

# Credit Transfer Procedure

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# 1. Introduction

## 1.1 Purpose

Where an applicant has completed a program of study at another provider that includes the same unit code and unit name or superseded but equivalent to (as described on training.gov.au unit(s) of competency, the applicant may apply to have these unit(s) of competency credited towards unit(s) of competency included in the applicants chosen study program.

## 1.2 Scope and context

The RTO accepts and provides credit to learners for units of competency (unless licensing or regulatory requirements prevent this) where these are evidenced by:

- AQF certification documentation issued by any other RTO or AQF authorised issuing organisation, or
- authenticated VET transcripts (USI transcript) issued by the Registrar.

Credit Transfer will only be awarded if evidence of the qualification and associated transcript and/or statement of attainment is provided to MEL as required by the Request for Credit Transfer Form. Where MEL is aware through its own enquiry that previous study has the potential to provide credit to the applicant, MEL will invite the applicant to apply for credit.

An applicant can choose not to apply for credit and enrol in the unit of competency.

## 1.3 Governing policy

MPPL-04077 Student Pre-Enrolment Information Handbook

# 2. Procedure requirements

The following procedures are to be followed.

## 2.1 Suitability for credit request

Students must not be required to repeat any unit of competency in which they have already been assessed as competent, unless a regulatory requirement or licence condition (including an industry licensing scheme) requires this. Where a student provides acceptable evidence they have successfully completed a unit of competency at any RTO, Mater Education Limited (MEL) must provide credit for the unit of competency.



## 2.2 Applying for credit transfer

All prospective students (applicants) wishing to apply for Credit Transfer will need to complete the Request for Credit Transfer Form. Applicants must include in their application evidence of having successfully completed the unit(s) of competency for which they are applying for credit which is set out in the form.

The Student Services Officer (SSO) advises student of Credit Transfer application fee (if applicable).

For applicants who completed their previous study with Mater Education will not need to complete the Intention to Request Credit Form. Such applicants will be granted credit for the same or equivalent units successfully completed with MEL

## 2.3 Assessing credit transfer application

The applicant completes and submits the Request for Credit Transfer Form along with certification documents as entered on the form.

The Student Services Officer (SSO) will accept the form and accompanying documents and verify certification documents.

1. Direct credit applies when the unit code and unit name are the same.
2. Credit applies when a superseded but equivalent unit is identified where the equivalence has been verified on training.gov.au.
3. Credit does not apply where a unit of competency is not equivalent or where the unit of competency provided has been deleted on training.gov.au.

If a credit transfer is not granted, MEL may still recognise the skills and learning of the applicant on their request via the RPL process.

Student Services Officer is the responsible person for determining whether an application for credit meets the criteria for credit to be granted or not granted.

## 2.4 Verification and application of credit

Should it be identified that an applicant is eligible for subsidised training and has applicable credit transfer/s, a copy of the relevant AQF certification document will need to be gathered and retained. An AISS screenshot is not sufficient evidence under the Skills Assure Supplier requirements to validate an AVETMISS Outcome identifier '60' – Credit transfer outcome.

Before providing credit on the basis of a qualification, statement of attainment, record of results or USI transcript, with the applicants written consent, MEL will verify the documentation, by contacting the organisation (RTO) that issued the document in writing (to retain as evidence of verification) or by directly accessing the applicant's USI transcript online.

The student will need to provide USI online access to the SSO in order to verify the USI transcript. The SSO will print the applicants online USI transcript and retain as evidence of verification.

The SSO will advise Head of Quality and Compliance (HQC), who will advise USI office, if they become aware of any fraudulent activity in relation to the USI transcript.

HQC will always contact the organisation that delivered the training, if MEL has any reason to be concerned about the authenticity of the credentials presented.

Since USI transcript is dependent on the AVETMISS reporting cycle, any recent training that has been undertaken may not have recent results in the USI transcript. Therefore, to verify the Credit



transfers for recently completed training, the SSO will have to rely on authentication by the issuing organisation.

Where an issuing organisation is no longer in business, MEL can contact ASQA to seek verification if there is no USI record.

Mater Education Limited is not obliged to issue a qualification or statement of attainment that is achieved wholly through recognition of units of competency completed at another RTO or RTOs.

In some cases, licensing or regulatory requirements may prevent a unit of competency being awarded through a credit process.

## 2.5 Requirements with credit transfer outcomes

The SSO will notify applicants of their application outcomes.

If a student is granted CT for a particular unit, although strongly encouraged to do so with a view to consolidating learning, he/she does not need to attend the classes for those units.

If the outcome of the application for CT is not known by the course commencement date, the student should attend classes until they know the outcome.

If credit is not granted the applicant will be advised of the RPL process however will be enrolled in the unit of competency.

RPL is an assessment process so is not a part of the credit transfer process.

Students can appeal a decision to not grant credit by discussing with the SSO in the first instance. Should the student not be satisfied with the outcome of the discussion with the SSO the student can access Mater Education's Academic Appeals Procedure and formally appeal the decision.

## 2.6 Fees and charges

MEL may charge a fee for processing credit transfers unless licensing or regulatory requirements prevent this e.g. State funding arrangements.



### 3. Definitions

| Term                 | Definition   |
|----------------------|--|
| Credit Transfer      | Credit transfer is a 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. Analysis as to the equivalence of the study completed with the relevant unit/s or module/s would need to be completed before any credit could be granted |
| Verify/ Verification | Refers to the process of proving or showing a qualification, statement of attainment, record of results or USI transcript to be true, genuine or valid. Does not include AISS reports.   |
| Equivalent unit      | The unit of competency is aligned or deemed equivalent to a current unit of competency from an endorsed training package on the National Training Register   |

### 4. Related documents

#### Mater documents

- MPPL-04260 Information Policy - Statewide
- MPPL-04806 Corporate Records Management Standard
- MPPL-00845 Academic Appeals Procedure
- MPPL-00871 Recognition of Prior Learning Procedure
- MPPL-01358 Credit Transfer Work Instruction
- MPPL-00369 Request for Credit Transfer Form

#### External documents

- [Standards for RTOs 2015 - Clause 3.5 A guide to compliance](#)
- [Australian Qualifications Framework – Credit Transfer An Explanation](#)
- Skills Assure Supplier Audit Evidence Requirements



## 5. Document information

### 5.1 Earlier revisions

| Revision # | Published date | Comment   |
|------------|----------------|---|
| 1.         | 06 Jun 2019    | First version (Document ID: PR-MEL-040048)  |
| 1.1        | 16 Dec 2019    | Administrative edits to Section 2.2 : Direct credit for Mater to Mater added<br>Section-2.4 "Previous study relevance within 5 years" removed. Line for Equivalent units added. |
| 1.2-1.3    | 24 Feb 2022    | Administrative update: transferred to current template, removed old metadata, updated MPPL document code if applicable; no changes to review cycle, next review due Jun 2022    |
| 2          | 15 Sep 2022    | Content reviewed  |
| 3          | 24 Jul 2023    | Content revised; ownership transferred to reflect the latest changes  |
| 3.01       | 13 Dec 2023    | Minor update to reflect the latest changes, including the form title  |
| 3.02       | 03 Jul 2024    | Administrative update in 2.3 and 2.5  |

### 5.2 Key contacts

|           |  |
|-----------|--|
| Author    | Manager of Quality and Compliance                            |
| Owner     | Director Operations and Innovation                           |
| Keywords  | Credit Transfer, CT, Mater Education Limited, MEL, education |
| Committee | n/a  |

#### Affirmation

This governance document is consistent with [Mater's Mission](#),  
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