TR-T04 Credit Transfer Policy

Version Number: 1.0
Person Responsible for Implementation: Admissions Officer, Training Manager
Effective Date: 1 July 2025
Review Date: 1 July 2026

Relevant Standards:

- Outcome Standards for RTOs 2025: Standard 1.7
- National Code 2018: Standards 2 and 3
- ESOS Act 2000

Purpose

This policy outlines Tr4inRight's approach to credit transfer (CT), ensuring that VET students who have previously completed equivalent units are supported to obtain recognition, without duplication of learning. The policy upholds the integrity of qualifications and ensures compliance with the Outcome Standards for RTOs 2025, National Code 2018, and ESOS legislative requirements.

Scope

This policy applies to all students (domestic and international) seeking a credit transfer into nationally recognised training products listed on Tr4inRight's scope of registration.

It includes applications submitted during enrolment or after course commencement.

Definitions

- **Credit Transfer (CT):** Recognition of a student's achievement of an equivalent unit of competency through previous formal training, based on an AQF certification document or authenticated transcript.

- **AQF Certification Documentation:** Official testamur document (Certificate or Statement of Attainment) issued by an RTO or authorised organisation confirming completion of units.

- **PRISMS:** Provider Registration and International Student Management System, used to generate CoEs and report changes to international student enrolment.

- **WISENET:** TR4INRIGHT's student management system where CT outcomes are recorded.

- **USI:** Unique Student Identifier number – issued for all students who need to undertake Vocational Education and Training after 2015.

- **CoE:** Conformation of enrolment – A document generated to all International Students through PRISMS portal that confirms the details of their enrolment in a CRICOS Registered course

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Policy Statements

1. Eligibility and Recognition

Tr4inRight provides credit to students for equivalent units of competency where:

- A valid Statement of Attainment or Qualification is issued by an RTO or authorised provider; or
- An authenticated VET transcript is issued by the USI Registry.

Credit is only granted where units are equivalent to those offered at TR4INRIGHT. If equivalency is unclear (e.g. unit codes differ), a mapping check using **training.gov.au** or training package mapping documents is required.

TR4INRIGHT does not charge any fee for processing credit transfers.

2. Student Communication

Information about credit transfer is included in marketing information, student handbooks, and during application and orientation. Credit Transfer Policy is also available to all students through TR4INRIGHT website.

Students are encouraged to apply at the time of application or prior to course commencement. However, late applications may still be processed.

For CRICOS students, any reduction in course duration resulting from CT must be indicated on the CoE.

3. Verification and Integrity

If applying for a credit transfer, original or certified copies of AQF documents must be submitted to TR4INRIGHT along with the application form. CT documentation is then verified by Tr4inRight. Verification methods include:

- Contacting the issuing provider by email (with student consent)
- Check transcript via the USI Portal

o If RTO has closed, contacting ASQA as a last resort and asking student to request verification of competencies achieved to be obtained from ASQA.

For internal CT between TR4INRIGHT qualifications, no application form is required—CT is processed via WISENET based on official academic records should the student request.

4. Refusal of a CT Application

Tr4inRight will refuse a credit transfer application if:

- A student is unable to provide appropriate or adequate evidence that can be authenticated, or
- There are licensing restrictions in place for the particular training product, or
- A student is seeking to receive a full qualification through credit transfer only, or
- A student's qualification was cancelled
- A student is applying for a full qualification based on Credit Transfer

If Tr4inRight received a Credit Transfer request based on a statement of attainment from a student from a RTO that has been closed by ASQA, due to non-compliance with assessment standards, Tr4inRight reserves the right to confirm student's competency and skills or refuse a CT.

If Tr4inRight is unaware of the reason for the provider's registration ceasing, Tr4inRight will verify student's skills and competencies via an RPL process rather than credit transfer.

If a CT application is refused, students will be informed in writing along with the reason for refusal.

Procedures

Step 1: Application

- Students complete and submit the TR4INRIGHT Credit Transfer Form with certified evidence at the initial application stage.

- For students applying through education agents, the agent must verify and stamp the documentation.

