
CREDIT TRANSFER POLICY AND PROCEDURE

Document Control

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Standards & Legislation Mapping

This policy declares the specific requirements it gives effect to under Britts College's self-assurance obligations.

Framework	Reference(s)
Applicable standards	Outcome Standards for RTOs, Standard 1.7, 2.8, 4.1, 4.2, 4.3, 4.4

1. Purpose

The purpose of this policy and procedure is to ensure that students of Britts College who have already been assessed as competent in a unit of competency or module receive credit for that achievement, and are not required to repeat training or assessment they have already completed.

Credit transfer gives practical effect to the principle of mutual recognition that underpins the national VET system. It supports national consistency, removes unnecessary duplication of training, recognises the portability of nationally recognised qualifications, and reduces the time and cost burden on students.

Specifically, this document:

- establishes credit transfer as an entitlement rather than a discretionary concession
- defines what constitutes acceptable evidence and how its authenticity is verified

- sets out how equivalence is determined and by whom
- allocates clear, non-overlapping accountability for every decision
- specifies the additional obligations that apply to overseas students
- establishes the records, monitoring and review activities through which Britts College assures itself that the process is operating as intended.

POLICY REQUIREMENT

Credit transfer is **not an assessment**. It is an administrative decision based on documentary evidence that a student has already completed an equivalent training product. Where the prior training product is **not** equivalent, credit transfer is not available and the student must be directed to recognition of prior learning or gap training. Staff must not blur these two processes.

2. Scope

This policy and procedure applies to:

- all students and prospective students of Britts College, both domestic and overseas
- all nationally recognised training products on the Britts College scope of registration
- all Britts College staff involved in enrolment, admissions, academic delivery, student administration, compliance and management
- any third party delivering or administering services on behalf of Britts College, whose contract must require compliance with this document
- all modes and locations of delivery.

This policy does not apply to:

- recognition of prior learning — governed by the *Recognition of Prior Learning Policy and Procedure*
- recognition of overseas or non-nationally-recognised qualifications for the purpose of meeting entry requirements — governed by the *Admissions Policy and Procedure*
- the issuance of AQF certification documentation — governed by the *Certification, Issuance and Records Policy and Procedure*.

3. Responsibilities

Responsibilities

Britts College does not have a governing board. Control and influence over Britts College, and all decision-making authority, rest solely with the CEO and the Director. Accountability under this policy therefore sits exclusively with the CEO and the Director; all other roles are responsible for carrying out activities, or are consulted or informed, under the direction of the CEO and the Director.

Academic Manager/ General Manager

- Ensures compliance with legislation, regulations and Standards for RTOs.
- Oversees the implementation of the credit transfer process.
- Approves credit transfer applications.
- Provides specific timetables to the students as per the remaining units.

Administrative & Support Staff

- Communicates credit transfer processes to the learner.
- Processes credit transfer applications and verify evidence provided.
- Maintains credit transfer records accurately and securely.
- Manages administrative credit transfer tasks and update student records.

Academic Manager/ General Manager

- Undertakes mapping for non-equivalent units.

4. General Principles

Britts College will follow the general principles for approving the credit transfer:

- Clearly inform Students of the credit transfer policy and process in the Student Handbook.
- All Students are entitled to apply for a credit transfer in a nationally recognised training program in which they are enrolled into.
- Encourage Students to apply for a credit transfer prior to the commencement of their training program.

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- Not apply any fees for Students to apply for a credit transfer.
 - Students may only apply for a credit transfer for units which are included on our scope of registration.
 - Students may not apply for a credit transfer for all of the units of competency in a training program – they must participate in the training and assessment in at least one unit of competency.
 - Only award credit for the equivalent unit or module, as published on the National Training Register.
 - Decisions on credit transfer applications are fair, consistent and transparent.
 - 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 Training Register.
 - 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 (RPL) 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 a RPL assessment instead.
 - Students are to provide suitable evidences, supporting they have successfully completed a nationally recognised unit or module and they are to be verified prior to accepting them:
 - An AQF certification documentation by any other RTO or AQF authorised issuing organisation such as:
 - Qualification Testamur and the accompanying Record of Results; or
 - Statement of Attainment; or
 - An authenticated VET transcript issued by the Registrar.

