

# POLICY

Part A: Transfer of Credit  
Number: AC-99/04



**Policy Owner:** Dean  
**Category:** Academic  
**Authorised by** AAC

**Date Approved:** May 2010  
**Date Last Revised:** May 2014  
**Next Review Date:** May 2017

## Transfer of Credit

### 1. Purpose and Scope

To ensure that Transfer of Credit (TOC) arrangements will be transparent, easily audited, and publicised to students via electronic and print publications. The procedures provide a coherent and reliable system for TOC for both informal and formal learning and guidance in meeting the regulatory requirements.

This policy applies to all students and academic staff.

### 2. Policy Statement

Transfer of credit (TOC) is the principle of recognising learning achieved through prior formal education and work /life experience. Wintec supports the application of TOC as an educationally valid way in which a student's previous relevant learning and academic achievements can be formally acknowledged.

Through this policy Wintec will:

- a) Ensure TOC procedures are effective and consistent
- b) Develop robust mechanisms for students to have their previous academic achievements recognised
- c) Clearly convey information about TOC processes to all parties involved
- d) Define the roles and responsibilities of all parties in the TOC process
- e) Define and convey the limits to TOC to all parties
- f) Record and store the outcomes of all applications for TOC

#### **Related legislation and policies (for Policy Web)**

- Awarding Results and Qualifications Policy AC-98/02
- The Education Act 1989
- Wintec Delegation of Powers Statute 1995
- Wintec Academic Regulations and associated programme regulations
- Relevant decisions of the Academic Board and of the Executive