

## VET Credit Transfer Policy

### 1. PURPOSE

The purpose of this document is to facilitate a consistent approach in the conduct of a Credit Transfer (CT) request assessment.

### 2. SCOPE

This policy applies to prospective, new and existing applicants enrolled in Vocational Education Training (VET) programs at VETASSESS.

### 3. POLICY STATEMENT

VETASSESS will ensure applicants have accurate information about Credit Transfers for all training products on its scope of registration.

### 4. DEFINITIONS

<b>AQF</b>	Australian Qualification Framework.
<b>Credit Transfer (CT)</b>	Credit transfer (also known as (CT) is the process of awarding credit for a unit or units of competency (UoC), attained from another Registered Training Organisation (RTO) which are the same as or equivalent to the unit or units of competency in a VETASSESS qualification.
<b>RTO</b>	Registered Training Organisation

### 5. POLICY PRINCIPLES

When an applicant provides evidence of previously attained unit(s) of competency from an Australian educational institute, VETASSESS will recognise the certification issued, once validated, and give credit to the student for that unit(s) of competency. This will be recorded as a 'Credit Transfer' on the student's record and AQF certification/documentation. RTOs, including VETASSESS, are not obliged to issue a certification that would be entirely comprised of units of competency completed at another RTO.

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### **6. APPLICATION PROCESS**

VETASSESS recognises that potential or current applicants may have undertaken previous Australian AQF accredited training that are equivalent to units of competency in a VETASSESS qualification. Where this can be demonstrated by the applicant, the applicant may be granted credit from a previous subject/qualification. It is the applicant's responsibility to supply sufficient evidence which demonstrates how they meet the requirements of the unit/s of competency.

Applicants will need to submit a request for a credit transfer assessment during the online application process.

### **7. CREDIT TRANSFER EVIDENCE REQUIREMENTS**

Applicants are required to provide copies of any relevant Australian AQF qualification certificates or statements of attainment listing the unit(s) of competency for which they are seeking credit transfer.

VETASSESS may ask the student's permission to verify their unit/s of competency in the Unique Student Identifier (USI) Portal or to verify their unit/s of competency with the education provider who issued the qualification certificate or statement of attainment.

### **8. ASSESSING A CREDIT TRANSFER REQUEST**

The SRT Stage 1 Assessment Team will manage the completed credit transfer requests. For all credit transfer requests the SRT Stage 1 Assessment Team will verify the evidence provided to determine whether competency has been demonstrated and credit may be awarded.

### **9. CREDIT TRANSFER OUTCOMES**

All applications will be processed within ten business days, and the applicant will be advised of the outcome within twelve business days.

If the evidence is deemed incomplete or if insufficient evidence has been provided, the SRT Stage 1 Assessment Team will request the applicant submit further documentation. In this case, the applicant's credit transfer request will not proceed until complete and sufficient evidence has been received by VETASSESS.

If the credit transfer request is successful, the SRT Stage 1 Assessment Team will advise the applicant of the outcome by email and inform the SRT Administration Team to update the applicant's record.

Where the credit transfer request is unsuccessful, the SRT Stage 1 Assessment Team will advise the student of the CT outcome by email.

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### 10. ROLES AND RESPONSIBILITY

Who	Responsibility
<b>Executive Director</b>	Ultimate accountability for this policy rests with the Executive Director
<b>Head, Vocational Education and Training (VET)</b>	The Head, Vocational Education and Trades (VET) is responsible for implementing and disseminating this policy. It is the responsibility of the Head of Vocational Education and Training, or their delegate, to ensure credit transfer requests are processed in line with the VETASSESS Policy
<b>VET Compliance Coordinator</b>	The VET Compliance Coordinator is responsible for the development, review, and monitoring of this policy.

### 8. APPROVALS AND REVIEW DETAILS

<b>Document title</b>	P-45- VET Credit Transfer Policy	
<b>Approved by</b>	Executive Director	
<b>Date of review</b>	04 April 2023	
<b>Reviewed by</b>	VET Compliance Coordinator	
<b>Related policies and procedures</b>	P-02-VET-Assessment Policy	
<b>Related legislation or references</b>	Standards for Registered Training Organisations (RTO) 2015	
<b>Version</b>	<b>Notes/Changes</b>	<b>Date Approved</b>
First Version		