

CM REF: TWD/D24/0102766



Government of Western Australia
Department of Training
and Workforce Development

**TAFE INTERNATIONAL WESTERN AUSTRALIA CREDIT TRANSFER
POLICY**

EFFECTIVE: 5 JUNE 2024

VERSION: 1.0

All policy and procedural statements contained within this document are lawful orders for the purposes of section 80(a) of the Public Sector Management Act 1994 (WA) and are therefore to be observed by all Department of Training and Workforce Development employees.

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1. POLICY STATEMENT

This policy outlines the process and administration of credit transfer for international students who have been accepted to enrol with TAFE International Western Australia (TIWA).

2. SCOPE

This policy applies to the credit transfer process for all international students accepted to enrol with TIWA.

3. PRINCIPLES

Any decision made by TIWA with regards to credit transfer, and with regards to the granting of course credit is made in support of:

- preserving the integrity of the award to which it applies; and
- complying with requirements of the underpinning educational framework of the training product.

4. BACKGROUND

The *Standards for Registered Training Organisations (RTOs) 2015* (or their successor) outlines requirements TIWA must adhere to regarding credit transfer. In addition, Standard 2 of the *National Code of Practice for Providers of Education and Training to Overseas Students 2018* outlines the requirements for TIWA to manage course credit.

RTOs must develop and implement strategies for training and assessment that consider the characteristics, skill and experiences of each individual learner.

TIWA will only recognise course credit (or equivalence) prior to enrolment if a student has successfully completed a Nationally Recognised Training (NRT) unit of competency that has been certificated by another Australian Registered Training Organisation (RTO) or Australian Qualifications Framework (AQF) authorised issuing organisation in Australia. TIWA does not recognise any other studies a student may have completed.

5. DEFINITIONS AND ACRONYMS

5.1 Australian Qualifications Framework (AQF)

The Australian Qualifications Framework (AQF) is the national Australian policy for regulated qualifications in Australian education and training and specifies the standards for educational qualifications in Australia. The AQF incorporates the qualifications from each education and training sector into a single comprehensive national qualifications framework.

5.2 CoE

Means Confirmation of Enrolment, which is an official document, provided electronically, which is issued by an RTO to an international student after they have accepted the offer of a place in a course. The CoE must be submitted to the Department of Home Affairs as part of an application for a student visa as it confirms the student's eligibility to enrol in the specified course.

5.3 Credit

Credit is the recognition of a competency currently held relevant to a course in which the student is enrolled. Granting of credit reduces the amount of learning required to achieve a qualification as it would typically result in an exemption from enrolment in a particular part or unit of a course.

5.4 Mutual Recognition

Qualifications and statements of attainment issued by any RTO are accepted and recognised by all other RTOs. Students are granted an exemption for relevant units identified through mutual recognition.

5.5 PRISMS

Means the Provider Registration and International Students Management System. PRISMS is the information management system used by Department of Education and the Department of Home Affairs to record international student program enrolment details.

5.6 TIWA

TAFE International Western Australia (TIWA) is the unit within the Western Australian (WA) Department of Training and Workforce Development responsible for the recruitment, admission and enrolment of international students studying at WA TAFE colleges and WA Government schools. TIWA is a Registered Training Organisation (RTO) and CRICOS registered provider.

6. PROCEDURES**6.1 Information for students**

Information on TIWA's *International Student Credit Transfer Policy* will be made available to international students via:

- Letter of Offer documentation;
- TIWA's International Student Support Guide;
- TAFE college course descriptions, learning and assessment strategies, or delivery and assessment plans; and
- TIWA's website.

6.2 Determining course entry (prior to commencement)

6.2.1 Upon receipt of an application for enrolment, TIWA's Admissions staff will complete a review of a student's previous education and training. This will include mutual recognition of previous AQF qualifications or units of competency as appropriate.

6.2.2 The purpose of this review is to confirm a prospective student meets course entry requirements, and to assess the most appropriate course entry point. This process will not result in the issuing of a qualification to the student.

6.2.3 As required, TIWA may consult relevant TAFE college staff (for TAFE students), or relevant Western Australian Government school staff (for school students) to ensure that the most appropriate course entry point for a student is recommended. For school students, year level placement is primarily determined by the student's date of birth.