- For direct applications, original documents are sighted and endorsed by TR4INRIGHT Admissions.

Step 2: Assessment and Mapping

- A working sheet is created by admissions department to process the application
- Admissions checks equivalency against TR4INRIGHT's CT Unit Mapping Guide.

- If units differ in code or title, mapping from training.gov.au is reviewed by training/QA Manager and/or delegate.

- If credit transfer is being sought for a unit of competency that has a different title or code, then:

  - it is necessary to establish the equivalence between the unit held and the unit being sought. This information can be found in the mapping guide published in the relevant Training Package www.training.gov.au

  - Non-equivalent units are not eligible for Credit Transfer.

Step 3: Approval

- The completed CT form and mapping guide is:
  - Checked and approved by the Training Manager

  - CT offer letters, the timetable, duration and the fees can be calculated immediately and then a Letter of Offer can be issued with a condition -" This offer is subject to verifying the authenticity of the Credit Transfer documentation provided by the student to TR4INRIGHT.'

  - CT is recorded in **WISENET** and student admissions file as unit outcome for the approved Units of Competency

In between the time of the Letter of Offer and the issuance of CoE, TR4INRIGHT will verify the authenticity of the CT documentation. Verified copies of Qualifications and Statements of Attainment used as the basis for granting Credit Transfer are placed in the student Admissions file.

Step 4: Communication and PRISMS Reporting

- If CT is granted, it will reduce course duration, this is reflected in the CoE.

- Students receive written confirmation of CT outcomes.

- The CoE is generated according to the approved duration and fee by the admissions. Any course duration reduction because of a Credit transfer granted to students must be indicated on the Confirmation of Enrolment.

- After the commencement of the course. if the student claims for any further Credits, the CT's will be recognised as per TR4INRIGHT's Policy and Procedure. The student will be exempted from the scheduled classes of the CT units and would not be required to submit any assessments for the same.

Step 5: Appeals

- Students may appeal CT decisions through the TR4INRIGHT Complaints and Appeals Policy.

Responsibilities

- **Training Manager:** Overall implementation of the policy, CT application health check

- **Admissions Officer**: Receives CT form, Creates CT mapping, verifies documentation, initiates workflow, and upon approval issues LOO and CoE and confirm fee adjustments if applicable.

- **Academic Officer**: Confirms timetable, informs trainers, ensures record keeping and follow ups

- **Education Agents**: Verifies and stamps CT documents for offshore applicants.

Monitoring Mechanism Summary Table

What is Monitored	How	Frequency	Responsible
CT application	Submitted by student or agent including form and copies of academic documentation	Per application/ at the time of enrolment	Student or authorised education agent
Authenticity of CT documents	USI Portal, contacting issuing provider, Contacting ASQA	Per application	Admissions Officer
Internal CT process consistency	WISENET records and course mappings	Per application	Training Manager/ Admissions Officer
CT application health check	Checking the documents, unit codes, mapping for CTs issued by admissions	Per Application	Training Manager
PRISMS reporting accuracy	Audit of CoEs with reduced durations	Per application	Compliance Manager
Student awareness of CT	Website, handbook, orientation feedback	Annually	Marketing team, Admissions Team
Appeal trends and outcomes	Complaints register analysis	Ongoing	Quality Assurance Team

Relevant Documents and Records

- TR4INRIGHT Credit Transfer Form
- Student Handbook and Website
- USI Consent and Verification Records
- CT Mapping Guides
- Internal Qualification Transcripts (Statement of Result)
- Complaints and Appeals Policy

- Course Timetables and Fee Schedules
- Letter of Offer

Self-Assurance Questions

1. How do you ensure students know about and understand when credit transfer is a valid option for them?

Tr4inRight ensures that all students, both domestic and international, are informed about their entitlement to apply for credit transfer through multiple communication channels. The availability of credit transfer is clearly outlined in the Student Handbook, the TR4INRIGHT website, and during both the application and orientation stages.

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2. How are you testing the authenticity of evidence supplied by students seeking credit transfer?

The TR-T04 Credit Transfer Policy outlines a clear and robust process for verifying the authenticity of AQF certification documentation submitted with a credit transfer application.

