

Credit Transfer Policy

Purpose

The purpose of this policy is to ensure that selectability Training implements a consistent, fair, and transparent credit transfer process that recognises prior completion of equivalent units or modules to support learner progression while maintaining the integrity of the training product. This policy and associated process is in compliance with the Outcome Standards for NVR Registered Training Organisations Instrument 2025 Cth).

Scope

This policy applies to all:

- Training products on the selectability Training scope of registration
- Prospective and currently enrolled students seeking credit transfer

Policy

selectability Training recognises students who have previously completed equivalent units of competency or training products through another RTO where a student is seeking credit transfer for the said training products that are on the selectability Training's scope of registration. It is important to note that credit transfer is not an assessment. It is an administrative function that determines the equivalence of a unit of competency or training product the student has been previously awarded to units of competency or training products incorporated into courses being delivered at selectability Training. This is not to be confused with the recognition of prior learning which is a method of assessment.

To support learner progression and eliminate unnecessary duplication of training, selectability Training will:

- Provide all VET students information about the Credit Transfer process and access to this policy and procedure.
- Provide all VET students with the opportunity to apply for credit transfer (CT).
- Assess credit transfer applications based on verified and authenticated AQF certification documentation or VET transcripts (unless prevented by licensing or regulatory requirements of the training product).
- Ensure decisions are fair, transparent, and consistent across all applicants.
- Maintain detailed records of all CT decisions in the student management system.
- Provide a written record of the CT decision to the student and retain the same for two years after the student ceases to be an accepted student.
- Create an enrolment that reflects the shortened course duration where CT shortens the course duration.

Credit transfer will only be granted where equivalency of training products is confirmed and not restricted by licensing or regulatory conditions

Responsibilities

- **CEO:** Provides strategic oversight and ensures organisational systems support valid and fair Credit Transfer process.
- **RTO Manager:** Reviews and approves the Credit Transfer requests.
- **Administrator:** Ensures policy adherence and record management.
- **Student Support Officer:** Updates student records and maintains evidence in the selectability Training's Student Management System.
- Operational Procedure Table: CREDIT TRANSFER policy

Action	Responsible Staff	Supporting Document	Timing/Frequency
Provide CT information to students	Administration Officer	Student Handbook, Website	At enrolment/orientation
Receive and log application	Administration Officer	CT Application Form, Register	Upon receipt
Review evidence and make decision	RTO Manager	Course Brochures CT Outcome Form	Within 10 working days
Record in SMS and student file	Administration Officer	SMS, Student File	After decision
Handle appeal or reassessment	RTO Manager	Complaints and Appeals Policy	As required
Periodic review and audit	Compliance Officer	CT Register	Ongoing

Terms And Definitions

TAS - Training and Assessment Strategies, a document that describes the RTO's plans to deliver a training product.

RTO - Registered Training Organisations, a training organisation with the national VET regulator.

VET - Vocational Education and Training, a government body responsible for registering, accrediting, and auditing training providers to ensure they meet national quality standards for vocational education and training

RPL - Recognition of Prior Learning, Policy name

NVR - National VET Regulator, is the Australian Skills Quality Authority (ASQA) responsible for regulating vocational education and training providers

AQF - Australian Qualifications Framework, is the national policy that defines and links all qualifications across the education and training sectors in Australia.

CT – Credit Transfer, is an administrative process that recognises a student's previously completed and awarded units of competency or qualifications from another RTO as equivalent to units in their current course, eliminating unnecessary duplication of training

Document Governance

Document Properties

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Board Committee	FAR

Related Documents and legislation

<p>Related Documents</p> <p>Training and Assessment Strategies Credit Transfer Application Form Credit Transfer Register Credit Transfer Outcome Form</p>
<p>Legislation / Other instruments</p> <p>Outcome 1 – Training and Assessment, Division 3 – RPL and Credit Transfer, Standard 1.7, National Vocational Education and Training Regulator (Outcome Standards for NVR Registered Training Organisations) Instrument 2025 (Cth).</p>
<p>Related RTO Policies</p> <p>Training and Assessment Strategy Policy Assessment Policy Feedback, Complaints and Appeals Policy Third Party Arrangements Policy Student Code of Conduct Student Handbook</p>

Aligning Standards

Child Safety Principles

1. Child safety and wellbeing is embedded in organisational leadership, governance, and culture
2. Children and young people are informed about their rights, participate in decisions affecting them and are taken seriously
3. Families and communities are informed and involved in promoting child safety and wellbeing
4. Equity is upheld and diverse needs respected in policy and practice
5. People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice
6. Processes to respond to complaints and concerns are child focused
7. Employees and volunteers are equipped with the knowledge, skills and awareness to keep children and young people safe through ongoing education and training
8. Physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed
9. Implementation of the national child safe principles is regularly reviewed and improved
10. Policies and procedures document how the organisation is safe for children and young people

2025 RTO Standards

Outcome 1 – Training and Assessment, Division 3 – Recognition of Prior Learning, Standard 1.7

Document History

Version	Date	Review Notes	Officer
RTO.2012.V1.0	25/03/2026	Document Approved	CFO
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