



Credit Transfer Policy and Procedures

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. Policy statement

2.1 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.

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National Training Register are sometimes very clear and in general will use language such as “not equivalent” or “Is superseded by and is equivalent to,”.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 In some cases, it will say words to the effect: “Is superseded by:” without any clarification about the equivalence status.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:

Unit of competency | ☒ yes Show history

CPCCCA2011 Handle carpentry materials

Usage recommendation Current [27/Nov/2020](#) ⓘ

Release 2 Current [24/Dec/2024](#)

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icon that should be selected to identify the equivalent status of the unit of competency to units which have been superseded.



Unit of competency | ☒ yes ☐ Show history

CPCCCA2011 Handle carpentry materials **Supersedes:** **CPCCCA2011A - equivalent**

Usage recommendation **Current** 27/Nov/2020 ⓘ

Release 24/Dec/2024

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image shows the displayed information of the equivalent status of the unit of competency to units which have been superseded.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

2.2 Evidence requirements

Electronic evidence. An applicant will be required to provide Datum College 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 2015.

For units of competency that were awarded prior to 1st January 2015, 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 Datum College. 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, 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.

If it is identified that the training organisation is no longer registered and is not contactable, the administrative team member may utilise the service provided by the national regulator where it can authenticate the training products issued by training organisations which have now closed. This service can be accessed at the following link. The student should be advised that confirmation via this service could take three to four weeks. <https://www.asqa.gov.au/students/student-record>



2.3 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 or at student's own will.
- Whilst students may apply for credit transfer at any time, they are usually 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.
- The student does not incur any fees for credit transfer.
- 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. If the unit has been previously awarded and equivalence can be demonstrated, then the unit can be issued as a credit transfer. The currency of the applicant is not a factor to be considered.

3. Procedure

Steps		Person/s responsible
Credit Transfer		
i.	Provide information to students on credit transfer. Datum College will provide sufficient information to students to inform them of opportunities for alternative pathways via credit transfer and the credit transfer policy. This information will be provided to students in the Student Handbook and the enrolment interview prior to enrolment.	Student Support Officer



ii.	Student applies for credit transfer. To apply for credit transfer, the applicant must: ▪ Complete and submit a Credit Transfer Application Form; ▪ Provide evidence of their AQF certification documentation or an authenticated VET transcript; and ▪ Submit an Enrolment Application for the training program applicable to the units of competency for which credit transfer is requested.	Student
iii.	Determine whether the RTO can grant credit transfer. On receipt of the application, we will check the USI registry, qualification or statement of attainment for units that are deemed equivalent on the National Training Register (training.gov.au) and grant credit transfer for equivalent units of competency that have been completed at any other Registered Training Organisation. Hard copy certificates provided as evidence must be checked for authenticity prior to granting credit transfer. The following methods may be used for authentication: • First option. Obtaining a USI transcript from the applicant and comparing the outcomes identified in this transcript with the documents to be verified, • Second option. Directly contacting the issuing authority by either phone or email and confirming the document validity by cross matching the document number and the details of the recipient, • Final option. If it is identified that the training organisation is no longer registered and is not contactable, contact the national regulator where it can authenticate the training products issued by training organisations which have now closed. https://www.asqa.gov.au/students/student-record If during the second option the training organisation does not cooperate and it is not possible to authenticate the certificate presented as evidence, then the certificate cannot be accepted, and the student is to be advised to contact the RTO directly and request their cooperation. The student should be provided a period of seven	Student Support Officer



	days to seek further information. If this information is not received, then the application will be closed.	
iv.	Save credit transfer evidence. Copies of the USI record and/or verified copies of qualifications and statements of attainment used as the basis for granting credit transfer must be kept on the student file.	Student Support Officer
v.	Exception. Where in instance student is willing to refresh their skills and/or not willing to obtain the credits of his previous studies, which have been deemed equivalent, the student must advise Datum College of the same as soon as it becomes practicable.	Student, CEO, Student Support Officer



4. Flow chart

Credit Transfer Process

