

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 Commerce (the DOC), 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 a 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 mutual recognition will be available on the REIWA Training website, and on program enrolment forms.
2. Enrolling students will be advised of the availability of mutual recognition.
3. Enrolling students will be provided with access to the REIWA Training Credit Transfer Application form.
4. Students will submit the Application form together with the qualification and academic record or Statement of Attainment. The original documents will have to be provided.

5. The enrolling officer will complete and countersign the Application form, copy the student records, and stamp the copy that the originals have been sighted.
6. The original documents will be returned to the student and the copies filed in the student record.
7. 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.
8. If there are any discrepancies, the enrolling officer will contact the issuing RTO to confirm the award.
9. Upon authentication of the student records provided, the enrolling officer will determine the currency of the awards.
10. REIWA Training will recognise qualifications and statements of attainment completed within the current training package and with the current unit codes.
11. If the awards are accepted, the enrolling officer will enter the units of competence in the student management system as a credit transfer.
12. Copies of awards will be scanned and stored in VETtrak education history.

ASSOCIATED DOCUMENTS:

- Credit Transfer Application Form

CREDIT TRANSFER

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: Liz McIlhone - Executive Manager Training

DATE REVIEWED: May 2017

DATE TO BE REVIEWED: May 2019

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