

CREDIT TRANSFER POLICY

Purpose

This policy ensures that ACTB learners can receive credit for previously attained units of competency and/or modules, unless licensing or regulatory requirements prevent it. 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.

Responsibilities

1. CEO

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

2. Administrative & Support Staff

- Communicates credit transfer processes to the learner.
- Processes credit transfer applications and verifies the evidence provided.
- Maintains credit transfer records accurately and securely.
- Manages administrative credit transfer tasks and updates student records.

3. Administrative Staff

- Undertakes mapping for non-equivalent units.

General Principles

ACTB will be guided by the following:

- Clearly inform learners of our credit transfer policy and process in our Student Handbook.
- All learners are entitled to apply for a credit transfer in a nationally recognised training program in which they are enrolled.
- Encourage learners to apply for a credit transfer before the commencement of their training program.
- Do not apply any fees for learners to apply for a credit transfer.
- Learners may only apply for a credit transfer for units that are included in 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 that 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 is 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 evidence supporting that they have completed a nationally recognised unit or module, and they are to be verified before 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:

1. Standards for RTOs 2025:

- **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 the 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.

2. 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 improvement 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