

Credit Transfer Policy and Procedure

Purpose

This policy and procedure outlines Hats Qld Pty Ltd T/A Hope Centre Education's approach to granting credit transfer (CT) for equivalent units or modules previously completed by students through nationally recognised training or accredited courses. It ensures:

Students receive credit for verified, equivalent prior studies;

Accurate adjustments are made to each student's amount of training, course duration, and fees in accordance with Clauses 1.7 and Clause 3.5 of the Standards for RTOs 2025.

Definitions

AQF means Australian Qualifications Framework which can be accessed at <http://www.aqf.edu.au/>

Certification document means a Testamur, Statement of Attainment or Record of Results

Credit means recognition of the previous studies a student has completed for the purpose of reducing the units or modules required to be completed in their currently enrolled program

Course means any nationally recognised qualification, unit of competency, skill set or short course in which a student is enrolled with the RTO

Record of Results is a record of all the units and modules completed and their results that lead to an AQF qualification or VET Accredited Course being issued and is issued alongside an AQF qualification or Statement of Attainment

Registrar means the Student Identifiers Registrar

RPL means Recognition of Prior Learning

SRTOs means the Standards for RTOs 2025 – refer definition of 'Standards'

Standards means the *Standards for Registered Training Organisations (RTOs) 2025* of the VET Quality Framework which can be accessed from www.asqa.gov.au

Statement of Attainment confirms that one or more nationally recognised units or modules has been achieved by an individual but is only used where there has been partial completion of a qualification or VET accredited course

Testamur is an official certification document that confirms that an AQF qualification has been awarded to an individual. This may be called an 'award', 'qualification' 'parchment', or 'certificate'

Policy

1. Application for Credit

- All students undertaking nationally recognized training will be offered the opportunity to apply for credit for previously completed studies, in accordance with Standard 1.7.". Students can apply for Credit by completing a *Credit Transfer Application Form*, which can they download from the College's website or request a copy by emailing at admin@aaacademy.edu.au and providing relevant supporting documents, including certified copies of transcripts.

Credit Transfer Policy and Procedure

- To apply for Credit Transfer, students must provide certified copies or originals of at least one of the following documents as evidence of prior learning:
 - A Statement of Attainment showing units achieved at another Registered Training Organisation (RTO)
 - A Testamur or Record of Results issued for a full or partial qualification
 - An official academic transcript from a recognised provider
 - A USI Transcript, which can be downloaded from the USI Student Portal at <https://www.usi.gov.au>

The documentation must clearly identify the unit code and unit title of each competency completed. These must match the units the student is currently enrolled in at Hope Centre Education for Credit Transfer to be considered.

Applications that do not include sufficient documentation will be returned to the student for correction before assessment can proceed.

- All evidence provided as part of an application for Credit will be authenticated by Hats Qld Pty Ltd T/A Hope Centre Education by contacting the issuing organisation to confirm the details provided on the document are valid. In the case of transcripts issued by the USI Registrar, documents will be authenticated through the USI Registry System.
- Hats Qld Pty Ltd T/A Hope Centre Education will not require any student to repeat any unit or module which they have already been assessed as Competent unless there is a license condition or regulatory requirement that requires this.

2. Assessing Credit

- Where a student provides authenticated evidence of units or modules issued by another RTO or authorised issuing organisation, Hats Qld Pty Ltd T/A Hope Centre Education will provide Credit for that unit or module where it is a unit listed in the student's course of enrolment with Hats Qld Pty Ltd T/A Hope Centre Education.
- Where evidence has been provided of previous study being completed at another RTO, university or other authorised issuing organisation, but the unit or module is not listed in the student's course of enrolment with Hats Qld Pty Ltd T/A Hope Centre Education, an analysis as to the equivalence of the study completed with the units in the student's enrolment with Hats Qld Pty Ltd T/A Hope Centre Education will be undertaken.

3. Evidence Requirements for Credit Transfer Assessment

4. Credit application outcomes

- Students will be advised of the outcome of their Credit application in writing and will be required to provide an acceptance of the credit awarded.
- Where there are significant Credits granted, this may result in a reduction of the Course fees, which will be advised at the same time.

Credit Transfer Policy and Procedure

- The result of Credit Transfer will be recorded for any relevant units on the student management system.
- Students may appeal the decisions made about their Credit application within 20 business days of receiving the credit decision. Appeal process should refer to the *Complaints and Appeals Policy & Procedures*.

Procedures

Step	Procedure	Responsibility
1	Offer Credit Opportunity All students will be offered the opportunity to apply for Credit Transfer as part of the enrolment process. Provide the Credit Application Form and guidance on required certified documents.	Administration Officer
2	Receive & Review Application Receive Credit Application Form and certified supporting documents. Return incomplete applications to the student for correction.	Administration Officer
3	Authenticate Evidence Verify authenticity of submitted documents by: • Checking certification details • Contacting issuing institutions directly • Verifying VET transcripts via the USI Registry System.	Administration Officer
4	Assess Credit Application Determine if evidence shows: • Direct match (same unit code and title) • Where equivalency mapping is used, clear evidence and rationale must be documented, including unit mapping or training package guidance. • Equivalent outcomes based on analysis of learning content (document reasons).	CEO / Compliance Officer / Trainer-Assessor
5	Determine & Document Training Impact Based on credits awarded, determine the reduction in amount of training and revised course duration. Document changes in the student's record and calculate any adjustments to course fees as per the Fees and Refunds Policy.	CEO / Compliance Officer
6	Notify Student of Outcome Send the student a written notification detailing: • Credits awarded • Reduced course duration and amount of training • Any revised course fees	Administration Officer

Credit Transfer Policy and Procedure

Step	Procedure	Responsibility
	Include a Credit Acceptance Form for the student to sign, confirming their acceptance of credits and understanding of impacts.	
7	Update Training Plan/TAS Revise the student's individual Training and Assessment Strategy (TAS) or training plan to reflect the reduced amount of training and adjusted course schedule.	CEO / Compliance Officer
8	Record Keeping Maintain records of all credit applications, supporting evidence, assessment decisions, correspondence, and signed acceptance in the student's file and student management system (SMS).	Administration Officer