

Credit Transfer Policy

1. Purpose

To ensure VET students receive recognition for previously completed equivalent training products, through a fair, timely, and transparent Credit Transfer (CT) process. The policy also supports international students in accordance with Standard 2 of the National Code 2018.

2. Scope

This policy applies to:

- All VET students (domestic and international) seeking recognition of prior learning via Credit Transfer.
- All qualifications and skill sets on the RTO's scope of registration.
- All staff involved in enrolment, training, assessment, student support, and compliance.

3. Definitions

Term	Definition
Credit Transfer (CT)	A formal recognition process that exempts a student from completing a unit of competency that has already been achieved under an equivalent training product.
Course Credit	Refers to Credit Transfer (CT) and is used interchangeably. It means granting status or recognition for completed units of competency.
AQF Certification Documentation	Official documents such as a testamur or Statement of Attainment issued by a recognised RTO.
Authenticated Transcript	A verified training record sourced through the USI Registry or directly from the issuing RTO.
Equivalent Unit	A unit of competency considered 'equivalent' by training.gov.au (TGA) standards, meaning its learning outcomes and assessment requirements are substantially the same with the previous version of the unit.
SMS (Student Management System)	The platform used to manage student enrolments, unit results, and training documentation.
Training Plan	A personalised schedule that outlines delivery dates, unit codes, and exemptions (including CT).
RTO	In this policy, the term 'RTO' (Registered Training Organisation) refers to Melbourne Institute of Australia Pty Ltd, T/A Melbourne Institute of Australia (RTO Code: 46139, CRICOS Code: 04217F), except where otherwise stated in legislative references.

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4. Legislative References

- Standards for RTOs 2025 – Outcome Standard 1.7
- National Code 2018 – Standard 2
- AQF Qualifications Issuance Policy
- QF Qualifications Issuance Policy
- Student Identifiers Act 2014
- Training.gov.au (for equivalency determination)

5. Policy Statement

The RTO ensures:

- Students are informed of their right to apply for Credit Transfer (CT) at pre-enrolment, enrolment, and orientation.
- CT is granted where the unit of competency has the same code/title or is listed as equivalent on training.gov.au.
- CT and Course Credit are recognised as the same process under this policy to avoid confusion.

CT is only granted when:

- Valid AQF documentation or authenticated transcripts are submitted.
- There are no licensing restrictions requiring reassessment.

International students granted CT:

- Have their course duration adjusted in the CoE and PRISMS, if applicable.

All CT outcomes are:

- Made within 20 business days of receiving a complete application.
- Notified to the student in writing.
- Stored in the student file and SMS.
- Reflected in training plans and/or class timetables.

6. Step-by-Step Procedure

This procedure outlines the step-by-step process for managing Credit Transfer (CT), also known as Course Credit, in compliance with Outcome Standard 1.7 of the Standards for RTOs 2025 and Standard 2.3 of the National Code 2018 for international students.

Step	Action	Responsible
1	Inform and educate students about CT rights - Clearly outline Credit Transfer (Course Credit) options in the pre-training review, Student Handbook, and Orientation presentation. - Ensure both domestic and international students understand the CT process and how to apply.	Student Support Officer / Compliance Manager
2	Receive CT application - Collect a completed Credit Transfer Application Form and one of the following: - Copy of AQF Certification (Statement of Attainment/Testamur) - Authenticated USI transcript,	Admin Officer

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Step	Action	Responsible
3	Verify submitted evidence • Cross-check with the USI Registry System or contact issuing RTO (where required) to validate authenticity.	Compliance Manager
4	Check unit equivalence on training.gov.au • Refer to the "Mapping" or "Equivalency" field under the superseded/replacement unit. • If unit code is same, the unit qualifies for CT. • If listed as "Equivalent", the unit qualifies for CT. • If "Not Equivalent", reject CT or conduct RPL.	Trainer / Assessor
5	Make and document the CT decision • Approve or reject based on verified documents and equivalency mapping. • Record decision rationale in the Credit Transfer Application Form and store.	Compliance Manager
6	Issue a CT outcome letter • Send Credit Transfer Decision and Outcome Letter (approved/declined) to student. • Include updated unit list and changes to course duration (if any). • For international students: create CoE according to course duration changes. • Update PRISMS if course credit is granted after the overseas student's visa is granted.	Admin Officer
7	Update SMS and training documents • Enter CT-approved units in SMS. • Update the training plan or timetable. • Notify relevant trainer.	Admin Officer / Training Coordinator
8	Retain and audit evidence • File CT form, decision letter, and verified transcript/certification. • Ensure CT record aligns with AQF documentation register.	Compliance Manager
9	Continuous improvement • Log common credit requests or inefficiencies in CI Register for review.	Compliance Manager

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Step	Action	Responsible
10	Report and retain for compliance • Ensure documentation is retained for 2 years for audit purposes.	Compliance Manager

7. Validation Criteria

Credit Transfer decisions must:

- Be supported by certified AQF documentation or authenticated USI transcripts.
- Be based on unit equivalency status confirmed via training.gov.au.
- Be consistently applied and traceable in SMS and student files.
- Avoid duplicate delivery of previously completed learning.
- Be compliant with licensing or regulatory requirements where applicable.