcomes that apply to units/modules.
- Complete 'Client Meeting Form'.
- Provide 'RPL Application form', 'Client Meeting Form' to Admin for Enrolment processing.

RPL Assessment - The Client:

- completes all assessment requirements for each unit/module/cluster.
- Takes and keeps a copy of the completed assessment before submission.
- Submits assessment to Admin for marking.

The administrator must:

- Upon receipt of assessment submission, stamp/note the date the assessment was received.
- Enter the details of the assessment submission into:
- Assessment Received Register.
- Student information in SMS
- Provide a copy of unmarked Assessment to Assessor for marking.

Making Assessment judgement - The Assessor must:

- Mark assessments in order of date received, ensuring all assessments marked within two (2) weeks of receipt.
- Use the Assessment Marking Guide for the unit/module to assist with judgement.
- Where reasonable, if minor clarification is required from the client to determine a successful outcome, contact the client by telephone and discuss.
- Make relevant assessment judgement taking into account:
- Elements and performance criteria for the unit/module.
- Assessment requirements.
- Principles of Assessment. and
- Rules of Evidence.
- Take into consideration the competency standard in the workplace.
- Complete all relevant documentation, including the Assessment Outcome Sheet.
- Provide written feedback on assessment and Assessment Outcome Sheet, as appropriate.
- Contact/ Meet with the client, provide feedback and assessment outcome, and advise on any further evidence requirements or training, as appropriate.
- Advise client of the right to appeal.
- Complete 'Client Meeting Form'.
- Enter notes into Client records on SMS.
- Forward all assessment documentation to Admin for processing.

Processing Marked Assessments - The administrator must:

- If Assessment judgement is "NYS":
- File all Assessment documentation onto the Client File. (Full Assessment submissions and records kept on file for a minimum of six (6) months.)
- Update client record in SMS with assessment result.
- Update the Assessment Outcome Tracking Form on the Client File.
- Update the Assessment Received Register.
- If Assessment judgement is "S":
- Update client record in SMS with assessment result.
- Update the Assessment Outcome Tracking Form on the Client File.
- Update the Assessment Received Register.
- File all Assessment documentation onto the Client File. (Full Assessment submissions and records kept on file for a minimum

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of six (6) months.)

- If the client is due for the Issuance of Certification Documentation, refer to Certification Issuance Procedures

Client completes further assessment submission - The Client:

- satisfies all assessment requirements for each unit/module/cluster.
- Takes and keeps a copy of the completed assessment before submission.
- Submits assessment to Admin for marking.

Receiving further Assessment submissions - The administrator must:

- If this is the second (2nd) submission of an Assessment for the same unit/module,
- If this is the third (3rd) submission of an Assessment for the same unit/module:
- Upon receipt of assessment submission, stamp/note the date the assessment was received.
- Enter the details of the assessment submission into
- Assessment Received Register. and
- Student information in SMS.
- Advise the client of the re-submission fee.
- Raise and send an invoice to the client for re-submission.
- Invoice paid before assessment marked.
- Once the re-submission invoice has been paid, follow the process above
- Suppose this is the fourth (4th or more) submission of an Assessment. The client advised they must re-enrol in the unit/module again.
- Standard course fees apply.

Assessment Evaluation - The administrator must:

- Provide client with 'Assessment Evaluation form'. Refer to Evaluation Procedures.

Procedure - Credit Transfer – With Certification Documentation from Another RTO

Initial Enquiry and Client briefing - The Client

- enquires Credit Transfer.

The administrator must

- Discuss with the client to determine if the client already possesses certification documentation relevant to unit/modes from another RTO.
- If the client already has certification documentation relevant to unit/modes from another RTO, provide 'Credit Transfer Application Form'.
- Explain the process of Credit transfer with the client.

The Client:

- completes all 'Credit Transfer Application Form'. Attaching an original copy of certification documentation with the application.
- Takes and keeps a copy of the completed assessment before submission.
- Submit assessment to the admin team for evaluation

Making Assessment judgement - The Assessor must:

- Review 'Credit Transfer Application Form'.
- Verify validity with another RTO.
- Confirm unit/module codes and equivalence.
- Make assessment judgement and complete assessment 'Credit Transfer Application Form'.
- Complete all relevant documentation, including the Assessment Outcome Sheet.
- Contact/ Meet with the client, providing feedback and assessment outcome, and advise on any further evidence requirements or training, as appropriate.
- Advise client of the right to appeal.
- Enter notes into Client records on SMS.
- Forward all assessment documentation to Admin for processing.

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The Assessor must:

- Complete 'Assessor Evaluation Form'.
- Submit completed form to Admin.

Records management:

Appeals

Clients have the right to appeal a Recognition Assessment decision. (See Appeals and Complaints Policy)

Access and Equity

Clients have fair and equal rights to assessment, including recognition. (See Access and Equity Policy)

Records Management

All documentation from Recognition processes is maintained per Records Management Policy. (See Records Management Policy)

Monitoring and Improvement

All Recognition practices monitored by the CEO and areas for improvement identified and actioned. (See Continuous Improvement Policy)

Forms

Recognition application

Credit Transfer application

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