



AUSTRALIAN  
INSTITUTE  
OF SKILLS

KNOWLEDGE | HUMILITY | DISCIPLINE

**PP1.12**

# **Credit Transfer Policy and Procedure**

**Australian Institute of Skills  
RTO Code: 41344**

**PP1.12 Credit Transfer Policy and Procedure  
Version 2.0**

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Policy area	Training and Assessment
Standards	Outcome Standards for RTOs, Standard 1.7
Relates to	CEO, Office Manager, Training Manager
Classification	<b>Internal Only</b>

## 1. Purpose

The purpose of this policy and procedure is to recognise equivalent training products previously completed by students. This includes units of competency awarded and accurately identified in statements of attainment and qualifications.

## 2. Definitions

**Credit transfer** - Credit transfer is the recognition of prior completion of an equivalent training product demonstrated by AQF certification documentation or an authenticated VET transcript. Credit transfer allows the unit of competency previously achieved by a student to be recognised when they are enrolling in a related course where those units can assist them in meeting the requirements for a qualification. It is important to note that **credit transfer is not recognition of prior learning (RPL)**. RPL is assessment and is addressed within PP1.11 - Recognition of Prior Learning.

**Equivalent Unit of Competency** means a current or superseded unit of competency that is nominated on the national training register <https://training.gov.au/> as being equivalent to the unit it replaced when the training package was updated.

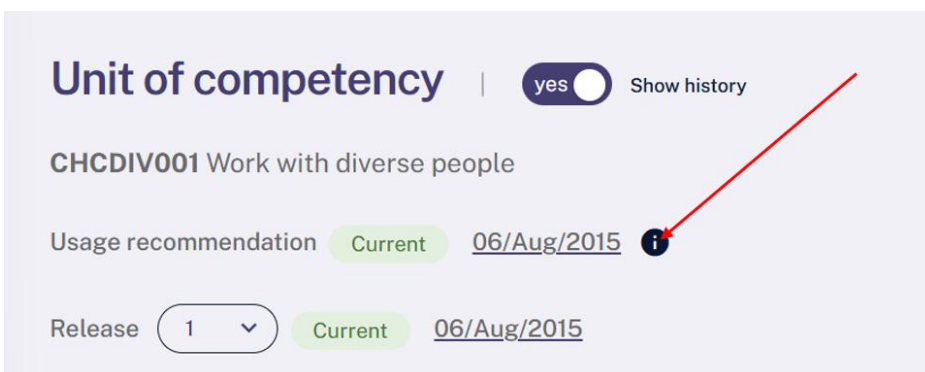
## 3. Policy Statement

### 3.1. When Unit Codes and Titles are Different

If credit transfer is being sought for a unit of competency which has a different title or code, then it is necessary to establish the equivalence status between the unit held and the unit being sought. In many cases this information can be found in the mapping guide published on the National Training Register [www.training.gov.au](http://www.training.gov.au).

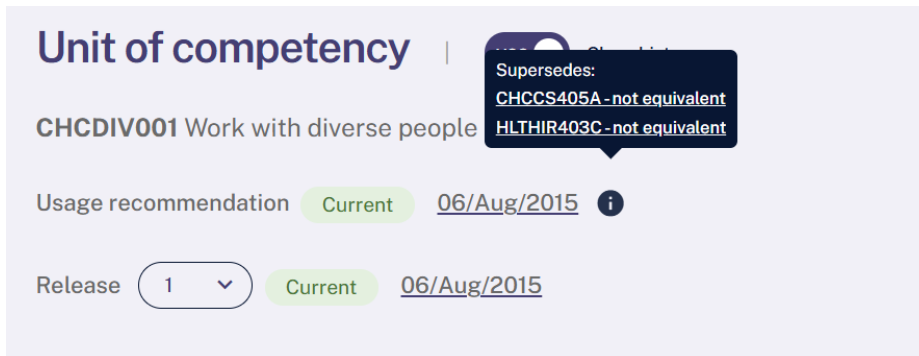
Note: Mapping notes within the National Training Register are sometimes very clear and in general will use language such as “not equivalent” or “Is superseded by and is equivalent to,”. In some cases, there will appear to be no direction, and this may be because the unit is new and has no previous version of the unit. In some cases, it will say words to the effect: “Is superseded by:” without any clarification about the equivalence status. In these cases, the new unit should be considered as not equivalent.

