Credit Transfer Policy and Procedure – PP008

Purpose

Institute of Training and Further Education (iTFE) recognises the skills, experiences, and development individuals have previously gained through formal training to grant a Credit Transfer (CT).

This document outlines the process for assessing and recognising an individual's skills, knowledge, and competencies acquired through formal learning against the requirements of a qualification and/or unit of competency and ensures it is appropriately recognised. Students granted credit transfer may finish the course in a shorter duration.

Scope

This procedure applies to all Students, employees, assessors, trainers, and managers involved in the Credit Transfer process.

Definitions

Credit Transfer (CT) may be granted when an individual has completed the same or an equivalent previous iteration of unit/s at any registered training organisation that will be undertaken within their enrolled iTFE course.

Procedure

To apply for a CT, copies of nationally recognised certificates, transcripts or statements of results or statement of attainment indicating the successful of completion units of competency must be provided at enrolment and the request is recorded on the enrolment form, if the units of competency are to be recorded with a 'CT' outcome this is recorded on the Training Plan.

If a student wishes to apply for CT after course commencement the transcripts or statements of results indicating the successful completion of units of competency must be provided to the trainer. The documents must include unit codes and titles and be able to be verified via steps 1, 2 and 3 of the following.

1. Certificates, transcripts or statements of attainment containing units completed at another provider that have been certified as a copy of the original by an authorised person.
2. iTFE where possible will contact the issuing RTO to verification of issuance.
3. The individual allows iTFE access to view their USI transcript through the USI registry for verification purposes and
4. **Important:** All Credit Transfer applications must also be checked against the ASQA listed RTO qualifications and units of competency cancellation list prior to a Credit Transfer being granted. ASQA Cancellation of Qualifications and UoC List – INFO027. iTFE does not use AI tools in verifying AQF documentation or transcripts, and that human oversight is maintained for all decisions.

NB: If the student completed units of competency with iTFE and the parchment number, and units align with the original certificate, the CT will be granted, and no transcripts is required.

When presented with authentic, verifiable certificates and/or statements of attainment for qualifications or

part there of completed at other Registered Training Organisations (RTOs), iTFE recognise that these comprise part of the Australian Qualification Framework and ensure these form part of the clients' pathway to their chosen qualification as applicable.

Students applying for credit transfer and enrolling in a funded course will have the credit transfer applied to their training outcome record after the first unit of competency has commenced. All other applications for credit training are applied at the time of enrolment during the pre-training review.

NB: Issuing a VET qualification or VET statement of attainment via credit transfer based on training wholly completed through RPL or credit transfer at a different RTO will not be eligible for Credit Transfer/s.

Superseded Units

When a student presents a superseded equivalent unit of competency for credit transfer for the purpose of reducing the amount of learning required to achieve a qualification or skill set, iTFE will grant credit transfer providing that the training package has determined the unit of competency to be 'superseded equivalent'.

To ensure a student's previous study is treated fairly, iTFE will grant credit transfer without mapping unit outcomes for a unit of competency that is superseded and equivalent unless the units were completed 2 or more prior versions. If so, iTFE may conduct a mapping of the previous unit to the new unit to identify any gaps. Any identified gaps will be explained to students and arrangements will be made for gap training and assessment.

For units that are superseded and not equivalent, iTFE will compare both units' content from training.gov.au against one another (mapping unit outcomes).

- Where minor changes between units are identified, gap training may be offered to the student as applicable, and an RPL applied if sufficient evidence is provided.
- For more significant changes between units, undertaking the latest version of the unit of competency may be offered to the individual.

Responsibilities

Student

- Request for Credit Transfer either at the time of the employment application or via the Trainer later in the course.
- Provide certified copies of qualifications and/or Statements of Attainment.
- Provide iTFE with access to their USI records.
- Provide any additional information requested to support the application.

Administration Staff

- Provide students with information regarding Credit Transfer application during enrolment.
- Confirm the Unit of Competency and/or Qualification has not been cancelled by ASQA.
- Receive and process applications.

- Verify documentation via the USI system and issuing the RTO (if available) and maintain evidence in the student file.
- Update student management system and Training Plan following approval or provide the student with information if the CT is not granted.

Trainer and Assessor

- Request a copy of the Certified Certificate or Statement of Attainment.
- Submit request for Credit Transfer via the Request Register for the Admin Team to review and process accordingly.

Administration and Compliance Manager

- Ensure compliance with regulatory and training package requirements.
- Maintain the ASQA Cancellation of Qualifications and UoC List – INFO027
- Monitor implementation of this procedure.

