

How does Credit Transfer work?

Credit transfer is the process where the Western Business School accepts and provides credit to you, for units of competency that you have previously completed at another training organisation. The units should relate to the current course you are about to undertake. You must provide us with evidence of completion, by providing us with certified copy of the Qualification or Statement of Attainment with your application (A certified copy is a photocopy that has been certified as a true copy of the original by a Justice of the Peace or similar person).

Review your completed application with trainer before you submit your application.

How is Recognition of Prior Learning different to Credit Transfer?

Recognition of Prior Learning (RPL) is a process that recognises what you have learnt from life experience, work experience, non-accredited/ or accredited training programs. If you wish to seek credits toward RPL, you will be required to gather and collate evidence which meets the performance outcomes of the qualification you are about to commence. There is a variety of evidence for you to gather and requires time.

Credit Transfer relates to actual Nationally Accredited training and is supported by an AQF issued Certificate of Qualification or Statement of Attainment.

If you wish to apply for RPL, please speak with your trainer. An application form for RPL can be obtained from our Administration Office.

Approval Process

The Assessor will review your application and advise RTO Administration of their decision.

If the evidence from the preliminary assessment failed to demonstrate that the learning outcomes were fulfilled, the assessor must advise RTO Administration the student has one or more of the following options:

- Provide additional documentation
- Attend an interview
- Enrol into the unit.

If the assessor decides that there is sufficient evidence to demonstrate the learning outcomes of the unit/s have been fulfilled, they will advise RTO Administration who advise the student accordingly and record the Credit Transfer or RPL result. The trainer/assessor will update your training plan to reflect this result.

Any Credit Transfer awarded will be noted on the student's Statement of Attainment / Certificate of Qualification as the outcome against the unit code/s. This will read as CT

Any Recognition of Prior Learning awarded will be noted on the student's Statement of Attainment / Certificate of Qualification as the outcome against the unit code/s. This will read as RPL

If you wish to apply for Credit Transfer please complete the following table with the required information. Once this form is completed you are required to submit this with associated evidence to RTO Administration. Your application and evidence will be assessed and you will be notified of all outcomes. Please sign and date all Parts of this form.

| Part A- Personal Details | | | |
|---|--|------------|--|
| Full Name: | | | |
| Address: | | | |
| Suburb & Postcode: | | | |
| Telephone No: | | Mobile No: | |
| Host Employer (if applicable) | | | |
| Name of Course you are undertaking (if applicable): | | | |

Credit Transfer Application Declaration

I, _____ (insert full name here) do solemnly and sincerely declare that:

- the information provided within this application is true and correct
- the documents I submit relating to this application are a true and accurate copy of the originals
- all materials submitted relating to the design and delivery of Training and Assessment is my own work
- all documents submitted relating to the management of a Registered Training Organisation are true and correct.

I acknowledge that this declaration is true and correct and an accurate representation of my experience.

Signature of Credit Transfer Applicant: _____ Date: _____

Assessor Declaration Please tick the appropriate box

The evidence submitted for Credit Transfer is Approved Not Approved

ASSESSOR NAME: _____ ASSESSOR SIGNATURE _____ DATE _____

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Credit Transfer Units Applying for:

List the unit code, title, and indicate what experience is being submitted to support the RPL/Credit Transfer Application.

| Part B- Units requested for Credit Transfer | | |
|---|--|--------------------------|
| | | Formal Qualifications |
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Formal Qualifications

| Part C- Formal Qualifications | | | | | |
|---|--------------------|----------------------|---------------------------------|---------------|-----------------------------------|
| Qualification Type | Qualification Name | Issuing Organisation | Relevance to this qualification | Date Obtained | Location of evidence in portfolio |
| Higher Education | | | | | |
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| | | | | | |
| Vocational Education and Training (VET) | | | | | |
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| | | | | | |
| | | | | | |

ASSESSOR NAME

ASSESSOR SIGNATURE

DATE

APPLICANTS NAME

APPLICANTS SIGNATURE

DATE

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