

Credit Transfer Procedure

Purpose

The purpose of this procedure is to explain how the Credit Transfer Policy is to be applied and the requirements that employees and students are to adhere to when applying for, verifying, and granting credit transfer. It ensures that students who have previously completed equivalent units of competency or training products through another RTO are provided with fair, transparent, and consistent administrative processes to have their prior completion recognised, thereby eliminating unnecessary duplication of training and supporting learner progression. This procedure supports the outcome of ensuring credit transfer decisions are based on verified and authenticated AQF certification documentation or VET transcripts, and that credit is only granted where equivalency of training products is confirmed and not restricted by licensing or regulatory conditions.

Scope

This procedure applies to all:

- Training products on selectability Training's scope of registration
- Prospective and currently enrolled students seeking credit transfer (CT)
- The RTO Manager responsible for reviewing and approving credit transfer applications
- The Administration Officer responsible for receiving applications, verifying documentation, and updating student records
- The Compliance Officer responsible for ensuring policy adherence and record management
- Credit transfer application, verification, decision-making, documentation, and appeals processes
- Record-keeping requirements in the student management system for credit transfer outcomes.

Procedure Statement

Information and Access

selectability Training ensures that prior to enrolment, during enrolment and at orientation, all students are:

- Informed of their right to apply for Credit Transfer.
- Provided access to the Credit Transfer Policy, Procedure, and Application Form.
- Directed to Student Support staff or the RTO Manager for guidance.

This information is also made available via the student handbook, website, and pre-enrolment materials.

Application

To apply for Credit Transfer, a student must:

- Submit a completed Credit Transfer Application Form.
- Provide AQF certification documentation or a VET transcript and a USI transcript. The document must be certified by a notary public.

The selectability Training Administration Officer shall receive the application form and:

- Log the same into the Credit Transfer Register.
- Verify the provided AQF certification documentations or the VET transcript and the USI transcript with the issuing RTO/ Authority.
- Refer the application to the RTO Manager.

Assessment of Credit Transfer

selectability Training ensures that:

- Credit is only granted for equivalent units of competency or training products identified through Training Package mapping.
- Licensing or regulatory requirements are checked before granting Credit Transfer.
- Credit Transfer will not be awarded for more than 60% of the core units of competency. Credit Transfer will be awarded for any verified elective unit of competency on our scope that meets the packaging rules of the qualification. This is to ensure selectability Training conducts assessment of the knowledge, skills and competency of a student before awarding AQF documentation, to support the quality and integrity of the VET system.

selectability Training RTO Manager:

- Reviews the verified AQF certification documentations or the VET transcript and USI transcript for authenticity and equivalence.
- Confirms the units of competency or the training products align with those on selectability Training's scope.

Process:

Verify the evidence is authentic

To confirm the authenticity of the evidence presented, follow this two-step procedure:

- Confirm the evidence has been certified as a true copy of the original.
- Contact the issuing institution to confirm the certification documentation was legitimately issued by them to the learner. Where the issuing institution is the Student Identifiers Registrar, log into the USI Portal, and check the unit of competency is listed against the student's record on the USI Registry.

Assess the evidence for Credit Transfer

1. Check the code and title of the unit of competency are not blocked from Credit Transfer by licensing or regulatory requirements.
 - If licensing or regulatory requirements prevent Credit Transfer, credit transfer cannot be applied.
2. Check the code and title against the national training register
 - If the code and title are an exact match for the unit of competency listed in a selectability Training course on our scope of registration, the unit can be results as Credit Transfer.
 - If the code and title are not an exact match, but the unit of competency is listed on training.gov.au as being equivalent to the unit of competency listed on our scope, the unit can be results as Credit Transfer.
 - If the code and title are not an exact match, and the unit of competency is listed as "non-equivalent" on training.gov.au, Credit Transfer cannot be applied. Credit Transfer Decision and Documentation

selectability Training RTO Manager:

- Makes a decision to grant Credit Transfer based on the provided and verified evidence.
- Communicate the decision to the student in writing within 10 working days.
- Where Credit Transfer was not awarded, the student is to be reminded of the Recognition of Prior Learning process and invited to participate in this process.

selectability Training Administration Officer:

- Enters the Credit Transfer decision into the Student Management System and ensures all relevant documents are saved in the student's file.

Appeals and Reassessments

Students who disagree with the Credit Transfer application outcome may:

- Lodge a formal appeal as per the selectability Training Feedback, Complaints and

Appeals Policy and Procedures.

- Request a reassessment of the credit transfer application and evidence.

The RTO Manager ensures all appeals are responded to within the timelines specified in the policy.

Ongoing Monitoring and Continuous Improvement

selectability Training Compliance Officer audits the Credit Transfer documentation annually to ensure compliance with Rules of Evidence and the selectability Training CR 2.9 – 2.11 AQF Certification Documentation and Records Policy and Procedures.

Any issues identified are to be noted as a possible quality improvement, and the RTO Quality Improvement procedure applied.

Terms and Definitions

USI	Unique Government-assigned Identification, the document accessed via the student's unique government-assigned ID (USI) account.
RTO	Registered Training Organisations, a training organisation with the national VET regulator.
TAS	Training and Assessment Strategies, a document that describes the RTO's plans to deliver a training product.
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
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
AQF	Australian Qualifications Framework is the national policy that defines and links all qualifications across the education and training sectors in Australia.

Document Governance

Document Properties

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Implementation Plan	COO Newsletter, selectability Training Website
Board Committee	FAR

Related Documents and Legislation

Parent Policy / Framework
Credit Transfer Policy
Related Documents
Training and Assessment Strategies Credit Transfer Application Form Credit Transfer Register Credit Transfer Outcome Form
Legislation / Other instruments

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).

Related RTO Procedures

Training and Assessment Strategy Procedures
Assessment Procedures
Feedback, Complaints and Appeals Procedures
Third Party Arrangements Procedures
Student Code of Conduct
Student Handbook
AQF Certification Documentation and Records Procedures

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 and Credit Transfer, Standard 1.7

Document History

Version	Date	Review Notes	Officer
RTO.3012.V1.0	25/03/2026	Document Approved	CFO
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