

POLICY AND PROCEDURE

Credit Transfer Exemptions		
Version 1.0	Issued on 01/07/2025	Review by 01/07/2026
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Approval and Endorsement	Principal Executive Officer - khalid.h@aiit.vic.edu.au	
Refer to the following Legislative Frameworks		
National Vocational Education and Training Regulator (Outcome Standards for Registered Training Organisations) Instrument 2025	Quality Area 1: Division 3 - Recognition of prior learning and credit transfer (Standard 1.7) Quality Area 2: Division 5 - Feedback, complaints and appeals (Standard 2.7)	
National Vocational Education and Training Regulator (Compliance Standards for NVR Registered Training Organisations and Fit and Proper Person Requirements) Instrument 2025	Division 1 - Information and Transparency (7. Marketing and advertising) Division 2 - Integrity of Nationally Recognised Training Products 9. Issuance of AQF certification documentation 10. Records of AQF certification documentation and assessments 11. Issue of VET qualifications and VET statements of attainment 12. Student identifier requirements	
National Code of Practice for Providers of Education and Training to Overseas Students 2018	Standard 2	
Other Applicable Legislation	Data Provision Requiements 2012 Student Identifiers Act 2014	
Related Documents and/or Supporting Resources (Internal)		
Australian International Institute of Technology Orientation Presentation and Materials Australian International Institute of Technology Student Handbook Australian International Institute of Technology Student Written Agreement Credit Transfer Mapping Tool Form: Application Form: Credit Transfer Form: Letter of Offer (Conditional) Policy and Procedure: Admission and Enrolments Policy and Procedure: Assessment Policy and Procedure: Education Agents Policy and Procedure: Marketing and Recruitment Practices Policy and Procedure: Providing Secure Certification Policy and Procedure; Recognition of Prior Learning (RPL) Policy and Procedure: Training and Assessment Strategy and Practices Training and Assessment Strategy (TAS) and Practices documents as per registered scope USI Transcript Verification Process Guidance Statement		
Related Documents and/or Supporting Resources (External)		
AQF Qualifications Issuance Policy (January 2013) AQF Certification Documentation: An Explanation ASQA Fact Sheet - Sample AQF Documentation MyGov USI Privacy Notice		

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1. Purpose

Australian International Institute of Technology ensures VET students who have completed an equivalent training product are supported to obtain a credit transfer.

Students are offered opportunities to seek credit transfer and are made aware of Australian International Institute of Technology's policy for seeking credit transfer by this instrument and must be evidenced by:

- AQF certification documentation issued by any other RTO or AQF authorised issuing organisation, or
- Authenticated VET transcripts issued by the Registrar.

Decisions relating to recognition of prior learning are based on evidence of prior skills, learning and experience, and are undertaken in accordance with the organisation's assessment system.

Decisions relating to recognition of prior learning are documented and decided in a way that is fair, transparent, consistent amongst VET students, and maintains the integrity of the training product

Finally, in the case of any non-equivalent units of competency, Australian International Institute of Technology's will complete an analysis to determine the equivalence of the study completed with the relevant units of competency or modules before granting any credit or exemption.

2. Scope

This policy and procedure applies to Australian International Institute of Technology's processes for the issuance of Credit Transfer exemptions. It also applies to all Marketing and Recruitment, Student Services Administration and Academic employees engaged in supporting the recruitment, enrolment and credit transfer exemption process.

3. Definitions

AQF - Australian Qualifications Framework specifies the standards for educational qualifications in Australia.

Certification Documentation - is the set of official documents that confirms that a qualification has been completed and awarded to an individual.

Challenge Test - An Assessment activity designed to ascertain and verify the students prior learning conducted with the same rigour as any other form of assessment.

CoE - Confirmation of Enrolment

Credit Transfer Exemption (CT) - means the process of recognising and awarding credit for prior successful completion of an equivalent unit of competency or module.

Credit for Prior Learning - an apprentice or trainee may gain 'credit' for relevant prior learning or experience. This prior learning or experience must be formally recognised and may mean the duration of the training contract can be changed.

Equivalency Test – a test to measure the extent to which a person's existing knowledge or skills satisfy the requirements of an education or training program or a job.

PRISMS - Provider Registration and International Student Management System.

Recognition of Prior Learning (RPL) - the acknowledgement of a person's skills and knowledge acquired through previous training, work, or life experience, which may be used to grant status or credit in a subject or module. It can lead to a full qualification in the VET sector.

Statement of Attainment (SoA) - formal certification in the vocational education and training sector by a registered training organisation that a person has achieved:

- Part of an Australian Qualifications Framework (AQF) qualification; or,
- One or more units of competency from a nationally endorsed training package; or
- All the units of competency or modules comprising an accredited short course.

Qualification - formal certification that is awarded by an accredited authority in recognition of the successful completion of an educational program.

Record of Results (RoR) or a Transcript - a certified record of a student throughout a course of study having full enrolment history at educational school including all courses attempted, grades earned, and awards conferred.

RTO - Registered Training Organisation.

Testamur - the AQF defines a Testamur as “*an official certification document that confirms that a qualification has been awarded to an individual*”.

Unique Student Identifier (USI) - a national student identifier (or number) for vocational education and training (VET) students with the capability of being fully integrated with the entire education and training system and potentially, also covering early childhood education.

4. General Guidelines

4.1 Application for Credit Transfer Exemptions

Applicants for enrolment or enrolled students can apply for credit transfer exemptions using the “*Application Form*” or “*Credit Transfer Application form*” available during the enrolment process or via Student Service Administration at reception.

Any applications for credit transfer exemptions will be accepted at “**any time**” at reception or via admin@aiit.vic.edu.au however they must be submitted within “**ten (10) working days**” before unit of competency or term commencement.