To identify the equivalent status using the national training register, navigate to the unit of competency and select the information icon adjacent to the “Usage recommendation” section as show below:



**Unit of competency** |  Show history  
**CHCDIV001** Work with diverse people  
 Usage recommendation Current 06/Aug/2015 **i**  
 Release  Current 06/Aug/2015

The above image shows the information icon that should be selected to identify the equivalent status of the unit of competency to units which have been superseded.



The screenshot shows a unit of competency page for 'CHCDIV001 Work with diverse people'. A tooltip is displayed over an information icon, listing superseded units: 'CHCCS405A - not equivalent' and 'HLTHIR403C - not equivalent'. Below the unit name, the 'Usage recommendation' is 'Current' with a date of '06/Aug/2015'. The 'Release' dropdown is set to '1' with a date of '06/Aug/2015'.

The above image shows the displayed information of the equivalent status of the unit of competency to units which have been superseded.

If there is no mapping available, the unit is deemed not equivalent, and we are not to recognise the unit through credit transfer. In these circumstances, the applicant should be referred for RPL (Refer to: *PP1.11 - Recognition of Prior Learning*). Under no circumstances is a comparison between units to be used as the basis for issuing credit transfer.

### 3.2. Evidence Requirements

**Electronic evidence.** An applicant will be required to provide the RTO with access to their USI to access the students USI VET transcript, to identify any units of competency which are eligible for credit transfer. This only applies to units of competency that were awarded from 1<sup>st</sup> January 2015.

For units of competency that were awarded prior to 1<sup>st</sup> January 2015, please refer below.

**Hard copy evidence.** Where a unit of competency has not yet been added to a student’s USI, or is from a qualification pre-dating the USI registry, an applicant will be required to present his or her statement of attainment or qualification record of results to AUSKILLS. These documents will provide the detail of what units of competency the applicant has been previously issued. Applicants must provide satisfactory evidence that the statement of attainment or qualification record of results is authentic. Statements of attainment or qualification record of results should be in the correct format as outlined in the Compliance Standards for RTOs for RTOs, Standard 7 and 8. The applicant is required to submit copies which are certified as a true copy of the original by a Justice of the Peace (or equivalent). Alternatively, the student may bring in the original document, and a copy may be obtained.

**Verifying the Authenticity of Credit Transfer Evidence.** AUSKILLS needs to exercise caution and attention to detail when verifying the evidence an applicant submits regarding credit transfer applications. This is a common area of fraud where a person will attempt to gain the issuance of a training product using fraudulent documents. The first and preferred strategy that should be used to authenticate competency that has been issued is to access the student’s USI VET transcript.

If this option is not available, a member of the administration team is to complete the following steps:

1. Look up the training organisation on the national training register <https://training.gov.au/> and verify that the training organisation is valid and the scope of registration at the time of the training product was issued is also valid. Note the contact details of the training organisation under the “Contacts” section and “Public enquiries”.
2. Contact the issuing RTO directly either by phone or email and request to authenticate a certificate they have issued. The majority of training organisations are very used to this type of request and will have a process to respond.
3. If evidence is received via email that authenticates the certificate, this email should be printed and a copy retained with the credit transfer application and initialled and dated by the person who facilitated the evidence. If the evidence is via phone call, the administration team member should record on the copy of the certificates

the time and date and the details of the person that was contacted and the status as verified. It should be very clear to anyone looking at the record about the process that was undertaken to authenticate the evidence.

4. This evidence together with the certificates and the credit transfer application should be retained securely on the student's record.
5. If the training organisation does not cooperate and it is not possible to authenticate the certificate presented as evidence, then the certificate cannot be accepted, and the student is to be advised to contact the RTO directly and request their cooperation. The student should be provided a period of seven days to seek further information. If this information is not received, then the application will be closed.

