



1. Purpose and Scope

This policy details the circumstances under which Credit Transfers (CT) will be granted to students who enrol with Axial, and the enrolling student provides an original or certified copy of a valid Certificate or Statement of Attainment. The policy also includes the steps to be taken if the granting of course credits lead to a shortening of the student's course.

2. Policy

Axial is committed to ensure that students can apply for credit transfer during the application process.

For international students only Applications for Credit Transfers must be completed and submitted prior to the issue of the Letter of Offer and Confirmation of Enrolment. Axial will provide the student with a written record of any course credit transfer granted.

If student results from previous training and studies match the units outlined in the training schedule, then a direct credit can be made.

Students will be required to sign or otherwise accept this course credit notice. If credits are granted which lead to a shortening of the course duration, Axial will indicate the actual net course duration on the Confirmation of Enrolment and Letter of Offer. If credits are granted after the student visa has been issued, Axial International College is required to report the change in duration via PRISMS under section 19 of the ESOS Act.

For all other students they can submit certification documentation information at signup/enrolment or at any point throughout their course duration.

3. Procedure

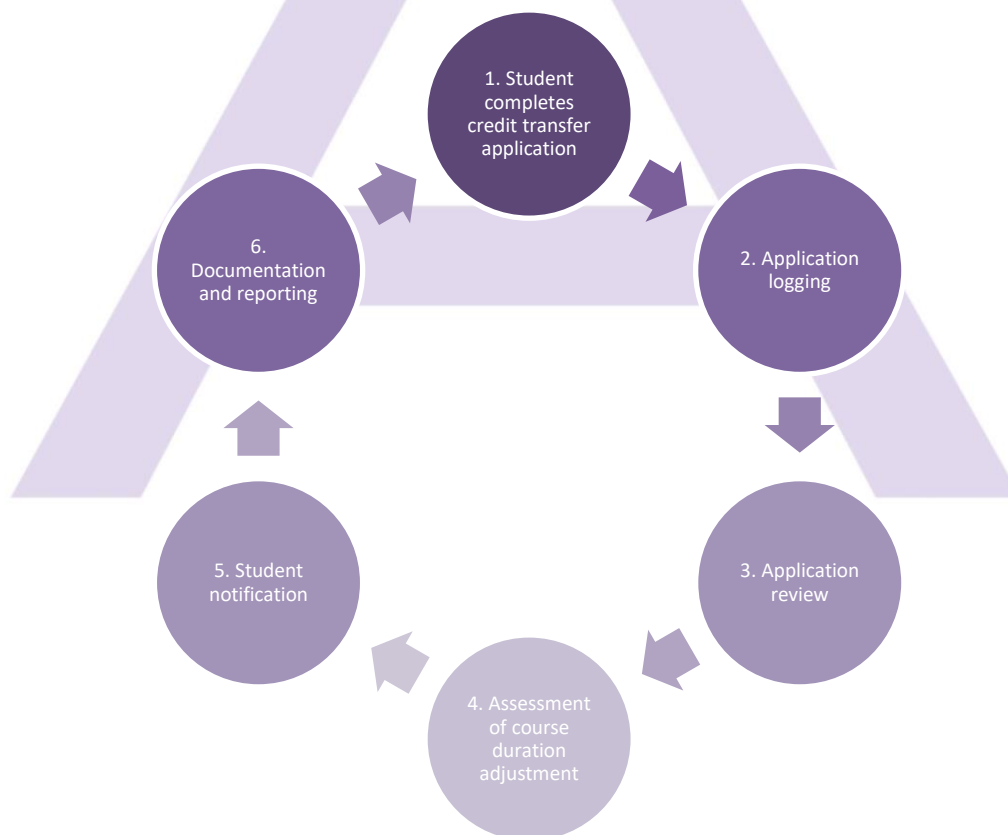
Students who wish to apply for a Credit Transfer must:

- Complete the Credit Transfer Application form (International students only).



- Domestic and school students can submit certification documentation information at sign up/enrolment or at any point during in course duration.
- Axial Administration Staff will log the receipt of the application in the VETtrak student management system.
- Staff will assess the student's application and forward to the Administration Manager for approval prior to granting any Credit Transfers.
- Axial International College Administration Manager will assess the application and advise on the outcome and any change to the course duration.
- Axial International College Administration will advise the student via the Credit Transfer Outcome Letter of the decision and any change to the course duration.
- The final decision will be logged in the VETtrak student management system and copies of all documentation will be stored in the student file.

Flowchart for Credit Transfers





Glossary

Administration Manager: The individual responsible for reviewing and approving credit transfer applications to ensure compliance with Axial policies and regulatory standards.

Certified Documentation: Official copies of certificates or statements of attainment from previous studies, validated to be genuine and suitable for processing credit transfers.

Confirmation of Enrolment (CoE): An official document issued to international students confirming their enrolment status, required for visa applications.

Course Credit: Recognition of previous study or qualifications that count towards the completion of the enrolled course, reducing the number of required units.

Course Duration Adjustment: The change in the length of time a student is required to study due to credit granted from previous qualifications.

Credit Transfer (CT): The process of granting a student credits based on prior studies if the outcomes align with units in the current training package.

Credit Transfer Application Form: The form students complete to apply for credit transfer, which includes submitting evidence of previous qualifications.

Credit Transfer Outcome Letter: The official document sent to the student indicating whether their application for credit transfer was approved and any impacts on course duration.

ESOS Act (Education Services for Overseas Students Act 2000): Legislation governing the education and welfare of international students in Australia, ensuring standards for enrolment and course credit transfers.

Letter of Offer: A formal document provided to the student offering a place in a course, detailing course structure, fees, and conditions including any granted credit transfers.



PRISMS (Provider Registration and International Student Management System): An Australian Government system for reporting student visa and enrolment information, required for international students.

Statement of Attainment: A formal certification from an educational institution indicating completion of specific units within a qualification.

VETtrak: Axial's student management system used to log credit transfer applications, store records, and track enrolment and academic progress.

