



Educating for Excellence

Credit Transfer Policy and Procedure

1. Purpose

The purpose of this policy is to outline the credit transfer and the recognition of prior learning process at Australian Ideal College (the College) and ensure compliance with the Standards for Registered Training Organisations (RTOs), the ESOS Act, and the National Code 2018. This policy facilitates the recognition of prior learning through formal education and training, ensuring transparency and compliance with regulatory requirements.

2. Rationale

Credit transfer promotes recognition of prior formal learning and ensures student effort is not duplicated. It supports timely progress through training while upholding the integrity of qualifications. This policy reflects our commitment to fair, transparent, and consistent decisions for all students.

3. Policy Statement

Australian Ideal College (AIC) is committed to recognising qualifications and statements of attainment issued by other Registered Training Organisations (RTOs). Credit transfer is available to students where units of competency previously completed match the training and assessment requirements of a current qualification. All students are informed of credit transfer opportunities at pre-enrolment, during orientation, and via the Student Handbook. Students may apply for credit transfer at any time; however, they are requested in pre-enrolment information to apply before commencing training.

AIC only offers credit transfer for units of competency or qualification(s) which are included on its scope of registration.

Credit transfer will only be awarded for whole units of competency and credit transfer will only be issued when the learner's enrolment includes at least one other unit of competency for which the learner is undertaking training or is seeking recognition of prior learning. Student currency is not a consideration in awarding credit transfer.

AIC allows credit transfer for up to 50% of the total units in a qualification. This policy ensures that students engage with current course content and practical learning experiences at AIC, while preserving the integrity of the course outcomes.

4. Scope

This policy applies to all prospective and current students seeking credit transfer into a qualification or course on AIC's scope of registration, and all staff involved in processing applications at the College.

5. Definitions

Credit Transfer: The recognition of learning previously achieved through formal education and training.

Equivalent Unit of Competency: A unit deemed equivalent on the National Training Register (training.gov.au) under superseded or current qualifications.

Non-Equivalent Unit of Competency: A unit with no direct equivalence, requiring Recognition of Prior Learning (RPL).

Partial Credit Transfer: Where only some learning outcomes of a unit match, requiring students to undertake RPL or further training.

6. Responsibility

Director of VET and Compliance: Ensures compliance with this policy and oversees credit transfer practices.

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Academic Manager: Approves credit transfer applications, validates unit equivalence, and resolves disputes.

Administration Manager: ensures the policy is communicated to all relevant staff and students and implements this procedure, maintains records, and ensures all staff adhere to the policy.

Administrative Staff: Assists with document processing and verification.

Students: Submit credit transfer applications and required documentation.

7. Legislative and Regulatory Requirements

This policy aligns with the following regulatory requirements:

Standards for RTOs 2025: Standard 1.7 – Credit Transfer

Outcome Standard

National Code 2018: Standard 2.3, 2.4, 2.5:

8. Procedure for Credit Transfer

Step 1: Student Application

a. Students must apply for credit transfer by completing the Credit Transfer Application Form at the time of application, before a Letter of Offer is issued. The following documentation must be provided:

- AQF documentation (Statement of Attainment, Record of Results, or Qualification), or
- An authenticated VET Transcript accessed via the USI portal.

All documents must be in English and certified if submitting hard copies.

b. A non-refundable credit transfer application fee of \$250 must be paid to AIC's nominated account.

c. If the application is submitted after the Confirmation of Enrolment (CoE) has been issued, an additional CoE amendment fee of \$100 will apply to reflect the reduced course duration.

Step 2: AIC Verification

To prevent fraud and ensure the integrity of qualifications, all credit transfer evidence must be verified. Where possible, verification should be completed using the student's USI VET transcript. If this is not available, administrative staff must follow the detailed steps below to confirm authenticity.

Acceptable Evidence	Verification Method
USI VET Transcript	Access via USI Organisation Portal with student permission.
Statement of Attainment or Qualification	Contact issuing RTO and confirm authenticity
Record of Results	Cross-check unit codes and results; verify with issuing provider.
Certificate from Closed RTO	Use ASQA Student Records Request Service. https://www.asqa.gov.au/students/student-record

How to confirm authenticity without a USI

Step	Action
Step 1	Search the issuing training organisation on https://training.gov.au to confirm the provider was active and had appropriate scope at the time the training product was issued.

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Step 2	Contact the issuing RTO directly by phone or email to verify the authenticity of the certificate.
Step 3	If verification is provided via email, print and retain the email with the application. Initial and date the copy. If verification is by phone, record the date, time, contact person, and verification outcome on the certificate copy.
Step 4	Ensure all authenticated evidence and the credit transfer application are stored securely in the student's file.
Step 5	If the RTO does not cooperate, advise the student to request assistance from the issuing RTO. Allow seven days for a response. If no response is received, close the application.
If RTO is closed	If the training organisation is no longer active or contactable, submit a request to ASQA using the Student Records Request service https://www.asqa.gov.au/students/student-record . Advise the student this process may take 3–4 weeks.

