

POLICY

CREDIT TRANSFER

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1. Purpose

- 1.1 Allens Training Pty Ltd is obligated under Standard 3, Clause 3.5 of the Standards for Registered Training Organisations to recognise Australian Qualification Framework (AQF) qualifications and statements of attainment issued by other Australian registered training organisations.
- 1.2 The purpose of this policy is to ensure that a student is not made to repeat any unit or module in which they have been previously assessed as competent unless it is mandated by a regulatory requirement or license condition.

2. Scope

- 2.1 This policy relates to Allens Training PTY Ltd RTO 90909, its trainers and assessors and employed staff. It includes any third party providing services on behalf of the RTO, including their trainers and assessors and administration staff. It also covers students of the RTO and third party providers.

3. Policy Statement

- 3.1 Allens Training Pty Ltd accepts and provides credit to learners for units of competency where these are evidenced by:
 - AQF certification documentation issued by another RTO or AQF authorising issuing organisation
 - Authenticated VET transcripts issued by the Student Identifiers Registrar
- 3.2 Where an application for credit transfer is to be applied, units of competency held by a student must be a direct transfer ('like for like'). The same code and unit name must be equivalent, and the unit of competency must fit the packaging rules for the qualification or course the learner is about to commence.
- 3.3 All applications for recognition through the credit transfer process must be submitted using an Application for Credit Transfer Form which can be downloaded from our website.
- 3.4 A student who is studying another course at the time of their enrolment or commences another course after their enrolment may become eligible for a credit transfer for any 'common units'.
- 3.5 Where a student presents a superseded equivalent unit of competency for credit transfer to achieve a qualification or skill set:

- As the training package has determined the unit of competency to be superseded equivalent, Allens Training will grant credit for that unit without needing to map unit outcomes.
- Allens Training will review all evidence to assure themselves the assessment of competence is still relevant before making a final decision.

3.6 Evidence used to evaluate a credit transfer application will be maintained in Training Desk.

4. Procedures

4.1 Application review

- Application for credit transfer can be downloaded from our website by the student directly or a staff member, trainer of third party delivering training on behalf of Allens Training.
- Credit Transfer Application form must be completed in full, with supporting evidence attached, signed, and dated by the applicant.
- A ticket is to be created with application and supporting evidence attached. Task set for compliance to review and delegate to an authorised staff member to process.
- A review should commence within 1 day of receiving Ticket/Task notification with application and supporting evidence.

4.2 Use of USI Transcripts to authenticate evidence

- A student's USI transcript contains training outcome data submitted to the national collection by the student's RTO as a true record of the training undertaken by the student since 2015, including completions and non-completions. As such, a student's USI transcript is a valid way to authenticate the training undertaken by a student, comparable to calling the issuing RTO.
- RTOs should still exercise caution when using a student's USI transcript to validate training achievements for purposes of granting credit:
 - Exercise the same caution with printed or emailed PDF versions of a USI transcript provided by a student as you would with hard-copy certificates issued by RTOs.
 - The version accessible online directly by RTOs provides a stronger level of assurance, suitable for credit transfer purposes.
 - Always contact the organisation that delivered the training if you have any reason to be concerned about the authenticity of credentials presented.
 - Advise the USI Office if you become aware of any fraudulent activity in relation to a USI transcript.
 - As the availability of the USI transcript is dependent on the AVETMISS reporting cycle, you may have to rely on the hard copy of certificates issued by RTOs to validate training undertaken recently.

4.3 Application approval/rejection

- Where all evidence has been reviewed and validated to support a credit transfer application, notify the student in writing within 3 days from original application received and update student records.
- Where evidence has been reviewed and cannot be validated to support a credit transfer application, the student is to be notified in writing within 3 days from original application received and update student records.
- Evidence of decision and communication to be maintained in the original Ticket in Training Desk.

5. Responsibilities

Compliance, monitoring and review

- The General Manager of Regulatory Compliance is responsible for implementing, reviewing, monitoring, and ensuring compliance with this policy.

Assessing a credit transfer application

- 5.2 Compliance and training staff are responsible for the assessment of a credit transfer application and supporting evidence.

Reporting

- 5.3 No additional reporting is required.

Records management

- 5.4 Evidence relating to the processing and final decision of a credit transfer application must be maintained in Training Desk.

6. Definitions

Terms and definitions

Credit Transfer / Recognition – awarded to units of competency that have been deemed by the training package as having equivalent competency outcomes.

7. Related Legislation & Documents

[Standards for Registered Training Organisations \(RTOs\) 2015](#)

[National Vocational Education and Training Regulator Act 2011](#)

8. Feedback

- 8.1 Feedback about this document can be emailed to compliance@allenstraining.com.au.

9. Approval and Review Details

Approval Authority			Next Review Date
CEO			June and December each year
Version	Effective Date	Author(s)	Description
Draft	08.09.2022	Ferne Robinson	Initial draft
V1.0	13.09.22	Ferne Robinson	V1.0
V1.1	01.01.24	Ferne Robinson	Annual review no changes made