



POLICY AND PROCEDURES

Credit Transfer

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Credit Transfer

Purpose

This policy ensures that Training 2U learners are able to receive credit for previously attained units of competency and/or modules, unless licensing or regulatory requirements prevent this. Credit transfer promotes national consistency, reduces training duplication, and recognises the portability of nationally recognised qualifications.

Scope

This policy applies to:

- All staff, learners, and clients; and
- All of our training and assessment services, and business functions.

Software

- RTO Teams

Responsibilities

CEO

- Ensures compliance with legislation, regulations and Standards for RTOs.
- Oversees the implementation of the credit transfer process.
- Approves credit transfer applications.

Administrative & Support Staff

- Communicates credit transfer processes to the learner.
- Processes credit transfer applications and verify evidences provided.
- Maintains credit transfer records accurately and securely.
- Manages administrative credit transfer tasks and update student records.

Trainers & Assessors

- Undertakes mapping for non-equivalent units.

General Principles

Training 2U will be guided by the following:

- Clearly inform learners of our credit transfer policy and process in our Student Prospectus/Course Brochures as well as in the Student Handbook.

- All learners are entitled to apply for a credit transfer in a nationally recognised training program in which they are enrolled into.
- Encourage learners to apply for a credit transfer prior to the commencement of their training program – asking if they would like to apply for a credit transfer in the enrolment form.
- Not apply any fees for learners to apply for a credit transfer.
- Learners may only apply for a credit transfer for units which are included on our scope of registration.
- Learners may not apply for a credit transfer for all of the units of competency in a training program – they must participate in the training and assessment in at least one unit of competency.
- Only award credit for the equivalent unit or module, as published on the National Training Register.
- Decisions on credit transfer applications are fair, consistent and transparent.
- If the credit sought for has a different title or code to the unit or module held by the learner, it is necessary to establish their equivalency – this information can be found in the mapping guide published on the National Training Register.
- Where there is no mapping available for the unit or module which has been deemed as not equivalent, the credit cannot be granted to the learner – in these circumstances, the learner may want to apply for a recognition of prior learning instead.
- Where a unit of competency has been superseded and not equivalent, a credit transfer will not be granted – in these circumstances, the learner may want to apply for a Recognition of Prior Learning assessment instead.
- Learners are to provide suitable evidences which have been certified as true copies of the original by a person who is authorised as a witness for statutory declarations under [Statutory Declarations Regulations 2018 – Schedule 2](#), supporting they have successfully completed a nationally recognised unit or module and they are to be verified prior to accepting them:
 - An AQF certification documentation by any other RTO or AQF authorised issuing organisation such as:
 - Qualification Testamur and the accompanying Record of Results; or
 - Statement of Attainment; or
 - An authenticated VET transcript issued by the Registrar.

Compliance

This policy aligns with:

- **2025 Standards for RTOs:**
 - **Standard 1.7** – VET students who have previously completed an equivalent training product are supported to have their training recognised.
 - **Standard 2.8** – Effective appeal processes are available where decision of the RTO or a third-party adversely impact a VET student.
 - **Standard 4.1** – The RTO operates with integrity and is accountable for the delivery of quality services.
 - **Standard 4.2** – Roles and responsibilities are clearly defined and understood.
 - **Standard 4.3** – Risks to VET students, staff and the RTO are identified and managed.
 - **Standard 4.4** – The RTO undertakes systematic monitoring and evaluation to support the delivery of quality services and continuous improvement.
- **Statutory Declarations Regulations 2018.**

Failure to comply with this policy can have serious consequences, including but not limited to:

- **For the RTO** – breaches of legislation or regulatory requirements may result in financial penalties, loss of registration, reputation damage, or regulatory enforcement actions, such as audits or sanctions.
- **For Staff Members** – staff found to have knowingly or negligently failed to comply with this policy and any associated legislative or regulatory requirements may face disciplinary actions, up to and including termination of employment.
- **For Learners and Clients** – non-compliance could lead to disruptions in training and assessment services, invalid qualifications or compromised learning outcomes, potentially affecting future employment opportunities.

