Credit Transfer Policy and Procedure

Quality Area 1: Training and Assessment
Standard: 1.7

1. Purpose

The purpose of this policy is to ensure students who have previously completed an equivalent training product are supported to obtain credit transfer, in alignment with Standard 1.7 of the Standards for RTOs 2025. This process helps prevent unnecessary duplication of training and recognises students' prior achievements.

2. Rationale

Credit transfer promotes recognition of prior formal learning and ensures student effort is not duplicated. It supports timely progress through training while upholding the integrity of qualifications. This policy reflects the GBC's commitment to fair, transparent, and consistent decisions for all students.

3. Policy Statement

GBC recognises and grants credit transfer for the successful completion of equivalent units of competency. Credit transfer will be based on valid AQF certification or authenticated VET transcripts and assessed using a standardised and transparent process. All students are informed of credit transfer opportunities at pre-enrolment, during orientation, and via the Student Handbook. Students may apply for credit transfer at any time, however, they are requested in pre-enrolment information to apply before commencing training.

GBC only offers credit transfer for units of competency or qualification(s) which are included on its scope of registration.

Credit transfer may only be awarded for whole units of competency and credit transfer will only be issued when the learner's enrolment includes at least one other unit of competency for which the learner is undertaking training or is seeking recognition of prior learning. Student currency is not a consideration in awarding credit transfer.

4. Scope

This policy applies to all prospective and current students applying for credit transfer into a qualification or course on GBC's scope of registration.

5. Definitions

Credit Transfer: Recognition of prior completion of an equivalent training product, demonstrated by AQF certification documentation or an authenticated VET transcript.
Equivalent Unit of Competency: A unit deemed equivalent on the National Training Register (training.gov.au) under superseded or current qualifications.

6. Responsibilities

GM: Oversees policy implementation.
Administrative Staff: Manage credit transfer applications, verify evidence, and notify students.
Students: Submit accurate applications with certified documentation or USI access.

7. Legislative and Regulatory Requirements

Outcome Standard 1.7

Outcome Standard

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

Performance Indicators

(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.

- Standards for RTOs (Compliance Requirements) 2025
- Student Identifiers Act 2014

8. Procedure

Step 1: Application
Students apply using the Credit Transfer Application Form and provide:
- AQF documentation (Statement of Attainment, Record of Results, Qualification OR
- Authenticated VET Transcript via USI portal
All documents must be in English and certified if hard copies are submitted.

Step 2: Verification
To prevent fraud and ensure the integrity of qualifications, all credit transfer evidence must be verified. Where possible, verification should be completed using the student's USI VET transcript. If this is not available, administrative staff must follow the detailed steps below to confirm authenticity.

Acceptable Evidence	Verification Method
USI VET Transcript	Access via USI Organisation Portal with student permission.

Statement of Attainment or Qualification	Contact issuing RTO and confirm authenticity
Record of Results	Cross-check unit codes and results; verify with issuing provider.
Certificate from Closed RTO	Use ASQA Student Records Request Service. https://www.asqa.gov.au/students/student-record

How to confirm authenticity without a USI

Step	Action
Step 1	Search the issuing training organisation on https://training.gov.au to confirm the provider was active and had appropriate scope at the time the training product was issued.
Step 2	Contact the issuing RTO directly by phone or email to verify the authenticity of the certificate.
Step 3	If verification is provided via email, print and retain the email with the application. Initial and date the copy. If verification is by phone, record the date, time, contact person, and verification outcome on the certificate copy.
Step 4	Ensure all authenticated evidence and the credit transfer application are stored securely in the student's file.
Step 5	If the RTO does not cooperate, advise the student to request assistance from the issuing RTO. Allow seven days for a response. If no response is received, close the application.
If RTO is closed	If the training organisation is no longer active or contactable, submit a request to ASQA using the Student Records Request service https://www.asqa.gov.au/students/student-record. Advise the student this process may take 3–4 weeks.

Step 3: Decision and Notification

- Applications are assessed within 10 business days
- Students are notified in writing of the outcome
- Credit is granted for full equivalent units only
- If denied, reasons and appeal information are provided

Step 4: Recordkeeping

- Verified evidence and signed forms are retained on the student file
- Student management system is updated

The following table outlines the key steps involved in processing a Credit Transfer application:

Step	Action	Responsible	Timeframe
1	Provide credit transfer information during pre-enrolment and orientation.	Student Support Officer	At pre-enrolment and during orientation
2	Student completes Credit Transfer Application Form and submits certified evidence or USI access.	Student	As early as possible after enrolment; ideally within 5 business days
3	Verify AQF documents or access USI transcript. If not available, contact issuing RTO or use ASQA closed RTO service.	Admin/Compliance Officer	Within 5 business days of receiving application
4	Assess the evidence and determine whether credit can be granted for equivalent units.	Compliance Officer / General Manager	Within 5 business days of verification
5	Notify the student of the outcome in writing, including reasons and appeal options.	Admin / Student Services	Within 3 business days of decision
6	Record outcome in student file and update student management system.	Admin	Within 2 business days of notification
7	Retain verified evidence and signed application form on file.	Admin	Immediately upon finalisation of the application

9. Policy Implementation

The Credit Transfer Policy is communicated to students through pre-enrolment materials, orientation, the Student Handbook, and the GBC's website. Staff are trained to apply the policy consistently.

10. Monitoring and Evaluation

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.

Credit transfer decisions are periodically reviewed to ensure fairness and consistency. Monitoring includes internal audits, staff review meetings, and student feedback. 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.

Refer to the Monitoring and Evaluation Policy and Procedures

11. Credit Transfer Process Flowchart

Start
↓
Student receives CT info (pre-enrolment/orientation)
↓
Submit CT Application Form with evidence
↓
Verify USI transcript or contact issuing RTO
↓
Assess equivalency (TGA mapping)
↓
Decision: CT granted?
↓
Notify student of outcome
↓
Update records and SMS
↓
End

Document Control

Version:	**1.0**
Approval Date:	29 June 2025
Approved By:	Director
Review Date:	30 June 2026
Standard(s)	1.7

Version Control

Version #	Changes	Approval By	Approval Date
1.0	**tial version**	**PEO**	**29/06/2025**

Associated Documents:

Policies and Procedures

- Certificate Issuance Policy and Procedure
- Complaints and Appeals Policy and Procedure
- Enrolment Policy and Procedure

Forms and Templates

- Credit Transfer Application Form
- Staff Instruction Sheet: Verifying the Authenticity of Credit Transfer Evidence
- Student Handbook