**CREDIT TRANSFER PROCESS**

Qualifications and/or Statements of Attainment that students have received from other Registered Training Organisations will be recognised if the unit is deemed equivalent or can be mapped to the unit of competency within the qualification being studied.

If only some of the elements are similar, the student will be offered the RPL process to assess the elements against the competency standards. Please refer to the WSSSS RPL Policy prior to beginning this process.

**Procedure for Credit Transfer:**

1. The teacher shall make students aware that any existing AQF qualifications or statements of attainment they possess may be recognised by WSSSS during student induction.
2. If a student is eligible to transfer credit from previous qualifications they are to:

* Complete a Credit Transfer Application Form
* Provide copies of the qualification with transcript or a statement of attainment

Please note that copies of the qualification and Statement of Attainment need to be certified or orginal sighted by the trainer/ assessor.

1. The RTO Manager will verify the authenticity of the qualification or statement. The verified copy of the qualification or statement will be placed in the student’s digital file.
2. Once the qualification or statement is verified, WSSSS will update the markbook with CT to reflect competency through credit transfer for the applicable Units of Competency.
3. Upon receipt of the updated markbook the student is not required to undertake any further training or assessment for the relevant units of competency.