PP1.12 – Credit Transfer - Public

Policy area	Credit Transfer - Public
Standards	Outcome Standards for RTOs, Standard 1.7
Responsibility	CEO, Administration Manager, Director of Studies (DoS)
Classification	**Public**

1. Purpose

The purpose of this policy and procedure is to recognise equivalent training products previously completed by students. This includes units of competency awarded and accurately identified in statements of attainment and qualifications.

2. Definitions

Credit transfer - Credit transfer is the recognition of prior completion of an equivalent training product demonstrated by AQF certification documentation or an authenticated VET transcript. Credit transfer allows the unit of competency previously achieved by a student to be recognised when they are enrolling in a related course where those units can assist them in meeting the requirements for a qualification. It is important to note that **credit transfer is not recognition of prior learning** (RPL). RPL is assessment and is addressed within *PP1.11 - Recognition of Prior Learning*.

Equivalent Unit of Competency means a current or superseded unit of competency that is nominated on the national training register https://training.gov.au/ as being equivalent to the unit it replaced when the training package was updated.

3. Policy statement

3.1 When unit codes and titles are different

If credit transfer is being sought for a unit of competency which has a different title or code, then it is necessary to establish the equivalence status between the unit held and the unit being sought. In many cases this information can be found in the mapping guide published on the National Training Register www.training.gov.au.

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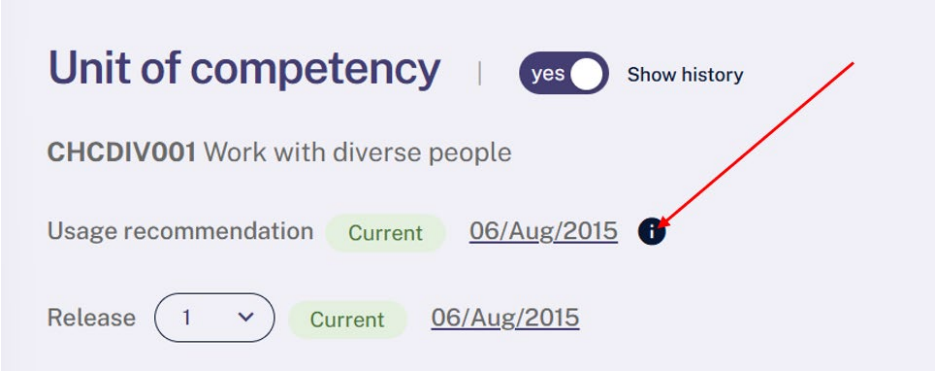
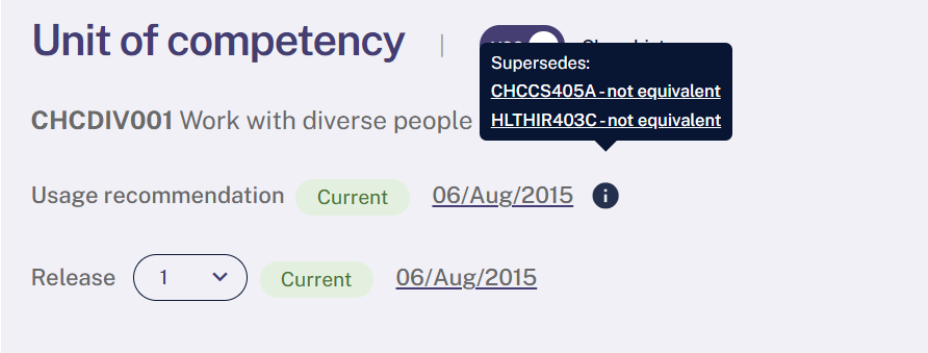
Note: Mapping notes within the National Training Register are sometimes very clear and in general will use language such as “not equivalent” or “Is superseded by and is equivalent to,,”. In some cases, there will appear to be no direction, and this may be because the unit is new and has no previous version of the unit. In some cases, it will say words to the effect: “Is superseded by:” without any clarification about the equivalence status. In these cases, the new unit should be considered as not equivalent.

To identify the equivalent status using the national training register, navigate to the unit of competency and select the information icon adjacent to the “Usage recommendation” section as show below:



The above image shows the information icon that should be selected to identify the equivalent status of the unit of competency to units which have been superseded.



The above image shows the displayed information of the equivalent status of the unit of competency to units which have been superseded.