If it is identified that the training organisation is no longer registered and is not contactable, the administrative team member may utilise the service provided by the national regulator where it can authenticate the training products issued by training organisations which have now closed. This service can be accessed at the following link. The student should be advised that confirmation via this service could take three to four weeks. <https://www.asqa.gov.au/students/student-record>

### 3.3. Credit Transfer Guidelines

The following guidelines are to be followed when an application for credit transfer is received:

- Any student is entitled to apply for credit transfer in a course or qualification in which they are currently enrolled.
- Students may not apply for credit transfer for units of competency or qualification which are not included in our scope of registration, or those which are prevented by licensing or regulatory requirements or the training product.
- Whilst students may apply for credit transfer at any time, they are requested in pre-enrolment information to apply before commencing a course. This will reduce unnecessary training and guide the student down a more efficient path to competence.
- Applications for credit transfer submitted after the student has commenced the course will not be accepted. This is because, administering a credit transfer application after the course has commenced causes quite significant disruption to the planned training programme and in relation to the payment of fees.
- The student does not incur any fees for credit transfer, and we do not receive any funding when credit transfer is granted.
- Credit transfer may only be awarded for whole units of competency. Where a mapping guide identifies a partial credit, this will not be considered for credit transfer, and the applicant will be advised to seek recognition of prior learning.
- Credit transfer will only be issued when the student's enrolment includes at least one other unit of competency for which the student is participating in training or is seeking recognition. Student may not enrol only for credit transfer.
- The recognition of a unit of competency under a credit transfer arrangement is not contingent on the applicant demonstrating their currency. If the unit has been previously awarded and equivalence can be demonstrated, then the unit can be issued as a credit transfer. The currency of the applicant is not a factor to be considered.

## 4. Considerations

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None.

## 5. Procedure

Steps	Person/s responsible	
<b>5.1. Credit Transfer</b>		
1	<p><b>Provide information to students on credit transfer.</b> We will provide sufficient information to students to inform them of opportunities for alternative pathways via credit transfer and the credit transfer policy. This information will be provided to students in the Student Handbook and the enrolment interview prior to enrolment.</p>	Student Support Officer
2	<p><b>Student applies for credit transfer.</b> To apply for credit transfer, the applicant must:</p> <ul style="list-style-type: none"> <li>• Complete and submit a <i>Credit Transfer Application Form</i>;</li> <li>• Provide evidence of their AQF certification documentation or an authenticated VET transcript (this may be done by providing access to their USI or a certified copy of the qualification record of results or statement of attainment); and</li> <li>• Submit an <i>Enrolment Application</i> for the training program applicable to the units of competency for which credit transfer is requested.</li> </ul>	Student
3	<p><b>Determine whether the RTO can grant credit transfer.</b> On receipt of the application, we will check the USI registry, qualification or statement of attainment for units that are deemed equivalent on the National Training Register (<a href="http://training.gov.au">training.gov.au</a>) and grant credit transfer for equivalent units of competency that have been completed at any other Registered Training Organisation.</p> <p>Hard copy certificates provided as evidence must be checked for authenticity prior to granting credit transfer. The following methods may be used for authentication:</p> <ul style="list-style-type: none"> <li>• First option. Obtaining a USI transcript from the applicant and comparing the outcomes identified in this transcript with the documents to be verified,</li> <li>• Second option. Directly contacting the issuing authority by either phone or email and confirming the document validity by cross matching the document number and the details of the recipient,</li> <li>• Final option. If it is identified that the training organisation is no longer registered and is not contactable, contact the national regulator where it can authenticate the training products issued by training organisations which have now closed. <a href="https://www.asqa.gov.au/students/student-record">https://www.asqa.gov.au/students/student-record</a></li> </ul> <p>If during the second option the training organisation does not cooperate and it is not possible to authenticate the certificate presented as evidence, then the certificate cannot be accepted, and the student is to be advised to contact the RTO directly and request their cooperation. The student should be provided a period of seven days to seek further information. If this information is not received, then the application will be closed.</p>	Student Support Officer
4	<p><b>Save credit transfer evidence.</b> Copies of the USI record and/or verified copies of qualifications and statements of attainment used as the basis for granting credit transfer must be kept on the student file.</p>	Student Support Officer

Steps		Person/s responsible
5	<b>Sign and save Credit Transfer Application Form.</b> The completed credit transfer application form must be signed by the student and AUSKILLS Chief Executive Officer (or delegate) and retained on the student's file at AUSKILLS.	Student, CEO, Student Support Officer
6	<b>Notify student of outcome.</b> Students will be notified in writing of the outcome of their application. This may include issuing statements of attainment or qualifications awarded through credit transfer in accordance with <i>PP1.13 - Student Completion and Issuing Certificates</i> .	Student Support Officer

