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# CREDIT TRANSFER APPLICATION PROCEDURE 2.2.1E

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<b>Document Title:</b>	Credit Transfer Application Procedure 2.2.1e
<b>Policy Owner:</b>	Head of Education and Consulting
<b>Policy approved by:</b>	CEO
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**ALZHEIMER'S WA**

**Lvl1/40 Subiaco Square Road, SUBIACO WA 6008**

## Policy Statement

Participants who have completed units from the course at other institutions are eligible for a credit transfer when they present the suitable evidence such as the original transcript, award or statement of attainment to an Alzheimer's WA Representative.

Alzheimer's WA RTO also attempts to authenticate previous trainings through directly accessing the USI transcript to verify.

## Underpinning Principles/Guidelines

The student is informed on enrolment of the process for credit transfers.

Students must supply:

- The original transcript, award or statement of attainment or
- Authorisation for Alzheimer's WA RTO to access their USI transcript online.

A trainer/assessor or education administrator must:

- Take a copy of the certificate.
- Complete the Credit Transfer Application Form (verification from other RTO) or the USI verification form (verification through USI).
- Contact the issuing RTO and confirm the document is authentic or access the students USI transcript and verify.
- Sign, date and state the original was sighted and verified with issuing RTO or print a copy of the USI transcript.
- File the completed Credit Transfer Application form on the students' record.
- Update the assessment tracker and excel spreadsheet.
- Update Vetrak to indicate credit transfer for the unit of competency.

## Definitions

Credit Transfer Application applies to any accredited qualifications Alzheimer's WA currently has on scope.

## Legislation

Key legislation, regulations and other requirements include but are not limited to:

- Privacy Act 1988
- Australian Privacy Principles
- Student Identifiers Act 2014
- Standards for registered Training Organisations (RTO) 2015
- Student Identifiers Regulation 2014
- Student Identifiers (VET Admission Bodies) Instrument 2015
- Student Identifiers (Exemptions) Instrument 2014

## Related Documents

- Student Authorisation Form
- Student Verification Authorisation Form
- Student Verification Form
- Student Assessment Tracker

Revision History			
Date of Review	Summary of Revision	Revision Number	Revised By
Feb 2020	Addition of 3 forms in related documents	2.0.1	S Richards
Apr 2021	Reformatting of document	2.0.1	Rachael Roberts
Aug 2021	Change of document ownership	2.0.1	Rachael Roberts