

Credit Transfer

In accordance with Clause 3.5 of the Standards for RTOs 2015, it is a requirement of AIHFE to accept and provide credit to learners for units of competency and/or modules, unless licensing or regulatory requirements prevent this.

A key pillar of the national VET system is that nationally endorsed qualifications, skill sets and units of competency are recognised and portable across the country – regardless of where they are issued. If a student provides suitable evidence, that they have successfully completed a nationally recognised unit or module, it is a requirement that we provide credit for the successfully completed unit or module. Suitable evidences include AQF certification documentation issued by any other RTO or AQF authorised issuing organisation, or an authenticated VET transcript issued by the Registrar.

It is important to note that credit transfer is not recognition of prior learning. Recognition of prior learning is a form of assessment and is addressed in our Recognition of Prior Learning policy.

General Credit Transfer Principles

In providing credit to learners, AIHFE will be guided by the following:

- All learners are entitled to apply for a credit transfer in a nationally recognised training program in which they are enrolled into;
 - Learners will be encouraged to apply for a credit transfer prior to the commencement of their training program – AIHFE engages with the learner during the enrolment process, asking if they would like to apply for credit;
 - There is a fee of \$50.00 per unit of credit transfer
 - Only award credit for the equivalent unit or module, as published on the National Register;
 - Learners may only apply for a credit transfer for units which are included on our scope of registration;
 - 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 Register of VET;
 - Where there is no mapping available for the unit or module which 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 - Where a unit of competency has been superseded and not equivalent, a credit transfer will not be granted – in these circumstances, the learner may want to apply for an RPL instead;
- and

- Any AQF certification documentation provided as evidence of attainment of a unit or module will need to be verified.

Responsibilities

The CEO is responsible in developing and ensuring the compliance of this policy in the organisation.

The Trainer & Assessor is responsible for:

- Processing the credit transfer applications;
- Liaising with the CEO, Trainer & Assessor, learner as well as any other staff members where necessary to facilitate the processing of the application;
- Managing all of the data entries and notes in the student's file relating to the learner's credit transfer; and
- Undertaking any mapping of inequivalent units or modules in credit transfer applications submitted by a learner and complete the Assessment Mapping document (where required).

Acceptable Evidences for a Credit Transfer Application

Learners will need to provide us with evidences which have been certified as true copies of the original by a person who is authorised as a witness for statutory declarations under [Statutory Declarations Regulations 2018 – Schedule 2](#).

The evidences acceptable are:

- AQF certification documentation issued by an RTO or an AQF authorised issuing organisation, such as:
 - Qualification testamur and the Record of Results; or
 - Statement of Attainment.
- Authenticated VET transcripts issued by the Registrar.

Credit Transfer Procedure

- 1. Review Credit Transfer application form** – when the application is submitted by a student, check that the form submitted is completed in its entirety and signed, and the supporting evidences – AQF certification documentation or their authenticated VET transcript have been certified correctly. Advise them of the process and inform them that we will contact the other RTO to confirm the validity of their attained competencies.
- 2. Verify supporting evidences provided** – contact the other RTO to confirm the learner has attained the competencies as listed in the Credit Transfer application form, unless learner provides an authenticated VET transcript issued by the Registrar. The verified copies of the documentation are to be scanned into the student's file and notes recorded containing the information on when the other RTO was contacted (i.e. time and date), at the other RTO, and the information provided (if applicable).
- 3. If units or modules are equivalent** – where the unit code and title applied for matches the exact unit(s) in the training program, the credit transfer application can be approved immediately. The student's file is to be updated and the student sent a letter informing them that the credit has been approved. Ensure that the form and the supporting evidences have been saved to the student's file.
- 4. If units or modules are not equivalent** – inform the student that they will have to undertake an RPL process as credit transfers cannot be awarded to unequivalent units and that the credit transfer application is declined. This is to be saved to the student's file.

Credit Transfer Process Flow-Chart

