



Skilled Up
Institute

unfold your career

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Credit Transfer Policy and Procedure – V3.0



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Purpose

The purpose of this policy is to establish a transparent, fair, and consistent process for granting credit to students for prior formal learning achieved through the Australian VET sector. Skilled Up Institute (SUI) is committed to recognizing the skills and knowledge of its students, thereby reducing the time and cost required to achieve a qualification and facilitating efficient pathways through the VET system.

This policy and its associated procedures are guided by the Principles of Assessment:

- **Fairness:** Ensuring no student is disadvantaged by the process.
- **Flexibility:** Providing a process that is adaptable to the needs of individual students.
- **Validity:** Granting credit only where equivalence is definitively established.
- **Reliability:** Ensuring decisions are consistent and repeatable across all applications.

Scope

This policy applies to all prospective and current students, both domestic and international, who are applying for or are enrolled in an Australian Qualifications Framework (AQF) qualification at Skilled Up Institute.

Regulatory Context

This policy is designed to ensure compliance with the requirements of the following legislative and regulatory frameworks:

- The *Standards for RTOs 2025*, with particular reference to Quality Area 1, Standard 1.7: Recognition of prior learning and credit transfer.
- The *Education Services for Overseas Students (ESOS) Act 2000*.
- The *National Code of Practice for Providers of Education and Training to Overseas Students 2018*, with particular reference to Standard 2: Recruitment of an overseas student and Standard 8: Overseas student visa requirements.
- The *Australian Qualifications Framework (AQF)*.

Definitions

To ensure clarity and consistent application, the following definitions apply within this policy:

- **Credit Transfer (CT):** An administrative process that provides students with agreed and consistent credit outcomes for components of a qualification based on identified equivalence in content and learning outcomes between matched qualifications. Credit Transfer is granted on the basis of prior formal learning and is **not an assessment process**.
- **Recognition of Prior Learning (RPL):** An **assessment process** used to evaluate an individual's existing skills and knowledge gained through formal, non-formal, or informal learning (e.g., work experience or life experience) against the requirements of a unit of competency. RPL is a separate process governed by SUI's Recognition of Prior Learning Policy and Procedure.
- **Equivalence:** A formal determination made by SUI that a unit of competency completed by a student at another institution has the same code and title, or is formally recognized as an

equivalent unit on the National Register of VET (training.gov.au). Where direct equivalence is not established, a mapping process may be undertaken to compare the unit's components. Credit transfer will only be granted where a 100% match is identified.



- **Authenticated Evidence:** The primary form of evidence required to support a credit transfer application. This includes:
 - **USI VET Transcript:** A VET transcript generated and provided by the student directly from the Unique Student Identifier (USI) Registry. This is the preferred form of evidence as it is government-authenticated.
 - **AQF Certification Documentation:** An original or certified true copy of an AQF qualification certificate or Statement of Attainment issued by another RTO. SUI reserves the right to verify the authenticity of any such document by contacting the issuing organisation.
- **PRISMS:** The Provider Registration and International Student Management System, a government system used by CRICOS providers to issue Confirmations of Enrolment (CoEs) and report changes to the enrolment of international students.

Procedures

Procedure: Information for Prospective and Current Students

SUI is committed to ensuring students can make informed decisions at all stages of their engagement.

- **Pre-Enrolment:** In accordance with the *Standards for RTOs 2025*, SUI will ensure that all marketing materials, course guides, and the official SUI website provide clear, accurate, and easily accessible information regarding the availability of credit transfer. This information will state that students may be eligible for credit, outline the types of evidence required, and provide a direct link to this policy and the application form. This information must be available to the student

prior to them accepting their offer of enrolment.

- **Enrolment:** The formal Written Agreement provided to each student upon enrolment will include a clause that references the student's right to apply for credit transfer and directs them to this policy for full details. This ensures the student is formally notified of the option as part of their enrolment contract.
- **Post-Enrolment:** The SUI Student Handbook will contain a dedicated section on Recognition of Prior Learning and Credit Transfer, explaining the difference between the two processes and outlining the steps for application. This information will also be covered as part of the formal orientation program for all new students to reinforce awareness.