Step 3: Decision and Notification

- Applications are assessed within 10 business days
- Students are notified in writing of the outcome
- Credit is granted for full equivalent units only
- If denied, reasons and appeal information are provided

Step 4: Recordkeeping

- Verified evidence and signed forms are retained on the student file
- Student management system is updated

The following table outlines the key steps involved in processing a Credit Transfer application:

Step	Action	Responsibility	Timing
1	Application for Credit Transfer: Students wishing to apply for credit transfer must complete the Credit Transfer Application Form, available on the College's website or from administration.	Student	Before enrolment
2	Submission of Supporting Documents: The application form must be submitted with evidence of the previously completed units of competency or qualifications, such as authenticated USI transcripts, original or certified copies of certificates or Statements of Attainment from an Australian RTO	Student	With application submission
3	Verification of Documents: Administration Manager verifies qualifications and statements of attainment for authenticity. A random internal check will be conducted by the Director of VET and Compliance to ensure accuracy and prevent fraudulent submissions.	Administration Manager	Within five (5) working days of receiving the application
4	Assessment of Credit Transfer: Academic Manager will review the application and accompanying documents and check the qualification or statement of attainment for authenticity whether a credit can be granted for equivalent units.	Academic Manager	Within five (5) working days of verification

5	Evaluation of Equivalency: The Academic Manager consults the National Training Register mapping guide to determine unit equivalency. If there is no mapping available, the unit is deemed not equivalent and not eligible for credit transfer. If a superseded equivalent unit is presented, credit transfer may be granted following ASQA guidance from 30-06-2022 , which states that if a unit of competency is determined as superseded equivalent in the training package , a provider can grant credit for that unit without needing to map unit outcomes.	Academic Manager	Within five (5) working days of document verification
6	Decision and Notification: The Administration Manager or delegate communicates the outcome of the credit transfer application in writing. If approved, the student's academic record is updated. If denied, reasons and appeal rights are provided. The Academic Manager will review all final credit transfer approvals quarterly to ensure consistency.	Administration Manager	Within three (3) working days of equivalency check
7	Handling Non-Equivalent or Partial Credit Units: If a unit is non-equivalent or partially matched, the student is advised to apply for RPL or undertake additional training. Partial credit will not be considered for credit transfer.	Academic Manager	Upon equivalency check
8	Record Outcome: Record outcome in student file and update student management system	Administration Manager	Within two (2) working days of notification
9	Record Keeping Verified copies of qualifications and statements of attainment, along with the completed credit transfer application form signed by the learner and academic manager (or delegate), must be stored in the Student Management System (SMS) and retained for at least two years after enrolment ceases. An internal audit will be conducted every six months to verify that all credit transfer approvals have supporting documentation.		Immediately upon finalisation of the application
10	Impact Notification: If credit transfer reduces course duration, international students receive a revised Confirmation of Enrolment (CoE) and must contact immigration regarding visa implications.	Administration Manager	Upon credit transfer approval
11	Dispute Resolution: If a student disputes a credit transfer decision, they may appeal following the Complaints and Appeals Policy.	Academic Manager	Within five (5) working days of notification

9. Recordkeeping Requirements

Australian Ideal College must retain the following for all overseas students:

- Completed Credit Transfer Applications
- Written outcomes and student acknowledgement
- CoE variation and PRISMS records
- Mapping of prior credit and units granted

10. Policy Implementation

This policy is made available and communicated to students through pre-enrolment materials, orientation, the Student Handbook, and AIC website. Staff are trained to apply the policy consistently.



11. Monitoring and Evaluation

This Policy and Procedure will undergo an annual review, or sooner if required, to ensure it remains relevant and effective in guiding the operations and strategies or as needed to reflect any changes in the regulatory environment or operational practices.

Credit transfer decisions are periodically reviewed to ensure fairness and consistency. Monitoring includes internal audits, staff review meetings, and student feedback. Feedback will be collated and analysed and discussed at the monthly management meetings, for noting or action with any necessary changes documented in a Continuous Improvement Form and in the Continuous Improvement Register.

Refer to the Monitoring and Evaluation Policy and Procedures

Document Control

Document Title	Credit Transfer and Recognition of Prior Learning (RPL) Policy and Procedure		
Approved By	CEO		
Date Approved	30/09/2025		
Next Review Due	30/09/2026		
Standards/Legislation	SRTO's 2025 1.4, 1.6, 1.7 and NC 2.3, 2.4 and 2.5		
Version	5.0		
Version #	Changes	Approval By	Approval Date
1.0	Initial version	CEO	1/6/2016
2.0	Added application form	CEO	14/1/2013
3.0	Minor change	CEO	5/5/2018
4.0	Updated terminology	CEO	1/6/2021
5.0	Updated format SRTO's 2025	CEO	30/09/2025