

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

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.

All applicants are informed of VETASSESS' commitment to providing credit transfers as per the Standards for RTOs 2015 requirements. They are also advised that RTOs, including VETASSESS, are not obliged to issue a certification that would be entirely comprised of units of competency completed at another RTO.

VETASSESS will implement the following process when facilitating credit transfers:

3.1 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.

3.2 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.

VET Credit Transfer Policy

3.3 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.

3.4 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.

4. DEFINITIONS

AQF	Australian Qualification Framework.
Credit Transfer (CT)	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.
RTO	Registered Training Organisation

5. ROLES AND RESPONSIBILITY

Who	Responsibility
Executive Director	Ultimate accountability for this policy rests with the Executive Director
Head, Vocational Education and Training (VET)	Responsible for implementing and disseminating this policy. It is the responsibility of the Head of Vocational Education and

VET Credit Transfer Policy

	Training, or their delegate, to ensure credit transfer requests are processed in line with the VETASSESS Policy
VET Compliance Coordinator	Responsible for the development, review, and monitoring of this policy.


6. APPENDICES

N/A

7. SUPPORTING INFORMATION

N/A

8. APPROVALS AND REVIEW DETAILS

Document title	P-45- VET Credit Transfer Policy	
Approved by	Executive Director, VETASSESS	
Signatures		
Reviewed by	Head of Vocational Education and Training	
Related policies and procedures	P-02-VET-Assessment Policy	
Related legislation or references	Standards for Registered Training Organisations (RTO) 2015	
Next Review Date	10 May 2025	
Version	Notes/Changes	Date Approved
First Version		April 2023
1.1	Annual review.	May 2024

VET Credit Transfer Policy

	Minor grammatical changes were made to meet the requirements of the new template format. No change to policy context.	
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