

## CREDIT TRANSFER

### POLICY STATEMENT

The purpose of this document is to provide a consistent set of principles under which REIWA Training will recognise the AQF qualifications and statements of attainment issued by other Registered Training Organisations.

### SCOPE

REIWA Training as a registered training organisation (RTO) is committed to providing quality training and assessment in accordance with the Standards for Registered Training Organisations (RTOs) 2015. As such, REIWA is required to have appropriate processes and procedures in place for the recognition of AQF qualifications and Statements of Attainment issued by any other RTO throughout Australia.

In addition REIWA Training works closely with the Department of Mines, Industry Regulation and Safety (DMIRS), the regulator of real estate licensing in WA, and in doing so has to align the mutual recognition responsibilities existing between states and territories in real estate licensing with recognition responsibilities of an RTO.

### APPLICATION

REIWA Training will recognise the AQF qualifications and Statements of Attainment issued by any other Registered Training Organisation.

To claim mutual recognition, a student must provide the original or a certified copy of the AQF qualification or Statement of Attainment to REIWA Training.

### PROCEDURE

All persons who have successfully obtained competency in unit(s) of competency or qualification within a training package from a Registered Training Organisation (RTO) are entitled to gain recognition by any other RTO for those competencies.

1. Information relating to the opportunity to apply for credit transfer will be available on the REIWA Training website.
2. Enrolling students will be advised of the availability of credit transfer.
3. Students will submit the qualification and academic record or Statement of Attainment. The original documents or a certified copy will have to be provided.
4. The enrolling officer will, copy the student records, and stamp the copy that the originals or a certified copy have been sighted.

5. The original documents will be returned to the student and the copies filed in the student record.
6. The enrolling officer will check the training.gov.au website and confirm that the award has been provided by a Registered Training Organisation with scope to deliver the award.
7. If there are any discrepancies, the enrolling officer will contact the issuing RTO to confirm the award.
8. Upon authentication of the student records provided, the enrolling officer will determine the currency of the awards.
9. REIWA Training will recognise qualifications and statements of attainment completed within the current training package and with the current unit codes.
10. If the awards are accepted, the enrolling officer will enter the units of competence in the student management system as a credit transfer and create an event in the student record.

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### REVIEW OF THE POLICY

This is a controlled document. It may only be changed on the authority of the Executive Manager Training.

**AUTHOR OF POLICY:** Lesley Reagon - Executive Manager Training

**DATE REVIEWED:** September 2018

**DATE TO BE REVIEWED:** September 2020

### VERSION CONTROL

Version	Page	Revision Details	Changed by	Date
1.0	All	Review Rebranding REIWA Learning to REIWA Training AQTF to Standards for RTOs 2015	Liz McIlhone	June 2015
1.00	All	No changes	Liz McIlhone	May 2017
2.00	All	Changes name of industry regulator  Requirement to sight the original qualification or a certified copy  Removal of the credit transfer application form from the process	Lesley Reagon	Aug 2018