Students must submit either original or certified copies of their Statement of Attainment, testamur, or VET transcript. These documents are then verified through multiple channels:

- by directly contacting the issuing RTO (with student consent),
- by accessing the student's authenticated transcript through the USI Portal, or—
- where the RTO has ceased operation—by contacting ASQA as a last resort.

If TR4INRIGHT receives documentation from a provider deregistered due to non-compliance with assessment standards, it reserves the right to refuse the credit transfer or to require additional evidence of competence. Once verified, copies of all relevant documentation are securely stored in the student's admissions file and recorded in WISENET.

3. How do you ensure that your credit transfer policies and processes are consistently and rigorously applied?

The credit transfer process at Tr4inRight is designed for consistency, transparency, and rigour.

All CT applications are assessed using a structured working sheet maintained by the Admissions team, and equivalency is checked against TR4INRIGHT's internal Credit Transfer Unit Mapping Guide.

Where unit codes or titles differ, mapping information is retrieved from the national training.gov.au database and reviewed by the QA Manager or delegate to confirm equivalency before credit is granted. Non-equivalent units are not eligible for credit transfer.

Every application undergoes further scrutiny by the Administration or Compliance Manager, who confirms implications for the student's timetable, course duration, and fees before final approval.

All approved credit transfers are documented in the student's WISENET profile and the admissions file, with a written notification of the outcome issued to the student.

Additionally, TR4INRIGHT's monitoring mechanisms include a credit transfer application health check and periodic audits of PRISMS reporting accuracy, further supporting consistency in the implementation of the policy.

4. How are you ensuring that staff can recognise when a request for credit transfer becomes a request for RPL?

Although RPL is governed under a separate policy at TR4INRIGHT, the Credit Transfer Policy acknowledges the importance of distinguishing between requests for CT and situations where RPL may be more appropriate.

Admissions officers and compliance staff are trained through detailed policies and procedures to identify instances where a student's documentation does not meet the requirements for credit transfer—such as when a Statement of Attainment cannot be verified or when the unit claimed is not equivalent to TR4INRIGHT's offering.

In such cases, the student is informed that credit transfer cannot be granted and is advised of their option to apply for recognition of prior learning through the appropriate process. This ensures that staff do not inappropriately award credit for non-equivalent learning and that students are directed toward a valid pathway for recognition.

5. What systems and processes do you have in place to determine credit transfer, including equivalency?

Tr4inRight applies a structured process to determine credit transfer eligibility and ensure unit equivalency.

Students must submit certified AQF documentation with their application, which is assessed using the internal Credit Transfer Unit Mapping Guide. This guide is maintained to reflect the most current equivalency information, including superseded units and those that may have undergone code or title changes.

Where there is uncertainty regarding equivalency, the Training or QA Manager or delegate consults official training package mapping data published on training.gov.au.

If a unit has been superseded multiple times, additional mapping may be conducted internally to ensure the competency remains current and relevant before granting credit.

If a unit is found not to be equivalent, credit transfer is not granted, but the student is advised of other pathways, such as RPL.

Once granted, the CT outcome is entered into WISENET and included in the Letter of Offer and Confirmation of Enrolment (if applicable), ensuring both transparency and compliance with ESOS and PRISMS reporting obligations.

What training do you provide to your trainers and assessors, including third parties, to assist them in managing expectations of students seeking 'easy' credit transfer?

While Tr4inRight's Credit Transfer process is primarily managed by the Admissions team, relevant academic and administrative staff—particularly those involved in enrolment, course coordination, and student support—are trained to understand the correct application of credit transfer and how to manage student expectations with customised timetables if applicable as result of CT.

This includes clear messaging that credit transfer is not a guaranteed or automatic process and must be supported by verifiable, equivalent AQF certification documentation.

Admissions Officers receive targeted training on how to interpret mapping guides and assess equivalency to support consistent application of these decisions across the organisation.

Although TR4INRIGHT does not currently engage third parties in administering CT, the policy outlines internal processes that would apply should such delegation occur, ensuring all parties involved are appropriately trained and monitored.