

Credit Transfer Policy

Purpose

Skillinvest recognises all Australian Qualifications Framework (AQF) qualifications and statements of attainments that have been issued by other training providers and acknowledges that Students may apply to have unit/s of competency credit transferred if they have previously achieved competency and provide sufficient and valid evidence in accordance with the requirements of the Outcome Standards for NVR RTOs 2025.

Policy

Skillinvest ensure Students are informed of the Credit Transfer policy and procedure during the enrolment process and provide the Student with the opportunity to apply for a Credit Transfer for unit/s of competency that have previously been completed, and the unit code and title matches exactly to the unit of competency for which recognition is being sought; or if the unit of competency held is superseded and equivalent to the current unit of competency.

Skillinvest ensure decisions relating to credit transfers are documented and decided in a way that is fair, transparent and consistent for our Students whilst maintaining the integrity of the Training Program. Skillinvest verify the evidence provided by prospective Students applying for Credit Transfers.

Credit Transfer

Credit Transfer is the recognition by RTO of learning achieved through formal education and training through another training provider. Under the AQF, qualifications and statements of attainments issued by any RTO are to be accepted and recognised by all other RTOs. A Credit Transfer allows a Student to be awarded a unit of competency based on successful completion of the unit which has been previously awarded.

Different Unit Codes and Titles

If a Student is applying for a credit transfer for a unit of competency that has a different code or title, then it is necessary to establish the equivalence between the unit of competency previously achieved and the unit of competency that the Student is currently enrolling into. In many cases this information can be found in mapping documents published in the relevant Training Package.

The authorised delegate who is conducting the enrolment process with the Student is responsible for reviewing and retaining the evidence of unit/s of competency that are being applied for as Credit Transfer/s. As a general guide, if the unit of competency is a different code and title and there is no mapping available, then Skillinvest are not obliged to recognise the unit through Credit Transfer.

Evidence Requirements

The Student is required to provide a copy of the certificate and record of results or statement of attainment for the unit/s of competency in which they are applying for Credit Transfer/s.

These documents will provide the detail of what units of competency the Student has previously achieved and Skillinvest will ensure this information is authenticated by directly accessing the USI transcript online or by contacting the training provider who issued the document to confirm the content is valid. Skillinvest will ensure permission is provided by the Student prior to authenticating the documents provided.

VET Transcripts

Students who are applying for a unit/s of competency to be credit transferred may provide consent for Skillinvest to view their VET Transcript through the USI portal. Skillinvest are required to authenticate certification documentation provided by Students in order to grant a Credit Transfer for unit/s of competency previously attained.

Students can provide permission to Skillinvest to view their VET transcript within the USI Registry System by following the steps outlined here: <https://www.usi.gov.au/transcripts/info-for-Students>

Fees

The Student does not incur any fees for any units of competency where a Credit Transfer has been granted.

References

Outcome Standards for NVR RTOs 2025

USI VET Register

TR003 Student Enrolment Packs

Credit Transfer Procedure

Credit Transfer Procedure		
STEP 1 – Inform the Student		
No.	Who	Actions
1.1	Skillinvest Representative (authorised delegate)	- Inform the Student of the credit transfer policy and procedure - Explain the process in applying for a credit transfer and the evidence required
1.2	Student	- Apply for Credit Transfers to be granted by completing the Credit Transfer section within the Student Enrolment Pack - Provide evidence of the units of competency in which they are applying for credit transfer/s including certificates, record of results, statements of attainment or USI Transcripts (as applicable)
STEP 2 – Review evidence of certification documentation		
No.	Who	Actions
2.1	Skillinvest Representative (authorised delegate)	- Review the evidence provided by the Student of the unit/s of competency that a credit transfer is being applied for - Identify if the Student has provided sufficient and valid evidence - Determine if the unit/s of competency is current or superseded and equivalency and advise Student of the decision to grant Credit Transfer/s a
2.2	Student	- Provide consent to Skillinvest to validate the certification documentation to ensure authenticity - Complete the Credit Transfer section of the Enrolment Pack
STEP 3 – Authenticate certification documentation		
No.	Who	Actions
3.1	Administration Department	- Review the Credit Transfer section of the Student Enrolment Pack and supporting evidence i.e., certificate and record of results - Authenticate the certification documentation by validating through the USI VET Transcript or validate by contacting the training provider who has issued the certification documentation - Record the Credit Transfer/s on the Student Management System