Policy & Procedure

CREDIT TRANSFER POLICY & PROCEDURE

Policy number:	5	Version:	3
Responsible Person:	CEO	Reviewed by:	CEO
NRCHI Area:	Operational / RTO	Review Date:	Oct 2026
Approved and adopted by:	Board of Governance	Next Review Date:	Oct 2029

Scope

This policy applies to all NRCHI staff involved in enrolment, Credit Transfer administration and decisions and student records management.

It applies to all prospective and enrolled students undertaking nationally recognised training with NRCHI, including government-funded and fee-for-service students.

Purpose

The purpose of this policy is to ensure that NRCHI recognises eligible prior training achievements and informs prospective and enrolled students of their right to apply for Credit Transfer.

This policy establishes a fair, consistent and transparent process for assessing applications, verifying evidence, recording outcomes and meeting applicable regulatory and reporting requirements.

Staff responsibilities

The Administration Officer
Is responsible for receiving applications, verifying evidence where necessary, maintaining records and entering approved outcomes into VETtrak.

The Training Coordinator
Is responsible for determining equivalence and documenting the basis for the decision.

Staff must have the appropriate knowledge, skills and authority for their assigned responsibilities. Where a separate RPL assessment is required, applicable assessor credential requirements must be met.

Definitions

Australian Qualifications Framework (AQF): Australia's national policy framework for regulated qualifications in the school, vocational education and training, and higher education sectors.

AQF certification documentation: Official documentation confirming that an AQF qualification or VET Statement of Attainment has been issued to an individual by an authorised issuing organisation.

Credit Transfer: Recognition of prior successful completion of the same or an equivalent unit of competency or module, based on acceptable evidence of achievement and applicable regulatory requirements.

Statement of Attainment: Formal certification confirming successful completion of one or more nationally recognised units of competency or modules where a full qualification has not been awarded.

Unique Student Identifier (USI): A unique reference number providing access to an individual's national VET training record.

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

Policy Statement

NRCHI recognises AQF qualifications and Statements of Attainment issued by Australian RTOs in accordance with applicable regulatory requirements.

Students may apply for Credit Transfer prior to enrolment at enrolment or during their training. NRCHI informs students of this opportunity during enrolment or when a student first enquires about the course.

Credit Transfer is granted where acceptable evidence confirms that the student has successfully completed the same or an equivalent unit of competency or module, subject to applicable licensing and regulatory requirements.

Credit Transfer is provided at no cost to the student.

Evidence and verification

Credit Transfer decisions must be 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 applicable to the training product.

NRCHI verifies evidence where necessary to confirm the student's identity, the authenticity of the documentation and the training product completed. Verification may include checking an authenticated VET transcript by directly accessing the USI transcript service or by contacting the issuing RTO.

NRCHI may undertake additional verification where necessary to confirm the authenticity of the evidence or resolve discrepancies in the information provided.

Where a student's name differs from that shown on the evidence, NRCHI may request appropriate supporting documentation.

Verification activities and supporting evidence must be documented and securely maintained.

Assessment of equivalence

The NRCHI Training Coordinator determines whether the previously completed unit or module is the same as, or equivalent to, the relevant NRCHI training product. The decision must be based on acceptable evidence of prior completion and relevant official equivalence or mapping information.

The decision must consider relevant unit codes, training product versions, official equivalence or mapping information and applicable licensing or regulatory requirements.

A matching unit title alone is not sufficient to establish equivalence.

Where equivalence cannot be established, Credit Transfer will not be granted for that unit or module. The student may be advised of the option to apply for Recognition of Prior Learning (RPL), where appropriate, or complete the required training.

RPL is a separate assessment process conducted in accordance with *NRCHI's Recognition of Prior Learning Policy*.

Decisions and student notification

Credit Transfer decisions must be fair, consistent, transparent and documented.

NRCHI advises students of their application outcome in writing. Where credit is refused, the student is provided with the reason for the decision and information about available options, including requesting a review or appeal in accordance with *NRCHI's Complaints and Appeals Policy*.

Procedure

1. **Inform the student:** Explain the right to apply for Credit Transfer during pre-enrolment and provide access to the application form.
2. **Receive the application:** The student submits a completed Credit Transfer Application Form and acceptable evidence of prior achievement.
3. **Verify the evidence:** Authorised staff verify the documentation and student identity where necessary.
4. **Determine equivalence:** The Training Coordinator checks the relevant training product and applicable equivalence information.
5. **Record the decision:** The Training Coordinator documents the outcome and reasons for each unit or module considered. The decision and supporting evidence are retained in the student's record.
6. **Notify the student:** NRCHI provides written notification of the outcome and, where applicable, review or appeal options.
7. **Update records:** Approved outcomes are recorded in VETtrak by the Administration Officer, and supporting documentation is securely filed.

Records, reporting and review

NRCHI maintains secure records of Credit Transfer applications, supporting evidence, verification activities, equivalence decisions, student notifications and outcomes.

Student records and reporting data must be accurate and maintained in accordance with applicable privacy, record-retention, AVETMISS, VRQA and funding requirements.

Related Documents

Credit Transfer Application Form
Assessment Policy

Recognition of Prior Learning Policy
Student Enrolment Policy
Student Enrolment Checklist
Student Handbook
Complaints and Appeals Policy
Complaints and Appeals Form
Privacy Policy

Related Legislation and Compliance

Victorian Registration and Qualifications Authority (VRQA) ***Guidelines – Standards for Vocational Education and Training Providers*****,** including the **2025 Standards for Registered Training Organisations (RTOs)**
Outcome Standards 1.7 for Registered Training Organisations 2025
Skills First program requirements and applicable VET Funding Contract
Applicable Commonwealth and State Government Funding Agreements, Contracts and Guidelines
Applicable VET legislation, data reporting requirements and regulatory instruments.
The Australian Qualifications Framework.
Applicable USI legislation and requirements.
Applicable AVETMISS and VRQA data-reporting requirements.
Relevant Commonwealth and Victorian privacy, funding and record-retention requirements.

Document Locations

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

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
October 2026	3	Revision of policy to improve clarity, comply with VRQA Guidelines and 2025 Standards for RTO's and reformat	Oct 2029

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