Credit Transfer Policy and Associated Procedures

Purpose of the policy

This policy and associated procedures outline AICC's approach to credit transfer as it relates to student enrolment and completion. AICC acknowledges the requirement as a Registered Training Organisation to recognise the awards issued by other RTOs. This is limited to outcomes that are drawn from the national skills framework being units of competency awarded and accurately identified in statements of attainment and qualifications.

This policy and associated procedures meet the requirements of Standards for Registered Training Standards 1.6, 1.7, and 2.2 of the Outcome Standards for RTOs and AQF certification documentation, student identifiers and nationally recognised training logo requirements in Compliance Requirements, as well as Standards 2 and 3 of the National Code of Practice for Providers of Education and Training to Overseas Students 2018.

Policy statements

Definitions

Credit transfer - (also referred to as national recognition or universal recognition) is the recognition of learning achieved through formal education and training. Under the Standards for Registered Training Organisations, qualifications and statements of attainment issued by any RTO are to be accepted and recognised by all other RTOs. Credit transfer allows the unit of competency previously achieved by a learner to be recognised when they are enrolling in a related course where those units can assist them in meeting the requirements for a qualification. It is important to note that credit transfer is not recognition of prior learning (RPL). RPL is assessment and is addressed within the Recognition of Prior Learning Policy.

Credit transfer and RPL - Credit towards a student's course can be provided by credit transfer or RPL. This means that students do not have to repeat units (or equivalent) already achieved and can be recognised for formal and informal learning, skills and experience.

AICC will review all AQF certification and authenticate it as part of the process of awarding credit.

Applicants who wish to apply for RPL will be provided with a Candidate Kit. The RPL process will be followed as per the Training and Assessment Policy and Associated Procedures.

For RPL (Recognition of Prior Learning), similar to the policy followed by all Australian universities, AICC permits a maximum of 50% of the units of competency to be granted through RPL, even if the candidate provides sufficient evidence such as employment letters, payslips, industry experience, Statements of Attainment (SOA), and other supporting documents.

The remaining 50% of the units must be completed through face-to-face training. This ensures that any gaps are addressed and allows for additional validation of the candidate's experience, knowledge, and skills.

Applicants will be advised in writing of the outcome of their application for credit transfer and/or RPL. Where the credit provided results in a reduction of the duration of the course and fees, this will also be advising in writing.

Credit Transfer Application - When unit codes and titles are different - If credit transfer is being sought for a unit of competency which has a different title or code, then it is necessary to establish the equivalence status between the unit held and the unit being sought. In many cases this information

can be found in the mapping guide published on the National Training Register www.training.gov.au. Our administrative staff will obtain this information and validate claims of equivalence. Administrative staff should note that the mapping notes within the National Training Register are sometimes very clear and in general will use language such as “Not equivalent” or “Is superseded by and is equivalent to”. In some cases, there will appear to be no direction, and this may be because the unit is new and has no previous version of the unit. In some cases, it will say words to the effect: “Is superseded by:” without any clarification about the equivalence status. In these cases, the new unit should be considered as not equivalent. If in doubt, admin staff are to seek the advice of the Chief Executive Officer or delegate or the related industry skills council.

If there is no mapping available, the unit is deemed not equivalent then we are not to recognise the unit through credit transfer. In these circumstances, the applicant should be referred for RPL in accordance with our Recognition policies and procedures. Under no circumstances is a comparison between units to be used as the basis for issuing credit transfer. If the skills council has not determined it to be equivalent, then it is not. Subjective comparisons by the RTO are not valid.

Credit Transfer Application - Evidence requirements - An applicant will be required to present their statement of attainment or qualification for examination by AICC. These documents will provide the detail of what units of competency the applicant has been previously issued. Applicants must provide satisfactory evidence that the statement of attainment or qualification is theirs and that it has been issued by an Australian RTO. Statements of attainment or qualifications should be in the correct format as outlined in the Australian Qualifications Framework, Second Edition, 2013. The applicant is required to submitted copies only which are certified as a true copy of the original by a Justice of the Peace (or equivalent).

