# POLICY AND PROCEDURE

## CREDIT TRANSFER

## PURPOSE OF THE POLICY

This policy outlines the consistent, fair, and transparent process for granting credit transfer to students who have previously completed equivalent units of competency or training products with another Registered Training Organisation (RTO). It supports learner progression, eliminates unnecessary duplication of training, and ensures compliance with the National Code 2018 and the Outcome Standards for NVR Registered Training Organisations Instrument 2025.

This policy applies to all prospective and currently enrolled students across all training products on the RTO's scope of registration.

## POLICY STATEMENTS

### GENERAL PRINCIPLES

- Credit transfer is an administrative function, not an assessment. It determines equivalence between previously awarded units/training products and those delivered by the RTO.

- Credit transfer is distinct from Recognition of Prior Learning (RPL), which is an assessment process.

- Credit will only be granted where equivalency is confirmed and is not restricted by licensing or regulatory conditions.

### INFORMATION PROVISION

- All VET students will be informed of their right to apply for credit transfer prior to enrolment, during enrolment, and at orientation.

- The Credit Transfer Policy, procedures, and application form will be accessible via the International Student Information Booklet, website, and pre-enrolment materials.

| Policy/Form Name | Credit Transfer Policy and Associated Procedures | | | Created Date | July 2025 |
|---|---|---|---|---|---|
| Policy/Form No | AAIT A7 | Version No: | V11 | Last Modified Date: | July 2025 |
| ANGAD Australian Institute of Technology, CRICOS Code: 02970M, Provider Code: 22073 | | | | Page Sequence | Page 1 of 3 |

## APPLICATION AND ASSESSMENT

- Students may apply for credit transfer by submitting a completed Credit Transfer Application Form along with verified AQF certification documentation or an authenticated VET transcript and USI transcript.

- All applications will be assessed based on verified evidence, with decisions made within 10 working days.

- Licensing and regulatory requirements will be checked before granting credit.

## DECISION AND DOCUMENTATION

- Students will receive written notification of the credit transfer outcome.

- Approved credit transfers will be recorded in the Student Management System and retained in the student's file for at least two years after the student ceases to be enrolled.

- Where credit transfer shortens the course duration, the Confirmation of Enrolment (CoE) will be updated and PRISMS notified as required.

## APPEALS

- Students may appeal credit transfer decisions in accordance with the Feedback, Complaints and Appeals Policy.

## MONITORING AND COMPLIANCE

- Credit transfer documentation and processes will be audited annually to ensure compliance with relevant standards and policies.

## PROCEDURES

| Step | Action | Responsible Staff | Supporting Documents | Timing |
|---|---|---|---|---|
| **1. Provide information** | Inform students of credit transfer rights and provide access to policy, procedures, and application forms. | Student Support Officer | Student Handbook, Website, Policy Document | At enrolment/orientation |
| **2. Receive application** | Receive and log completed Credit Transfer Application Form and supporting documents. | Student Support Officer | CT Application Form, CT Register | Upon receipt |
| **3. Verify documents** | Verify AQF certification/VET transcript and USI transcript with issuing RTO/Authority. | Student Support Officer | AQF docs, VET transcript, USI transcript | Within 5 working days |
| **4. Assess application** | Review verified documents for authenticity and equivalency against RTO scope and training package mapping. | Academic Manager | Course Brochures, Scope of Registration | Within 10 working days |

| | | | | |
|---|---|---|---|---|
| **5. Communicate decision** | Notify student in writing of outcome, including any changes to course duration/fees. | Academic Manager | CT Outcome Form | Within 10 working days of decision |
| **6. Update records** | Enter decision into Student Management System and update student file. | Student Support Officer | SMS, Student File | After decision |
| **7. Update CoE (if applicable)** | Where course duration is reduced, update CoE and notify PRISMS and student. | Student Support Officer | CoE, PRISMS | Within 3 working days |
| **8. Handle appeals** | Manage any appeals or requests for reassessment per complaints policy. | Academic Manager | Complaints & Appeals Policy | As required |
| **9. Annual audit** | Review CT documentation and processes for compliance. | Compliance Officer | CT Register, AQF Records Policy | Annually |

## RESPONSIBILITIES

The **CEO** is responsible for:

- Providing strategic oversight and ensuring organisational systems support a valid and fair credit transfer process.

The **Director of Studies** is responsible for:

- Reviewing and approving credit transfer applications.

- Communicating outcomes to students.

- Handling appeals and reassessments.

The **Admissions Officer and Student Support Officer** is responsible for:

- Providing information to students about credit transfer.

- Receiving and logging applications.

- Verifying documentation.

- Updating student records and Confirmation of Enrolment (CoE) documents.

- Conducting annual audits of credit transfer processes and documentation.

- Ensuring adherence to legislative and policy requirements.