



# PP5 – Credit Transfer Policy

## 1. Purpose

This policy ensures that VET students who have previously completed an equivalent training product are supported to obtain credit transfer (CT) in a timely, fair, and transparent manner. It guarantees that all CT decisions are consistent with training product rules, based on valid documentation, and aligned to Outcome Standard 1.7 of the 2025 Standards for RTOs.

## 2. Scope

**This policy applies to:**

- All VET students seeking recognition for equivalent units of competency previously completed.
- All nationally recognised qualifications and skill sets on the RTO's scope of registration.
- All staff involved in credit transfer processing: admin staff, trainers, assessors, compliance officers, and student support personnel.

## 3. Definitions

| Term                                   | Definition                                                                                                                |
|----------------------------------------|---------------------------------------------------------------------------------------------------------------------------|
| <b>Credit Transfer (CT)</b>            | A process that recognises AQF units of competency previously achieved and exempts the learner from having to repeat them. |
| <b>AQF Certification Documentation</b> | Official documentation (e.g. testamurs, Statements of Attainment) issued by an authorised training organisation.          |
| <b>Authenticated Transcript</b>        | Verified record of learning obtained via the USI transcript service or directly from the issuing RTO.                     |
| <b>SMS (Student Management System)</b> | A digital platform used to manage student records, enrolments, and progression.                                           |
| <b>Training Plan</b>                   | A document that outlines the scheduled units, delivery dates, and any exemptions (e.g. via CT) for each student.          |



#### 4. Legislative Reference

- Standards for RTOs 2025 – Outcome Standard 1.7
- National Vocational Education and Training Regulator Act 2011
- Student Identifiers Act 2014
- AQF Qualifications Issuance Policy
- Training package equivalency guidelines (training.gov.au)

#### 5. Policy Statement

**The RTO ensures:**

- Students are informed of their right to apply for CT at pre-enrolment, enrolment, and course commencement stages.
- CT decisions are based solely on verified AQF certification documentation or authenticated transcripts unless licensing/regulatory restrictions apply.

**All CT decisions are:**

- Transparent (student is notified in writing),
- Consistent (applied equally across similar cases),
- Documented (stored in the student's file and SMS),
- Timely (made within 20 business days of application).
- The integrity of the training product is preserved.
- Training plans and timetables are updated to reflect CT exemptions.

#### 6. Procedure – Step by Step

| Step | Action Description                                                     | Responsible Person                |
|------|------------------------------------------------------------------------|-----------------------------------|
| 1    | Include CT policy in student handbook and enrolment kit                | Compliance Manager                |
| 2    | Inform students about CT options during at pre-enrolment and enrolment | Trainer / Student Support Officer |
| 3    | Receive CT application with supporting documentation                   | Admin Officer                     |



|    |                                                                                               |                                      |
|----|-----------------------------------------------------------------------------------------------|--------------------------------------|
| 4  | Verify documents via USI portal or by contacting issuing RTO                                  | Compliance Manager                   |
| 5  | Review training.gov.au for unit equivalency                                                   | Trainer / Assessor                   |
| 6  | Make decision and record rationale                                                            | Compliance Manager                   |
| 7  | Notify students in writing (approved/declined with reason) via CT Decision and Outcome Letter | Admin Officer                        |
| 8  | Record CT decision in SMS and student file; update training plan or timetable accordingly     | Admin Officer / Training Coordinator |
| 9  | Log any improvements into CI Register (if applicable)                                         | Compliance Manager                   |
| 10 | Retain records for audit and reporting                                                        | Compliance Manager                   |

## 7. Validation Criteria

### All credit transfer decisions must:

- Be supported by certified AQF documentation or authenticated transcripts.
- Demonstrate equivalence as per current training package rules.
- Be consistent across all students and not subjective.
- Be traceable in the student's training plan, SMS, and audit file.
- Ensure students do not repeat units unnecessarily.

## 8. Related Documents

- Credit Transfer Application Form
- Updated Student Training Plan
- USI Transcript provided by student
- Continuous Improvement Register
- Student Handbook (CT Policy Section)



## Credit Transfer Process

