



RTO Credit Transfer Policy and Procedure

Version: 3.0

23/06/2025

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Purpose

This policy ensures existing and potential students of the Centre of Professional Learning and Education (Cple | 88148) can access credit transfer assessment pathways in recognition of previously completed training and assessment.

Introduction

Cple acknowledges the requirement as a Registered Training Organisation (RTO) to recognise the awards issued to students by other RTOs. This is limited to outcomes that are drawn from the national skills framework being units of competency awarded and accurately identified in statements of attainment and qualification transcripts.

This policy supports Outcome 1.7 of the Standards for Registered Training Organisations (RTOs) 2025 and provides a compliance point of reference for the reader.

Authorisation

This procedure shall be endorsed and issued under the authority of the RTO Manager.

Policy

Cple is committed to providing all students and potential students with a fair and accessible process for their assessment pathways, including credit transfer. National recognition 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.

As outlined in the Standards for RTOs 2025 Outcome 1.7 *“Decisions relating to credit transfer are based on evidence of prior completion of an equivalent training product demonstrated by AQF certification documentation or an authenticated VET transcript (unless prevented by licensing or regulatory requirements of the training product).”*

It is important to note that Credit Transfer is not Recognition of Prior Learning (RPL). RPL is assessment and is addressed within the RTO Recognition of Prior Learning Policy and Procedure.



Credit Transfer (CT)

Credit Transfer seeks to match the learning outcomes of previous completed training programs and qualifications that are recognised within the Australian Qualifications Framework (AQF) for which students are seeking recognition. Cple staff will then authenticate these learning outcomes that were previously achieved by the student's formal education and training process via the Credit Transfer Application process.

Evidence Requirements

Students applying for credit transfer must complete a *Credit Transfer Application Form* during the enrolment process along with a *Release of Personal Information Form* for the sake of verification. Students are required to present their statement of attainment or qualification transcript for examination by Cple staff. Cple will retain a copy of the evidence provided. This evidence will provide the detail of which units of competency are eligible to be issued with a credit transfer outcome. The evidence must include the Unit of Competency/s the applicant is seeking Credit Transfer for, along with verifiable evidence such as the issuing RTOs national provider number.

Students must provide satisfactory evidence that the statement of attainment or qualification transcript is theirs and has been issued by an Australian RTO. Official statements of attainment and/or qualifications must be provided to Cple upon enrolment for the sake of verification. Alternatively, an official USI transcript can also be submitted to Cple as evidence of previous completion.

When Unit Codes and Unit 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.

CPLE staff will obtain this information and validate claims of equivalence. Cple staff should note that the 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.

If in doubt, Cple staff are to seek the advice of the RTO Manager or the related industry skills council. If there is no such mapping available of the unit, it is deemed not equivalent with Cple unable to recognise the unit through the credit transfer process.

In these circumstances, the student should be referred to apply for RPL in accordance with the RTO Recognition of Prior Learning Policy and Procedure. Under no circumstances is a comparison between units to be used as the basis for issuing credit transfer. If the unit has not determined it to be equivalent, then it is not. Subjective comparisons by CPLE are not valid.



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 unit or qualification in which they are currently enrolled.
- Students may not apply for credit transfer recognition for units of competency or qualification which are not included in Cple scope of registration.
- Whilst students may apply for credit transfer at any time, they are encouraged to apply before commencing a training and assessment within a unit or qualification. 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 and Cple do not receive any funding when Credit Transfer of units is granted via this process.
- 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 student will be advised to explore the RPL process or traditional training and assessment pathways.
- 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. Students 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 recognised. The currency of the applicant is not a factor to be considered.

Credit Transfer Process

1. Cple will provide sufficient information to students and potential students to inform them of opportunities for alternative pathways via RPL and Credit Transfer pathways. This information must be provided to candidates prior to enrolment.
2. To apply for credit transfer, the applicant must complete and submit the following documentation to Cple:
 - Credit Transfer Application Form.
 - Certified copy of the qualification certificate or statement of attainment; OR
 - Original copy of the qualification certificate or statement of attainment OR
 - Official USI transcript with the required units listed within the document
 - Release of Personal Information form granting Cple permission to verify the qualification certificate or statement of attainment with the issuing RTO.
 - Enrolment documentation for the qualification applicable to the units of competency for which credit transfer is requested.
3. On receipt of the completed and signed application form, Cple staff will check the qualification certificate or statement of attainment for authenticity and grant credit transfer for the equivalent units of competency that have been completed at any other Registered Training Organisation



recognised within the Australian Qualifications Framework (AQF). The authentication of the evidence will occur via at least one of the following:

- Cple authenticating the USI transcript via the USI portal.
 - Cple contacting the issuing RTO and requesting they formally authenticate the evidence (qualification, testamur or statement of attainment).
4. Where the units of competency located within the application and evidence are not deemed equivalent or do not align, Cple will notify the student via email and support the student to consider the RPL or training and assessment pathway.
 5. Authenticated copies of qualification certificate and statements of attainment must be used as the basis for granting credit transfer must be kept on the student record. These copies will include the following statement/details: *"I confirm that I have authenticated this transcript/statement – Cple Staff Member name, signature and date"*
 6. A Cple Trainer/Assessor then determines the eligibility of the application for credit transfer in accordance with the Australian Qualifications Framework (AQF) and Training Package requirements. The Cple Trainer/Assessor completes the Credit Transfer Feedback Form accordingly. They then update the students Assessment Schedule, training plan (if required) and record the result outcome in the Student Management System (SMS) VETtrak.
 7. Cple then email the student a copy of the completed Credit Transfer Feedback Form, and their updated Assessment Schedule with the credit transfers recognised.
 8. All documentation related to the Credit Transfer are saved in the student's SharePoint file, including the Application Form, Feedback Form and authenticated evidence.

Responsibilities

RTO Manager

- To uphold the rights of candidates in relation to the requirements of this policy

Cple Administration

- To collate evidence of documentation submitted to Cple by students
- To process enrolments, invoices, and completions applicable to training and assessment services provided to candidates under this policy and procedure.
- To support Cple Trainer and Assessors to authenticate Credit Transfer evidence.

Cple Trainers and Assessors

- To determine the credit transfer outcome based on the application evidence
- To make informed decisions about credit transfer eligibility
- To process eligible credit transfer outcomes and inform students



Attachments and Forms

1. RTO-PRG-FOR-013 Credit Transfer Application and Feedback Form

Related Documents:

1. ORG-QMS-POL-001 Purpose, Mission and Values
2. RTO-PRG-POL-012 RTO Recognition of Prior Learning Policy and Procedure

References

1. ISO 9001:2015 Quality Management System
2. ISO 3100: 2018 Risk Management
3. ISO 45001: 2018 Occupational Health and Safety
4. AS ISO/IEC 27004:2018 Information Security Management
5. Standards for Registration Training Organisations (2025)

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Review Specifications

OFFICE USE ONLY			
Written/reviewed by	Authorised for release by	Version number	Signature of authorising person
Chloe Brewer	Chloe Brewer	3.0	Text
VERSION HISTORY			
Version:	Date of Effect:	Brief Summary of Change:	
2.0	07/12/2021	Update to existing document	
3.0	23/06/2025	Significant changes throughout due to change to Standards for RTOs 2025.	

Office Use Only					
Document Type	Policy	Doc Ref No.	RTO-PRG-POL-018	Version No.	3.0
Date of Effect	23/06/2025	Due for Review	01/11/2027		

