



Policy & Procedure

CREDIT TRANSFER POLICY & PROCEDURE

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Responsible Person:	CEO	Reviewed by:	CEO
NRCHI Area:	Operational / RTO	Review Date:	27/3/2025
Approved and adopted by:	Board of Governance	Next Review Date:	March 2028

Scope

This policy applies to all NRCHI staff authorised to conduct enrolments, assess Credit Transfer applications, record outcomes in VETtrak, or upload AVETMISS data. It also applies to all applicants and enrolled students in NRCHI nationally recognised training, whether government-funded or fee-for-service.

Purpose

The purpose of this policy is to ensure that students and applicants are informed about their right to National Recognition and Credit Transfer, and to ensure NRCHI recognises AQF qualifications and Statements of Attainment issued by any Australian Registered Training Organisation. The policy ensures compliance with the VRQA Guidelines for VET Providers and AQF requirements.

Definitions

Australian Qualifications Framework (AQF) refers to the national policy for regulated qualifications in Australian education and training.

AVETMISS refers to the national standard for collecting and reporting vocational education and training information.

Nationally Recognised Training (NRT) Logo refers to the logo indicating that a qualification or unit of competency is nationally recognised.

National Recognition refers to the mandatory recognition by an RTO of AQF qualifications and Statements of Attainment issued by any other Australian RTO. It obligates RTOs to accept formal training outcomes previously achieved by a learner.

Credit Transfer is recognition of previously completed units of a course through VET or higher education and refers to the process of granting credit to a student for a unit of competency they have already completed, based on authenticated AQF documentation confirming achievement of the same or an equivalent unit.

Qualification refers to formal certification issued under the AQF that confirms achievement of learning outcomes for an accredited course or training package.

Statement of Attainment refers to formal certification confirming completion of one or more accredited units of competency, but not a full qualification.

Unique Student Identifier (USI) refers to a reference number that provides a verified national record of a student's VET training achievements.

VETtrak refers to NRCHI's student management system used to record and manage student enrolments, training activity, and outcomes.

Policy

National Recognition

NRCHI recognises all AQF qualifications and Statements of Attainment issued by any Australian Registered Training Organisation. National Recognition ensures that students are not required to repeat training they have already successfully completed. NRCHI implements National Recognition through its Credit Transfer processes in accordance with VRQA requirements and guidelines for VET providers in Victoria.

Credit Transfer

Students applying for Credit Transfer must provide copies of AQF certification issued by another RTO, including qualifications and Statements of Attainment. All submitted documents will be verified by the Student Records Officer through the student's USI transcript or by contacting the issuing RTO. Where a student's name has changed, legal evidence of the name change must also be supplied. NRCHI reserves the right to verify all information submitted.

Credit Transfer is granted when the unit of competency completed previously is the same as, or equivalent to, the unit currently offered by NRCHI according to mapping information on training.gov.au.

Non-Equivalent Units

Where a student presents AQF documentation for a unit of competency that is not equivalent to the current unit offered by NRCHI, Credit Transfer cannot be granted. In such cases, students may be advised of the option to apply for Recognition of Prior Learning (RPL) to have their existing skills and knowledge assessed for competency in the non-equivalent unit.

Student Information

NRCHI informs prospective and current students of their right to apply for Credit Transfer during pre-enrolment and enrolment discussions, ensuring students understand their options and obligations.

Fees

Credit Transfer is provided at no cost to the student.

Staff Responsibilities

Staff assessing Credit Transfer applications must hold the TAE40116 Certificate IV in Training and Assessment or its successor, or meet the minimum assessor competency requirements in line with VRQA guidelines for VET providers.



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Record-Keeping

Credit Transfer outcomes, verification records, and supporting documentation are maintained securely within the student's file and recorded in VETtrak to ensure accurate reporting and compliance with VRQA and AVETMISS requirements.

Procedure

Student completes the application form

The student fills out the *Credit Transfer Application Form*.

Submit evidence

The student provides copies of AQF documentation issued by another RTO, including:

- Certificate with the RTO's logo and provider number
- NRT logo (for nationally recognised courses)
- Unit codes or National Course Code
- Authorised signatory
- Completion date

If the certificate has not yet been issued, a Statement of Attainment can be submitted instead.

Pre-enrolment discussion

NRCHI staff discuss the possibility of National Recognition or Credit Transfer with the prospective student during pre-enrolment, confirming any relevant prior qualifications.

Verification of evidence

All submitted documents are verified by the Student Records Officer using the student's USI or by contacting the issuing RTO. Legal evidence of a name change is required if applicable.

Assessment of equivalence

The assessor determines whether the submitted unit(s) are identical or equivalent to NRCHI's current units.

Decision and notification

- If units are equivalent, Credit Transfer is granted.
- If units are not equivalent, the student may be advised to apply for RPL or complete the units.

Recording outcomes

The Student Records Officer records the Credit Transfer results in VETtrak and files all evidence with the student's record.

Related Documents

Credit Transfer Application Form

Assessment Policy

Issuing Qualifications and Statements of Attainment Policy

Recognition of Prior Learning Policy

Student Enrolment Policy



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Student Enrolment Checklist
Student Handbook

Document Locations

Website
Electronic file folders accessible by NRCH Administration staff
Policy and Procedure Manual

Related Legislation

Australian Quality Standards Framework (AQTF) 2010
Victorian Registration and Qualifications Authority (VRQA) Guidelines for VET Providers (2018)

Area of Compliance

AQTF Condition 7, Standard 2.5
Skills First Quality Charter
VET Funding Contract *Skills First* Program

Date reviewed	Version	Details of changes (if any)	Date of next review
September 2018	1	Splitting of existing RPL, PCC and CT Policy to remove ambiguity and to clearly state that Credit Transfer is an administrative process whereas RPL and RCC are assessment processes.	September 2021
March 2021	2	Verification of certificates and statements of attainment to be done by NRCHI staff through the student's USI or by contacting the issuing RTO directly	March 2024