

## QA1.5 Credit Transfer Policy and Procedures

<b>Policy Code</b>	QA1.5
<b>Standard Reference</b>	RTO Standards 2025 — Outcome Standards 1 & 4.4   AQF Credit Arrangements
<b>Responsible Officer</b>	Administration Manager / Academic Manager
<b>Review Cycle</b>	Annual

### QA1.5.1 Purpose

This policy ensures that WEI recognises and processes Credit Transfer (CT) applications in a consistent, timely, and transparent manner, in accordance with the RTO Standards 2025, the AQF credit arrangements, and the requirements of the National Code 2018 for international students.

### QA1.5.2 Policy Statement

WEI recognises qualifications, Statements of Results, and Statements of Attainment issued by any other Registered Training Organisation (RTO) registered under the National VET Regulator Act 2011. WEI ensures that:

- Credit transfer information is provided to all students prior to enrolment as part of pre-enrolment information and in the Student Handbook.
- CT applications are assessed fairly, consistently, and promptly by a qualified Training Manager.
- CT is clearly distinguished from RPL — CT recognises completed identical units; RPL assesses prior learning and experience against unit outcomes.
- For international students, CoE duration and PRISMS records are updated to reflect approved CT outcomes within required timeframes.

### QA1.5.3 CT Eligibility

- CT applies to qualifications and statements issued by any registered VET provider, granting exemptions or advanced standing for identical units completed with another registered provider.
- Internal CT: students who have successfully completed the same unit(s) at WEI are automatically granted CT on those units.
- CT does not apply to units that are substantially similar but not identical — such cases may be referred for RPL assessment if the student wishes to seek recognition.
- Reduced course duration due to CT is based on available timetable scheduling.

### QA1.5.4 CT Application Procedures

Procedure / Action	Responsibility
Student completes CT Application Form and submits with original or certified copy of Statement of Results or Statement of Attainment to Administration Manager.	Student / Administration Manager
Administration Manager verifies the authenticity of the submitted documentation, including confirming the issuing RTO's registration at the time of completion.	Administration Manager
Administration Manager forwards application to Training Manager for review. Training Manager checks that the unit codes and titles are identical and that the issuing RTO was registered.	Training Manager
Training Manager approves or declines the CT. Decision is	Training Manager

documented and signed by the Training Manager. Any decline includes written reasons.	
CT outcome is recorded as a unit outcome in the student's Admin File and in the Student Management System (Vettrak). All supporting documents are filed.	Administration Team
Student's course schedule is reviewed and updated to reflect CT outcomes. Reductions in scheduled attendance are recorded in the student's file.	Administration Team
For international students: course duration deduction is updated on the Confirmation of Enrolment (CoE) if prior to visa issue, or via PRISMS if after visa issue. Compliance Manager is notified.	Administration Team / Compliance Manager

## QA1.5.5 Record Keeping

All CT records — including the application form, supporting documentation, verification evidence, and decision — are retained in the student's file for a minimum of 5 years post-completion. For international students, PRISMS update evidence is also retained.

## QA1.5.6 Appeals

Students who believe a CT decision is incorrect or unfair may lodge an appeal in accordance with WEI's Complaints and Appeals Policy. The appeal must be lodged within 20 working days of receiving the CT decision.