Procedure: Application and Evidence Requirements

A structured and evidence-based application process is essential for maintaining the integrity of credit transfer decisions.

- **Application Process:** Prospective and current students may apply for credit transfer by completing the official Credit Transfer Application Form, available from SUI administration and

the website. While applications can be submitted at any time, students are strongly encouraged to apply either prior to or at the time of enrolment to allow for any reduction in course duration to be reflected in their initial CoE (if applicable) and study plan.



- **Evidence Submission:** All applications must be accompanied by Authenticated Evidence as defined below. Applicants must grant SUI permission to view their VET transcript via the USI Registry portal for verification purposes.
- **No Fee for Application:** The assessment and processing of credit transfer applications will be conducted at no cost to the student.
- **Clear Demarcation from RPL:** The credit transfer process is strictly for recognizing prior formal learning of *equivalent* units. If a student provides evidence for a unit of competency that is not deemed equivalent, or provides evidence of skills and knowledge gained through experience, the application for credit transfer will be denied for that unit. In such cases, the student will be formally advised in writing that credit transfer is not applicable and will be informed of their right to apply for Recognition of Prior Learning (RPL) under SUI's separate RPL Policy and Procedure. This creates a clear procedural separation, mitigating a key compliance risk.

Procedure: Assessment and Determination of Equivalence

The assessment of a credit transfer application is a formal verification process conducted with rigour and consistency.

- **Assessment Authority:** The Training Manager, or a nominated delegate with the required expertise and qualifications, is responsible for assessing and approving all credit transfer applications.
- **Step 1: Authentication of Evidence:** Upon receipt of an application, the first step is to authenticate the supporting evidence. The designated assessor will:
 - **Primary Method:** View the student's VET transcript via the USI Registry portal (with the student's permission). A digital copy or printout of the verified transcript must be saved to the student's file as a record of the authentication check.
 - **Secondary Method:** If a USI transcript is not available, contact the issuing RTO directly by phone or email to confirm the validity and content of the provided certificate or statement. A formal record of this communication (e.g., a file note or a copy of the verification email) must be placed on the student's file.
- **Step 2: Determination of Equivalence:** Once evidence is authenticated, the assessor will determine equivalence by checking the National Register of VET (training.gov.au).
 - If the unit code and title on the student's transcript are identical to the unit offered by SUI, or if the National Register lists the student's completed unit as a direct equivalent to the SUI unit, equivalence is confirmed.
 - If the units are not direct equivalents, a full mapping of the unit's components must be conducted. Credit will only be granted for a 100% match. Partial matches are not eligible for credit transfer.
- **Licensing and Regulatory Overrides:** In cases where a specific industry licensing or regulatory body requires a unit to be completed within a certain timeframe or with a specific

provider, credit transfer may be refused, even if the units are deemed equivalent. Any such decision will be documented with a clear rationale referencing the specific regulatory requirement.



Procedure: Granting Credit, Notification, and Student Acceptance

Clear communication and formal acceptance of credit transfer outcomes are critical for both student satisfaction and regulatory compliance.

- **Processing Timeline:** All complete credit transfer applications will be processed, and a written outcome will be provided to the student within 10 working days of submission.
- **Formal Notification:** The Administration Officer, upon instruction from the Training Manager, will issue a formal Credit Transfer CT form to the student. This letter will clearly state:
 - Which units of competency have been granted credit.
 - Which units of competency have been denied credit, with a brief, clear reason for the decision (e.g., "Unit not equivalent," "Evidence could not be authenticated").
 - The impact of the granted credit on the student's overall course duration and expected completion date.
- **Student Acceptance:** The student must formally accept the outcome by signing and returning the Credit Transfer CT form. This signed acceptance constitutes the "written record of acceptance" required under the National Code 2018. If a student wishes to dispute the outcome, they will be referred to SUI's Complaints and Appeals Policy and Procedure.
- **Recording Outcome:** Upon receipt of the signed acceptance letter, the Administration Officer will record the outcome in the Student Management System (SMS) by entering the result 'CT' for each unit of competency for which credit has been granted. The original application, authenticated evidence, record of the equivalence check, the CT form, and the signed student acceptance will be placed on the student's official file.

