

# 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 AEATS scope of registration.
- All staff involved in credit transfer processing: admin staff, trainers, assessors, compliance officers, and student support personnel.

## 3. Definitions

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

## 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](http://training.gov.au))

## 5. Policy Statement

AEATS 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.

## 6. Procedure – Step by Step

| Step | Action   | Responsible                            |
|------|--|--|
| 1    | Include CT policy on website, in student handbook, course guide and enrolment form declaration.                              | Compliance Manager                     |
| 2    | Inform students about CT options during at pre-enrolment and enrolment and during orientation                                | Enrolment Officer/<br>Trainer Assessor |
| 3    | Receive CT application with supporting documentation   | Enrolment Officer                      |
| 4    | Verify documents via USI portal or by contacting issuing RTO   | Compliance Manager                     |
| 5    | Review training.gov.au for unit equivalency  | Compliance Manager                     |
| 6    | Make decision and record rationale   | Compliance Manager                     |
| 7    | Notify students in writing (approved/declined with reason) via CT Decision and Outcome Letter                                | Compliance Manager                     |
| 8    | Record CT decision in SMS and student file. Inform Trainer Assessor via email. Add CT to the Assessment Completion Register. | Enrolment Officer                      |
| 9    | Retain records for audit and reporting   | Enrolment Officer                      |

## ***7. Validation Criteria***

All credit transfer decisions must:

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

## ***8. Related Documents***

- Credit Transfer Application Form
- Transcript provided by student
- Student Handbook (CT Policy Section)