Applicants must submit, with their application, authenticated detailed supporting documents including certified course records of results, transcripts, statements of attainment, certificates or USI Transcripts.

The processing of applications for credit transfer exemptions takes place at “**no additional cost**” to a student or applicant for admission and enrolment.

Decisions relating to credit transfer are documented and decided in a way that is fair, transparent, consistent amongst VET students, and maintains the integrity of the training product.

4.2 Authenticating Evidence Documents

The Student Services Manager is responsible for ensuring that all submitted supporting evidence documents provided for the purpose of applying for any credit transfer exemption are authentic and valid.

The Student Services Manager will complete this process by contacting the registered training organisation which issued the document to confirm that the submitted information provided is authentic and valid.

4.3 Unique Student identifier (USI) Verification

All applicants for credit transfer exemptions are required to provide the Student Services Manager with their Unique Student Identifier (USI) and if available a USI Transcript. The Student Services Manager is responsible for verifying the Unique Student identifier and USI Transcript via “MyGov”.

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.

Australian International Institute of Technology' can directly view a USI transcript online via the USI transcript Service, <https://www.usi.gov.au/>, for any student who has activated permission for them to do so in the USI Registry System.

Students can activate this permission online at any time using a smartphone or any internet connected device (theirs or their RTOs). This represents an acceptable alternative to calling the issuing organisation.

Australian International Institute of Technology's will 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;
- Processing applications for Credit Transfer Exemptions.

4.4 Credit Transfer Exemption Processing

Processed applications will for credit transfer exemptions be available for collection by those who have applied for them “**ten (10) working days**” after submission of the initial application.

The Student Services Manager is responsible for ensuring that applicants for credit transfer exemptions receive feedback about the outcome of their application. This will be provided at the time the applicant for credit transfer exemption collects the completed and processed application.

Students and applicants for enrolment are required to sign the completed and processed “*Credit Transfer Application Form*” to formally indicate that they have been given advice regarding the outcome of their application for a credit transfer exemption and access to the “*Complaints and Appeals policy and procedure*” should their applicant be rejected.

If a student's authenticated statement of attainment (SoA) or qualification from another Registered Training Organization (RTO) indicates that the student has been previously assessed as competent in one or more units of competency of a qualification in which the student is enrolled, then the student will be granted a credit transfer exemption for those units of competency.

Should an applicant's total Credit Exemptions exceed 20% of the course the applicant is required to complete a “**Statement of Intent**” and “**Complete a Challenge Test**” as part of the application process with the Academic Manager.

Applicants for credit transfer exemptions must sign to acknowledge that they have received advice about the outcome of their application for the credit transfer exemption, and that they understand and accept the outcome of the application for credit transfer.

The applicant is required to sign only after the application has been processed and the applicant has received the formal notification.

4.5 Changes to Course Durations

If a credit transfer is granted to an applicant for admission and enrolment offshore (i.e. someone who has previously been awarded an AQF Certification Document (qualification or statement(s) of attainment) the course duration is indicated in the CoE issued for that student for that course.

Should a credit transfer exemption be granted to a student onshore, the change in course duration is reported via the “*Provider Registration and International Student Management System (PRISMS)*”.

An overseas student on a student visa entitlement who is granted credit transfer exemptions must continue to carry a full-time load of study (the required number of hours of class-time per week is **not reduced**).

4.6 Appealing a Credit Transfer Exemption Decision

Unsuccessful applicants requesting credit transfer exemptions may apply to have their assessment reviewed. All appeals regarding credit transfer assessments must be in writing and lodged at the reception counter within “**ten (10) working days**” of the credit transfer exemption assessment outcome being made available to the applicant.

For more information refer to the “*Complaints and Appeals policy and procedure*” <https://aiit.vic.edu.au/pol-pro>.

The information about the “*Complaints and Appeals policy and procedure*” is further provided in the “*Student Written Agreement*”, the “*Student Handbook*”, and the “*Student Orientation, Onboarding and Induction*” presentation and materials.

5. Responsibility

The Student Service Manager is responsible for the effective verification of all credit transfer exemption supporting evidence, confirming USI Transcripts, mapping of credit transfer exemptions and is responsible for ensuring that applicants for credit transfer exemptions receive feedback about the final outcome of their application.

The Academic Manager is responsible for the effective implementation and management of this policy, administer and facilitate required Challenge Test as well as the provision of information on how to resolve complaints of breaches of this policy.

Any complaints or breaches in relation to this policy should be reported to the Chief Executive Officer (CEO) in person or by email to ceo@aiit.vic.edu.au.

6. References (Key)

Source	Document Title	Version - Date
External	Australian Qualifications Framework (AQF) https://www.aqf.edu.au/	(Accessed 01/07/2025)
	AQF Qualifications Issuance Policy (January 2013)	PDF
	AQF Certification Documentation: An Explanation	PDF
	ASQA Fact Sheet - Sample AQF Documentation	PDF
	National Vocational Education and Training Regulator (Outcome Standards for Registered Training Organisations) Instrument 2025 https://www.legislation.gov.au/F2025L00354/asmade/text	(Accessed 01/07/2025)
	National Vocational Education and Training Regulator (Compliance Standards for NVR Registered Training Organisations and Fit and Proper Person Requirements) Instrument 2025 https://www.legislation.gov.au/F2025L00355/asmade/text	(Accessed 01/07/2025)
	VET Knowledge Bank - Glossary of VET https://www.voced.edu.au/vet-knowledge-bank-glossary-vet	(Accessed 01/07/2025)
	Unique Student Identifier Scheme (USI) https://www.usi.gov.au/	(Accessed 01/07/2025)

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