Procedure

Step 1: Information Provision

1. All prospective Students are informed of their right to apply for Credit Transfer before enrolment or during training.
2. Information is provided through:
    - Student Handbook
    - Website
    - Enrolment documents

Step 2: Application Submission

1. **Students may request Credit Transfer in two ways (see Table 1 below**). In both ways the student must provide one or more of the following via email:
    - Certified copy of a Qualification.
    - Certified copy of a Statement of Attainment.
    - Access to the USI VET Transcript portal.

During Enrolment	**Method of Application:** • Student indicates a request for Credit Transfer on the Enrolment Form and provide the required evidence to the Enrolment Officer as listed above.
During the Course	**Method of Application:**

	• Student advises their Trainer that they wish to apply for Credit Transfer and provides the required evidence to the Trainer – as above. • The Trainer submits a request for a Credit Transfer on behalf of the student via Monday.com - https://forms.monday.com/forms/6b39a4e57455a541cb0b6235dc767c13?r=apse2 • The Administration and Compliance Manager receives a notification from Monday.com Credit Transfers Issued - since Aug 1st 2026 and directs the Credit Transfer request to the relevant Enrolment Officer.

Step 3: Verification of Documentation

1. Administration staff verify:
    - The authenticity of the documentation.
    - The issuing organisation's details.
    - Unit codes and titles.
2. Verification includes:
    - Reviewing the Student's USI transcript via the USI Portal.
    - Contacting the issuing RTO (if available).
    - Checking national training records where available.
3. Administration staff also check against the ASQA Qualification and Unit cancellation list: AQF_Certification_Cancellations_QMS_Inclusions - PP069 to ensure the issuance has not been cancelled. *NB: USI Transcripts may still display issued qualifications and units of competency for a period of time after ASQA has actioned cancellations.*
    - If a qualification or unit of competency has been identified as cancelled refer to AQF Certificate Cancellations Policy and Procedure - PP069 to ensure the student is appropriately advised and presented with alternative pathways to complete the unit of competency.
    - Administration staff are to first consult with the Administration and Compliance Manager prior to contacting an impacted student to ensure the correct and appropriate response is communicated to the student.
4. Updating Cloud Assess when Student advises their Trainer that they wish to apply for Credit Transfer: After a Credit Transfer request has been checked and approved by admin, admin staff will change the status of 'Verified as Authentic' in the Monday.com board and an automated message will be sent to the Resource Manager who will update the status in Cloud Assess to amend the unit(s) outcome to CT.

Step 4: Assessment of Eligibility

1. The unit code and title on the submitted documentation are compared with the unit(s) within the Student's course.
2. Credit Transfer will be granted where:
    - The unit code and unit title are identical; or
    - The unit has been officially deemed equivalent through training package transition arrangements.
3. No further assessment of competency is required where Credit Transfer eligibility is confirmed.

Step 5: Decision

1. The Credit Transfer application is reviewed and a determination made.
2. Outcomes may include:
    - Credit Transfer Granted
    - Credit Transfer Not Granted
3. Reasons for any refusal must be documented in the students in the Student Management System.

Step 6: Notification of Outcome

1. Students are notified in writing of the decision.
2. Notification includes:
    - Unit/s approved for Credit Transfer via an updated Training Plan, reflecting the approved Credit Transfer/s.
    - Units not approved and reasons.
    - Information regarding the appeals process is provided at enrolment within the Student Handbook.

Step 7: Recording of Results

1. Approved Credit Transfer outcomes are recorded in the Student Management System.
2. The Student's training plan is updated where applicable.
3. Copies of all supporting documentation are retained in the Student's file.

6. Fees

The organisation does not charge a fee for assessing Credit Transfer applications unless otherwise stated in the current Statement of Fees.

7. Appeals

Students who are dissatisfied with a Credit Transfer decision may lodge an appeal in accordance with the Complaints, Grievance and Appeal Policy and Procedure- PP021.

Appeals must:

- Be submitted in writing within 20 working days of notification.
- Clearly outline the grounds for appeal.
- Include any additional supporting information.

8. Records Management

The organisation will maintain records relating to Credit Transfer applications, including:

- Application forms
- Supporting evidence

- Verification records
- Decision outcomes
- Correspondence

Records will be retained and securely stored in accordance with legislative, regulatory, and organisational requirements.

9. Privacy and Confidentiality

All Student information collected as part of the Credit Transfer process will be managed in accordance with the Privacy Act 1988 (Cth) and organisational privacy requirements.

Access to records will be restricted to authorised personnel.

CREDIT TRANSFER FLOWCHART