6.2.4 To grant course credit for a prospective TAFE student, the student would need to demonstrate competency and completion of a NRT unit, which would have to be the same as the unit in the qualification they

are applying to enrol in (or a unit deemed equivalent in that Training Package).

- 6.2.5 Records of students' education history (including any AQF qualifications or units of competency) will be recorded by TIWA in the student's file in its database.
- 6.2.6 TIWA will record any granting of course credit prior to enrolment in the student's file in its database.

6.3 Outcome of a successful credit transfer application

- 6.3.1 Where a student has been assessed as successful to receive credit transfer for a unit/s, the TAFE college will forward a Course Load Adjustment Form to TIWA. This form indicates the units awarded through the credit transfer process and the percentage of the total course for which the student has been credited. The amount credited is based on the total Student Contact Hours for the course.
- 6.3.2 Where a student has been assessed as successful to be granted credit transfer, TIWA will issue the student with a written record of the decision, for the student to accept the application of credit.
- 6.3.3 TIWA will retain the written record of the student's acceptance for two years after the student ceases to be an accepted student.
- 6.3.4 TIWA will calculate fees based on pro-rata units the student is enrolled in at the date the credit transfer was approved by the TAFE college.
- 6.3.5 TIWA will ensure that any refund due to the student will be either:
 - credited towards the student's fees for the following semester;
 - or
 - paid directly to the student's nominated bank account if the credit is granted in the student's final semester.
- 6.3.6 The units credited as a result of the credit transfer will be recorded on a TIWA badged academic transcript issued from the student management system.
- 6.3.7 TIWA will record the granting of credit transfer, via the Course Load Adjustment Form, in the student's file in its database.
- 6.3.8 Where a student is granted credit transfer which results in a reduced expected course duration, TIWA will:
 - notify the student in writing;
 - update the student's enrolment details in PRISMS to ensure that the revised course duration has been reported; and
 - ensure the student's CoE's are issued only for the reduced duration of the course.

6.4 Adjustment to a student's program of study

- 6.4.1 When credit transfer is granted, a student's program of study should, where practical, be re-scheduled by bringing units forward or by using elective units to maintain a full study load for the student. Any extra units completed over and above qualification requirements will be

recorded on a TIWA badged academic transcript issued from the student management system.

6.4.2 Students do not need to undertake units that are additional to their current study program, in order to make up a full-time study load for that semester.

6.4.3 If it is not possible to re-schedule a student's program as outlined in 6.4.1 due to the timetabling of units, then the TAFE college must provide documented evidence in the student's file that a genuine effort was made for the student to achieve a full study load in that semester.

6.5 Outcome of an unsuccessful credit transfer application

6.5.1 Where an application for credit is not successful, students will be notified in writing by the relevant TAFE college and should continue to attend scheduled classes.

7. GUIDELINES

N/A

8. RELATED POLICIES AND OTHER RELATED DOCUMENTS

- *Course Load Adjustment Form*
- *International Student Admissions and Enrolment Policy*
- *International Student Fee Payment and Refund Policy*
- *International Student Tuition Fees and Related Charges Policy*
- *Letter of Offer documentation*
- *TIWA's Student Support Guide*

9. RELEVANT LEGISLATION

- *Education Services for Overseas Students Act 2000*
- *National Code of Practice for Providers of Education and Training to Overseas Students 2018*
- *National Vocational Education and Training Regulator Act 2011*
- *Standards for Registered Training Organisations (RTOs) 2015 or its successor*
- *Vocational Education and Training (General) Regulations 2009*
- *Vocational Education and Training Act 1996*

10. REVIEW DATE

5 June 2026

Development Date		March 2024	
Revision History			
Date	Reviewer Name	Review Reason	Outcome and Changes
2024	Manager Quality and Compliance	Continuous improvement	<p>TIWA's previous International Student Skills Recognition Policy addressed both the Recognition of Prior Learning (RPL) and Credit Transfer processes under the general term of skills recognition. The International Student Skills Recognition Policy has been split into two separate policy documents to reduce the risk of confusion and ensure that each policy meets compliance requirements:</p> <ul style="list-style-type: none"> • <i>TAFE International Western Australia Recognition of Prior Learning (RPL) Policy</i>; and • <i>TAFE International Western Australia Credit Transfer Policy</i>.

11. CONTACT INFORMATION

TAFE International Western Australia
Service Delivery Directorate

APPENDIX

N/A