If there is no mapping available, the unit is deemed not equivalent, and we are not to recognise the unit through credit transfer. In these circumstances, the applicant should be referred for RPL (Refer to*: PP1.11 - Recognition of Prior Learning*). Under no circumstances is a comparison between units to be used as the basis for issuing credit transfer.

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3.2 Evidence requirements

Electronic evidence. An applicant will be required to provide the RTO with access to their USI to access the students USI VET transcript, to identify any units of competency which are eligible for credit transfer. This only applies to units of competency that were awarded from 1st January 2025.

For units of competency that were awarded prior to 1st January 2025, please refer below.

Hard copy evidence. Where a unit of competency has not yet been added to a student's USI, or is from a qualification pre-dating the USI registry, an applicant will be required to present his or her statement of attainment or qualification record of results to Canberra College of Management and Technology. These documents will provide the detail of what units of competency the applicant has been previously issued. Applicants must provide satisfactory evidence that the statement of attainment or qualification record of results is authentic. Statements of attainment or qualification record of results should be in the correct format as outlined in the Compliance Standards for RTOs for RTOs, Standard 7 and 8. The applicant is required to submit copies which are certified as a true copy of the original by a Justice of the Peace (or equivalent). Alternatively, the student may bring in the original document and a copy may be obtained.

3.3 Credit transfer guidelines

The following guidelines are to be followed when an application for credit transfer is received:

- Any student is entitled to apply for credit transfer in a course or qualification in which they are currently enrolled.
- Students may not apply for credit transfer for units of competency or qualification which are not included in our scope of registration, or those which are prevented by licensing or regulatory requirements or the training product.
- Whilst students may apply for credit transfer at any time, they are requested in pre-enrolment information to apply before commencing a course. This will reduce unnecessary training and guide the student down a more efficient path to competence.
- Applications for credit transfer submitted after the student has commenced the course will not be accepted. This is because, administering a credit transfer application after the course has commenced causes quite significant disruption to the planned training programme and also in relation to the payment of fees.
- The student does not incur any fees for credit transfer, and we do not receive any funding when credit transfer is granted.

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- Credit transfer may only be awarded for whole units of competency. Where a mapping guide identifies a partial credit, this will not be considered for credit transfer and the applicant will be advised to seek recognition of prior learning.
- Credit transfer will only be issued when the student's enrolment includes at least one other unit of competency for which the student is participating in training or is seeking recognition. Student may not enrol only for credit transfer.
- The recognition of a unit of competency under a credit transfer arrangement is not contingent on the applicant demonstrating their currency.

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Credit Transfer Application

Full Name:	
Canberra College of Management and Technology location:	
Best Contact Number:	

Applicant information

The following guidelines apply to applications for national recognition to Canberra College of Management and Technology:

- National recognition is the recognition of learning achieved through formal education and training. Qualifications and statements of attainment issued by any RTO are to be accepted and recognised by all other RTOs.
- Any student is entitled to apply for national recognition in a course or qualification in which they are currently enrolled.
- Students may not apply for national recognition for units of competence or qualification which are not included in Canberra College of Management and Technology scope of registration.
- Whilst students may apply for national recognition at any time, they are encouraged to apply before commencing a training program.
- The student does not incur any fees for national recognition and Canberra College of Management and Technology does not receive any funding when national recognition is granted.
- National recognition may only be awarded for whole units of competence.
- National recognition will only be issued when the student's enrolment includes at least one other unit of competence for which the student is participating in training or is seeking recognition. Student may not enrol only for national recognition.
- To apply for national recognition, the applicant must complete and submit the following documentation to Canberra College of Management and Technology:
  - National recognition Application Form (this form)
  - Certified copy of the qualification or Statement of Attainment
  - Student Enrolment Form

Course title of current or intended enrolment:	

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Institution where previous training relevant to this application was conducted:	
On what basis is national recognition is claimed?	

Units already held		**National recognition Sought**		**Official use only**
Unit Code	**Unit Title**	**Unit Code**	**Unit Title**	**Approved / Not approved / Remarks /**
This section: Canberra College of Management and Technology Use Only Provide a summary of how the evidence submitted for the credit transfer application was authenticated.				

By signing this form, I certify that the information provided is true and correct.

Signed: _____ Date: _____ / _____ / _____

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Document History

Date	Version	Author	Changes Made
20/01/2025	V0.9	Newbery Consulting	Newly designed policy
30/06/2025	V1.0	Director of Studies (DoS)	Contextualised and minor changes made

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