Continuous Improvement

- An internal audit is to be conducted at least once per year to assess our compliance with this policy and the relevant legislative and regulatory requirements. The audit schedule is outlined in our *Continuous Improvement Schedule* and areas for improvements are documented in our *Continuous Improvement Register*.
- Feedback from staff, learners, clients and industry stakeholders will be used to inform improvements to compliance processes and the effectiveness of our operations.
- Internal audit review questions for self-assurance purposes should include:

- How do you ensure students know about and understand when credit transfer is a valid option for them?
- How are you testing the authenticity of evidence supplied by students seeking credit transfer?
- How do you ensure that your credit transfer policies are consistently applied?
- How are you ensuring that staff can recognise when a request for credit transfer becomes a request for RPL?
- What systems and processes do you have in place to determine credit transfer, including equivalency?
- What training do you provide to your Trainers and Assessors, including third-parties (if applicable), to assist them in managing expectations of students seeking 'easy' credit transfer?

Related Documents

- Assessment Mapping template
- CoE Training Plan templates
- Continuous Improvement Register
- Continuous Improvement Schedule
- Credit Transfer Application Form

Credit Transfer Procedure

1. Review Credit Transfer application

- i. When the application is submitted by a student, check that the form submitted is completed in its entirety and signed.
- ii. Ensure the supporting evidences – AQF certification documentation or their authenticated VET transcript have been certified correctly, in accordance with [Statutory Declarations Regulations 2018 – Schedule 2](#)
- iii. Advise them of the process and inform them that we will contact the other RTO to confirm the validity of their attained competencies.

2. Verify supporting evidences

- i. Contact the issuing RTO to confirm the learner has attained the competencies as listed in the *Credit Transfer Application Form*, and as reflected in their AQF certification documentation or their authenticated VET transcript issued by the Registrar.
- ii. Once verified, the Administrative & Support Staff is to record information on when the issuing RTO was contacted (i.e. date), with whom we spoke to at the issuing RTO and their position, and the information provided regarding the learner's competency(ies) on the *Credit Transfer Application Form*.
- iii. Where the other RTO is no longer in operation, we are to contact ASQA as they should hold these records as the now-ceased RTO should have transferred them to ASQA upon closure.

3. Record management

- i. The verified copies of the documentation are to be scanned into the student's file.