5. Compliance

This policy aligns with:

- **Standards for RTOs 2025:**

- **Standard 1.7** – VET students who have previously completed an equivalent training product are supported to have their training recognised.
- **Standard 2.8** – Effective appeal processes are available where decision of the RTO or a third-party adversely impact a VET student.
- **Standard 4.1** – The RTO operates with integrity and is accountable for the delivery of quality services.
- **Standard 4.2** – Roles and responsibilities are clearly defined and understood.
- **Standard 4.3** – Risks to VET students, staff and the RTO are identified and managed.
- **Standard 4.4** – The RTO undertakes systematic monitoring and evaluation to support the delivery of quality services and continuous improvement.
- **Statutory Declarations Regulations 2018.**

Failure to comply with this policy can have serious consequences, including but not limited to:

- **For Britts College** – breaches of legislation or regulatory requirements may result in financial penalties, loss of registration, reputation damage, or regulatory enforcement actions, such as audits or sanctions.
- **For Staff Members** – staff found to have knowingly or negligently failed to comply with this policy and any associated legislative or regulatory requirements may face disciplinary actions, up to and including termination of employment.

6. Continuous Improvement

- An internal audit is to be conducted at least once per year to assess our compliance with this policy and the relevant legislative and regulatory requirements. The audit schedule is outlined in our *Continuous Improvement Schedule* and areas for improvements are documented in our *Continuous Improvement Register*.
- Feedback from staff, Students, clients and industry stakeholders will be used to inform improvements to compliance processes and the effectiveness of our operations.
- Internal audit review questions for self-assurance purposes should include:
 - How do you ensure students know about and understand when credit transfer is a valid option for them?

- How are you testing the authenticity of evidence supplied by students seeking credit transfer?
- How do you ensure that your credit transfer policies are consistently applied?
- How are you ensuring that staff can recognise when a request for credit transfer becomes a request for RPL?
- What systems and processes do you have in place to determine credit transfer, including equivalency?

7. Related Documents

- Assessment Mapping template
- CoE Training Plan templates
- Continuous Improvement Register
- Continuous Improvement Schedule
- Credit Transfer Application Form

8. Credit Transfer Procedure

1. Review Credit Transfer application

- i. When the application is submitted by a student, check that the form submitted is completed in its entirety and signed.
- ii. Ensure all the relevant supporting evidences are produced by the student applying for credit transfer
- iii. Contact the other RTO to confirm the validity of their attained competencies.

2. Verify supporting evidence

- i. Contact the issuing RTO to confirm the student has attained the competencies as listed in the *Credit Transfer Application Form*, and as reflected in their AQF certification documentation or their authenticated VET transcript issued by the Registrar.
- ii. Once verified, the Administrative & Support Staff is to record information on when the issuing RTO was contacted (i.e. date), with whom we communicated with at the issuing

RTO and their position, and the information provided regarding the student's competency(ies) on the *Credit Transfer Application Form*.

- iii. Where the other RTO is no longer in operation, we are to contact ASQA as they should hold these records as the now-ceased RTO should have transferred them to ASQA upon closure.
- iv. Cross matching with the USI transcript where applicable.

3. **Record management**

- i. The verified copies of the documentation are to be scanned into the student's file.

4. **If units or modules are equivalent**

- i. Where the unit code and title applied for matches the exact unit(s) in the training program, the Administrative & Support Staff can process the credit transfer application and submit it to the CEO for final approval.
- ii. Once the Academic Manager has given the final approval, the student's file is to be updated.
- iii. The student is to be informed that the credit has been approved and a new *Training Plan / Timetable* document to be issued.
- iv. Ensure that the *Credit Transfer Form* and the supporting evidence have been saved to the student's file.

5. **International Students only – Amendment to Confirmation of Enrolment**

- i. Where the credit transfer is granted before the issue of a student visa, the course duration will be indicated on the Confirmation of Enrolment document.
- ii. Where credit transfer is granted after the issue of a student visa, the amended course duration will be reported via PRISMS within **14 days** and a new Confirmation of Enrolment will be issued.

9. Approval

This policy is approved by the Chief Executive Officer of Britts College. Approval of each version is recorded in the Britts College Policy Register.