Credit Transfer Application - Credit transfer guidelines - Any learner is entitled to apply for credit transfer in a course or qualification in which they are currently enrolled.

Learners may not apply for credit transfer for units of competency or qualification which are not included in our scope of registration.

Whilst learners may apply for credit transfer at any time, they are encouraged to apply before commencing a training program. This will reduce unnecessary training and guide the learner down a more efficient path to competence.

The learner does not incur any fees for credit transfer and we do not receive any funding when credit transfer is granted.

Credit transfer may only be awarded for whole units of competency. Where a mapping guide identifies a partial credit, this will not be considered for credit transfer and the applicant will be advised to seek recognition.

Credit transfer will only be issued when the learner’s enrolment includes at least one other unit of competency for which the learner is participating in training or is seeking recognition. Learner may not enrol only for credit transfer.

The recognition of a unit of competency under a credit transfer arrangement is not contingent on the applicant demonstrating their currency. If the unit has been previously awarded and equivalence can be demonstrated then the unit can be recognised. The currency of the applicant is not a factor to be considered.

Procedures

1 Credit transfer Procedure

1.1 We will provide sufficient information to candidates to inform them of opportunities for alternative pathways via credit transfer and the credit transfer policy prior to enrolment. International students are provided with information about the effect of credit transfer on course duration and that this may affect the duration of the issued CoE.

1.2 To apply for credit transfer, the applicant must complete and submit the following documentation to AICC:

- Application for Application for Course Credit;
- Certified copy of the qualification or statement of attainment; and
- Enrolment application for the training program applicable to the units of competency for which credit transfer is requested.

1.3 If the applicant has not included the required evidence but has indicated they wish to apply for credit transfer, contact them to provide the evidence / certificate.

1.4 On receipt of the application, AICC Contact the issuing RTO to verify that the certificate is authentic. If the qualification or statement of attainment is deemed authentic, grant credit transfer for the equivalent units of competency that have been completed.

1.5 Where the units of competency do not align with the units of competency requested, further information is to be sought in the form of the Training Package mapping guide if available.

1.6 Verified copies of qualifications and statements of attainment used as the basis for granting credit transfer must be kept on the learner file.

1.7 The completed credit transfer application form must be signed by the learner and AICC Chief Executive Officer (or delegate) and retained on the learner's file at AICC.

1.8 Learners will be notified in writing of the outcome of their application. This may include issuing statements of attainment or qualifications awarded through credit transfer in accordance with our Certification policies and procedure.

2 Process credit transfer

2.1 Review the student's application for enrolment form to check if they wish to apply for credit.

2.2 If the applicant has not included the required evidence but has indicated they wish to apply for credit transfer, contact them to provide the certificate.

2.3 Contact the issuing RTO to verify that the certificate is authentic.

2.4 Where the certificate is authentic, update the student's details on the Student Management System and advise the student of the reduction to their course duration and fees. The

reduction in course duration will be as per the amount of time allocated in the timetable to the unit that the student has received credit for. See Fees and Refunds Policy and Associated Procedures for calculation for reduction of fees.

2.5 Issue the student's CoE with the reduced duration as per the Student Enrolment and Completion Policy and Associated Procedures.

2.6 Report the change of course duration in PRISMS as per the Student Enrolment and Completion Policy and Associated Procedures.

3	**Review compliance with Standards for Registered Training Organisations (RTOs) 2015 and National Code 2018**

3.1 Reviewed monthly on the RTO Management Meeting agenda

3.2 Reviewed as per Governance Schedule

3.3 Review on an annual basis using the ASQA RTO Self-assessment tool template, Section 6 Completion

Responsibilities

The Administration and Student Support Officer will be responsible for:

- checking all incoming applications for credit transfer
- issuing completion documents including certification, Statements of Attainment and Testamurs for Credit Transfer
- student file maintenance.

The Academic Manager will be responsible for:

- reviewing and approving all applications for credit transfer.

Document Control

Version number:	V1.4	Approved by:	CEO/PEO
Approval date:	1 July 2025	Review date:	1 July 2026