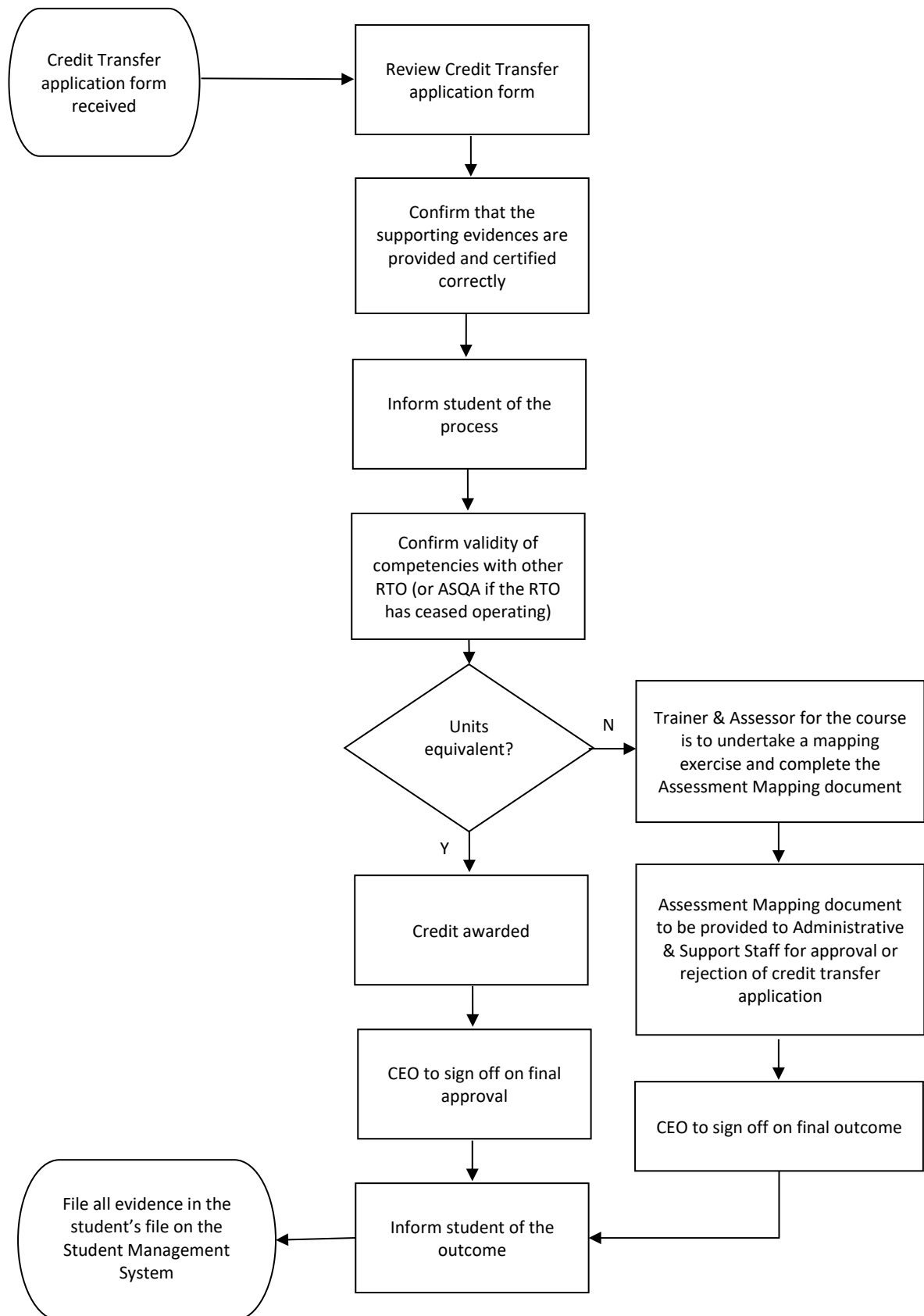
4. If units or modules are equivalent

- i. Where the unit code and title applied for matches the exact unit(s) in the training program, the Administrative & Support Staff can process the credit transfer application and submit it to the CEO for final approval.
- ii. Once the CEO has given the final approval, the student's file is to be updated.
- iii. The student is to be sent a letter informing them that the credit has been approved and a new *CoE Training Plan* document to be issued.
- iv. Ensure that the *Credit Transfer Form* and the supporting evidences have been saved to the student's file.

5. If units or modules are not equivalent

- i. Reach out to the assigned Trainer & Assessor for the relevant training program and have them undertake a mapping process of the non-equivalent unit(s) or module(s) to ascertain the eligibility of the learner for a credit transfer and complete the *Assessment Mapping* document.
- ii. Once the Trainer & Assessor has completed the mapping process, the *Assessment Mapping* document is to be sent to the Administrative & Support Staff.
- iii. Based on the outcome of the mapping process, the Administrative & Support Staff is to either approve or decline the credit transfer application.
- iv. The Administrative & Support Staff is to approve of the credit transfer if all requirements of the unit are met or decline the application if there are gaps identified.
- v. Where there are gaps identified, the student can instead undertake a recognition of prior learning process instead.
- vi. The *Credit Transfer Application Form* together with the *Assessment Mapping* document is to be provided to the CEO for review and final approval or refusal.
- vii. Once the CEO has given the final approval or refusal, the student's file is to be updated and the student sent a letter informing them of the outcome.
- viii. Where the learner's credit transfer is refused, they are to also be advised of the Appeals policy.
- ix. Ensure that the *Credit Transfer Application Form*, the supporting evidences, the *Assessment Mapping* document and all communications sent and received have been saved to the student's file.

Credit Transfer Process Flow-Chart



Version Control

Title	Policies and Procedures – Credit Transfer
Date of Approval	1 July 2025
Next Review Date	1 July 2026
Responsible Authority	CEO – Tooba Khan
Version Number	2.0
File Location	organisation’s server

Details of Changes

Version No.	Date	Amendments
Version 1.0	01/02/2022	-
Version 1.1	15/01/2024	Fixed minor grammatic errors
Version 2.0	01/07/2025	Updated in line 2025 Standards for RTOs

Add more rows as required.