## 6. Other Documents to Consider with this Policy

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### Policies

- PP1.13 Student Completion and Issuing Certificates
- PP2.2-Enrolment

### Forms

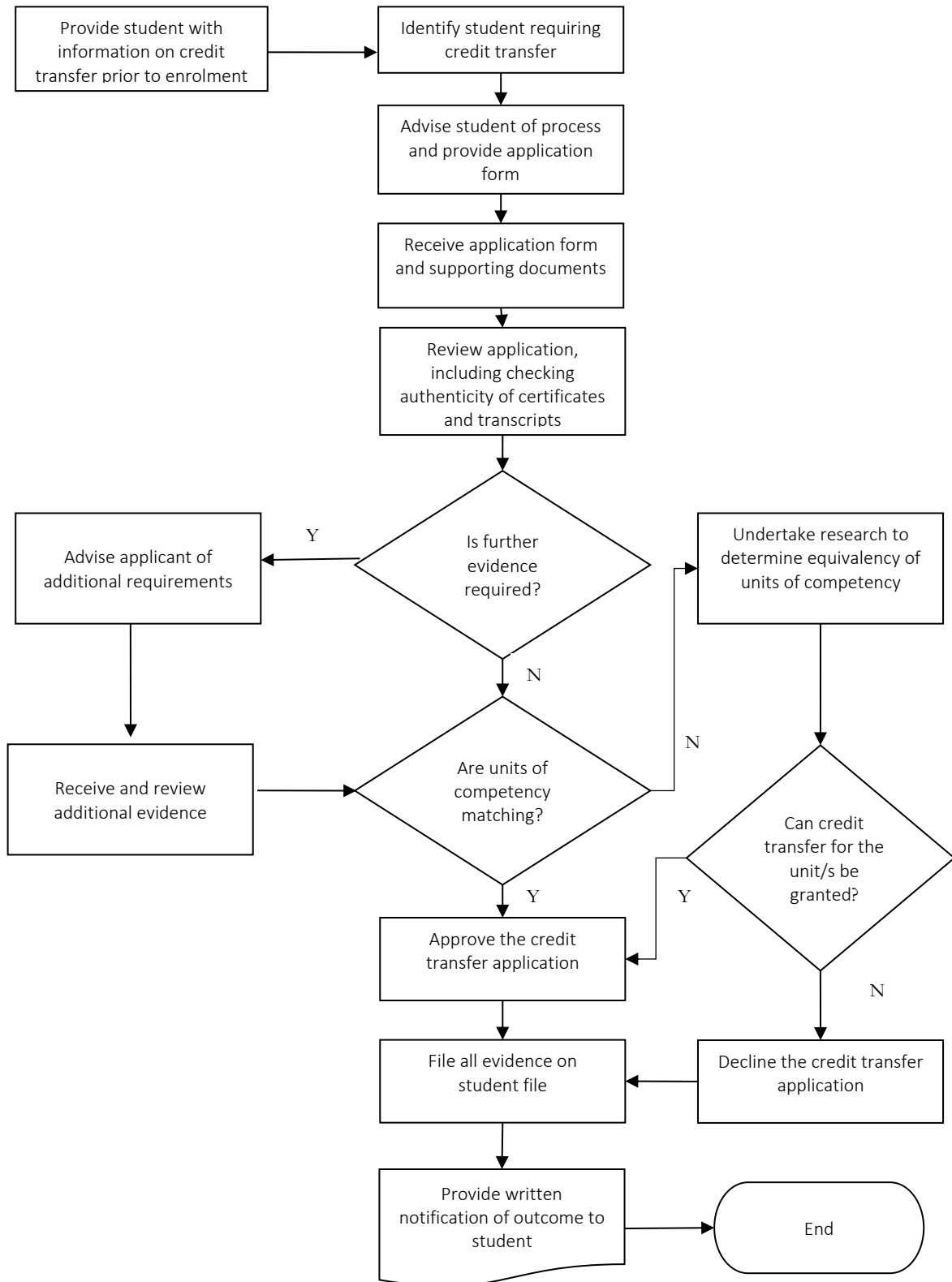
- Credit Transfer Application Form
- Enrolment Application

### Handbooks, manuals or other documents

None.

## 7. Flow Chart

### Credit Transfer Process



## 8. Reference(s)

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Outcome Standards for Registered Training Organisations, Quality Area 1 – Training and Assessment, Standard 1.7: VET students who have previously completed an equivalent training product are supported to have their training recognised.