CREDIT TRANSFER POLICY AND PROCEDURE

1. PURPOSE

The purpose of this policy is to outline the credit transfer process at George Brown College (GBC) and ensure compliance with the Standards for Registered Training Organisations (RTOs), the ESOS Act, and the National Code 2018. This policy facilitates the recognition of prior learning through formal education and training, ensuring transparency and compliance with regulatory requirements.

2. POLICY STATEMENT

GBC is committed to recognising qualifications and statements of attainment issued by other Registered Training Organisations (RTOs). Credit transfer is available to students where units of competency previously completed match the training and assessment requirements of a current qualification.

Definitions

Credit Transfer: The recognition of learning previously achieved through formal education and training.

Equivalent Unit of Competency: A unit deemed equivalent according to the mapping guide from the National Training Register.

Non-Equivalent Unit of Competency: A unit with no direct equivalence, requiring Recognition of Prior Learning (RPL).

Partial Credit Transfer: Where only some learning outcomes of a unit match, requiring students to undertake RPL or further training.

3. RESPONSIBILITY

General Manager (GM): Ensures compliance with this policy and oversees credit transfer practices.

General Manager: Approves credit transfer applications, validates unit equivalence, and resolves disputes.

Student Services Team Leader: ensures the policy is communicated to all relevant staff and students and implements this procedure, maintains records, and ensures all staff adhere to the policy.

Administrative Staff: Assists with document processing and verification.

Students: Submit credit transfer applications and required documentation.

4. REQUIREMENTS

This policy aligns with the following regulatory requirements:

Standards for RTOs 2025: **Standard 1.7 – Credit Transfer**

Outcome Standard

(1) VET students who have completed an equivalent training product are supported to obtain a credit transfer.

(2) An NVR registered training organisation demonstrates:

(a) VET students are offered opportunities to seek credit transfer and are made aware of the organisation's policies for seeking credit transfer;

(b) decisions relating to credit transfer are based on evidence of prior completion of an equivalent training product demonstrated by AQF certification documentation or an authenticated VET transcript (unless prevented by licensing or regulatory requirements of the training product); and
(c) decisions relating to credit transfer are documented and decided in a way that is fair, transparent, consistent amongst VET students, and maintains the integrity of the training product.

National Code 2018:
Standard 2.3: The registered provider must have and implement a documented policy and process for assessing and recording recognition of prior learning (RPL), and granting and recording course credit, if it intends to assess RPL or grant course credit. The decision to assess prior learning or grant course credit must preserve the integrity of the qualification or award to which it applies and comply with the requirements of the underpinning educational framework of the course.

Standard 2.4: If the registered provider grants RPL or course credit to an overseas student, the registered provider must give a written record of the decision to the overseas student to accept and retain the written record of acceptance for two years after the overseas student ceases to be an accepted student.

Standard 2.5: If the registered provider grants the overseas student RPL or course credit that reduces the overseas student's course length, the provider must:

a) inform the student of the reduced course duration following granting of RPL and ensure the confirmation of enrolment (CoE) is issued only for the reduced duration of the course
b) report any change in course duration in PRISMS if RPL or course credit is granted after the overseas student's visa is granted.

5. SCOPE

This policy applies to all students seeking credit transfer and all staff involved in processing applications at the College.

6. PROCEDURE

Step	Action	Responsibility	Timing
1	**Application for Credit Transfer:** Students wishing to apply for credit transfer must complete the Credit Transfer Application Form, available on the College's website or from administration.	Student	Before enrolment or within the first two weeks of study
2	**Submission of Supporting Documents:** The application form must be submitted with evidence of the previously completed units of competency or qualifications, such as USI transcripts, original or certified copies of certificates or Statements of Attainment. All	Student	With application submission

	supporting documentary evidence must be translated into English and certified as required.		
3	**Verification of Documents:** Administration Manager verifies qualifications and statements of attainment for authenticity. A random internal check will be conducted by the CEO or delegate to ensure accuracy and prevent fraudulent submissions.	Student Services Team Leader or his Delegate	Within five working days of receiving the application
4	**Assessment of Credit Transfer:** The CEO or delegate will review the application and accompanying documents and check the qualification or statement of attainment for authenticity within 10 days of receipt.	GM or Delegate	Within 10 working days of application receipt
5	**Evaluation of Equivalency:** The Academic Manager consults the National Training Register mapping guide to determine unit equivalency. If there is no mapping available, the unit is deemed not equivalent and not eligible for credit transfer. If a superseded equivalent unit is presented, credit transfer may be granted following **ASQA guidance from 30-06-2022**, which states that if a unit of competency is determined as superseded equivalent in the training package**,** a provider can grant credit for that unit without needing to map unit outcomes.	General Manager	Within five working days of document verification
6	**Decision and Notification:** The Compliance Officer or delegate communicates the outcome of the credit transfer application in writing. If approved, the student's academic record is updated. If denied, reasons and appeal rights are provided. The General Manager will review all final credit transfer approvals quarterly to ensure consistency.	Student Services Team Leader or his Delegate	Within five working days of equivalency check
7	**Handling Non-Equivalent or Partial Credit Units:** If a unit is non-equivalent or partially matched, the student is advised to apply for RPL or undertake additional training. Partial credit will not be considered for credit transfer.	General Manager	Upon equivalency check

8	**Record Keeping:** Verified copies of qualifications and statements of attainment, along with the completed credit transfer application form signed by the learner and CEO (or delegate), must be stored in the Student Management System (SMS) and retained for at least two years after enrolment ceases. An internal audit will be conducted every six months to verify that all credit transfer approvals have supporting documentation.	Student Services Team Leader or his Delegate	Immediately after approval
9	**Impact Notification:** If credit transfer reduces course duration, international students receive a revised Confirmation of Enrolment (CoE) and must contact immigration regarding visa implications.	Student Services Team Leader or his Delegate	Upon credit transfer approval
10	**Dispute Resolution:** If a student disputes a credit transfer decision, they may appeal following the Complaints and Appeals Policy.	General Manager	Within 5 working days of notification

7. Policy Implementation

This policy will be made available to all staff members and stakeholders through the internal communication channel, the website and Student Handbook.

8. Review and Continuous Improvement

This Policy and Procedure will undergo an annual review, or sooner if required, to ensure it remains relevant and effective in guiding the operations and strategies or as needed to reflect any changes in the regulatory environment or operational practices.

Feedback will be collated and analysed and discussed at the monthly management meetings, for noting or action with any necessary changes documented in a Continuous Improvement Form and in the Continuous Improvement Register.

Document Control

Version number:	V1	Approved by:	PEO
Approval date:	06/06/2025	Review date:	07/06/2026
Standards: Standard 2025 1.7 and National Code Standard 2.3, 2.4 and 2.5			
Legislation: ESOS Act			

Version Control

Version #	Changes	Approval By	Approval Date
1.0	Original Version	Preeti Singh	06/06/2025

Associated Documents

Application for Course Credit Form
Complaints and Appeals Policy
Legislative Requirements Policy
Notification of Outcome of Course Credit Application
Privacy Protection Policy
Student Enrolment Policy
Recognition of Prior Learning (RPL) Policy
Records Retention and Management Policy