Procedure: Impact on Course Duration and ESOS Reporting

As a CRICOS provider, SUI has a legal obligation to ensure that an international student's enrolment and visa documentation accurately reflect their course duration.

- **Credit Granted Before Visa Grant:** If a credit transfer application is approved *before* the student's visa has been granted, SUI will calculate the new, reduced course duration. The Confirmation of Enrolment (CoE) issued to the student for their visa application will reflect this reduced duration only. This ensures the student is granted a visa for the correct length of time.
- **Credit Granted After Visa Grant:** If credit is granted *after* the student's visa has been approved, this constitutes a change to their enrolment conditions. SUI will report the change in the student's course duration through PRISMS within 14 days of the credit being formally granted (i.e., upon receipt of the student's signed acceptance). This action is a requirement under Section 19 of the ESOS Act.
- **Maintaining a Full-Time Study Load:** It is critical that the student understands that receiving credit transfer reduces the *total number of units* they need to complete, thereby shortening their *overall course duration*. It does **not** reduce the requirement to maintain a full-time study load in each compulsory study period. The student must still enrol in a sufficient number of

units each term to ensure they complete their remaining studies by the new, earlier CoE end date, as required by their student visa conditions. This will be clearly explained in the Credit Transfer CT form.



Procedure: Record Management and Retention

Accurate and compliant record-keeping is a fundamental requirement of RTO and ESOS legislation.

- **Student Acceptance Records:** The Credit Transfer Application Form and the signed Credit Transfer CT form (which serves as the student's written record of acceptance) will be retained on the student's file for a period of **two (2) years after the student ceases to be an accepted student**. This is a specific requirement of the National Code 2018.
- **Evidentiary Documents (AQF Certification/USI Transcript):** The authenticated copy of the AQF certification document or USI VET Transcript that was used as the basis for the credit transfer decision is considered part of the evidence underpinning the qualification ultimately issued by SUI. Therefore, this documentation will be retained for a period of **thirty (30) years**, in line with the record retention requirements of the *Standards for RTOs 2025* for AQF certification documentation.

Note on Dual Retention Periods: The two different retention periods are deliberately specified to ensure SUI complies with two separate legislative frameworks. The ESOS framework is concerned with the student's agreement to the change in their enrolment (the 2-year rule), while the RTO Standards are concerned with the long-term integrity and auditability of the qualification itself (the 30-year rule). Adherence to both is mandatory.

Responsibilities

The following matrix outlines the specific responsibilities for the implementation of this policy and procedure, ensuring clear accountability at each stage of the process.

The following table:

Procedural Step	Chief Executive Officer (CEO)	Training Manager	Administration Officer / Staff
Policy Governance			
Approve and resource the policy	✓		
Information Provision			
Ensure website, marketing materials, and handbooks contain accurate CT information		✓	✓
Cover CT during student orientation		✓	✓
Application Management			
Receive and log CT applications			✓
Assessment and Determination			



Procedural Step	Chief Executive Officer (CEO)	Training Manager	Administration Officer / Staff
Authenticate submitted evidence (USI Transcript or RTO contact)		✓	
Determine unit equivalence using the National Register		✓	
Make final decision on granting or denying credit		✓	
Document rationale for decisions, especially for licensing overrides		✓	
Notification and Acceptance			
Issue formal Credit Transfer CT form to student			✓
Receive and file signed student acceptance letter			✓
Refer students to Complaints and Appeals process if required			✓
Systems and Reporting			
Update Student Management System (SMS) with 'CT' result			✓
Update PRISMS with reduced course duration (for international students) within 14 days			✓
Record Management			
Ensure all CT-related documents are correctly filed and retained per the dual-retention schedule		✓	✓



Document Control

Policy Version Details				
Current Version	Last Updated	Next Review Date	Author	Approved By
V3.0	01/07/2026	10 January 2027	Compliance Manager	CEO