EmployEase
by Healthcare Australia

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Credit Transfer Policy and Procedures

POLICY CODE: QA1.7
Related Outcome Standard: 1.7

Purpose

The purpose of this policy is to ensure that Employ-Ease implements a consistent, fair, and transparent credit transfer process that recognises prior completion of equivalent units or modules to support learner progression while maintaining the integrity of the training product. This policy and associated process is in compliance with the Outcome Standards for NVR Registered Training Organisations Instrument 2025 Cth).

Legislative Background

Outcome 1 – Training and Assessment, Division 3 – RPL and Credit Transfer, Standard 1.7, National Vocational Education and Training Regulator (Outcome Standards for NVR Registered Training Organisations) Instrument 2025 (Cth).

Scope

This policy applies to all:

- Training products on the Employ-Ease scope of registration

- Prospective and currently enrolled students seeking credit transfer

Policy Statement

Employ-Ease recognises students who have previously completed equivalent units of competency or training products through another RTO where a student is seeking credit transfer for the said training products that are on the Employ-Ease's scope of registration. It is important to note that credit transfer is not an assessment. It is an administrative function that determines the equivalence of a unit of competency or training product the student has been previously awarded to units of competency or training products incorporated into courses being delivered at Employ-Ease. This is not to be confused with the recognition of prior learning which is a method of assessment.

To support learner progression and eliminate unnecessary duplication of training, Employ-Ease will:

- Provide all VET students information about the Credit Transfer process and access to this policy and procedure.

- Provide all VET students with the opportunity to apply for credit transfer (CT).

- Assess credit transfer applications based on verified and authenticated AQF certification documentation or VET transcripts (unless prevented by licensing or regulatory requirements of the training product).

- Ensure decisions are fair, transparent, and consistent across all applicants.

- Maintain detailed records of all CT decisions in the student management system.

- Provide a written record of the CT decision to the student and retain the same for two years after the student ceases to be an accepted student.

- Create an enrolment that reflects the shortened course duration where CT shortens the course duration.

Credit transfer will only be granted where equivalency of training products is confirmed and not restricted by licensing or regulatory conditions

Procedures

Information and Access

The Employ-Ease ensures that prior to enrolment, all students are:

- Informed of their right to apply for Credit Transfer.
- Provided access to the Credit Transfer Policy, Procedure, and Application Form.
- Directed to Course Advisor or Student Support and Placement Manager for guidance.

This information is also made available via the student handbook, website, and pre-enrolment materials.

Application

To apply for Credit Transfer, a student must:

- Submit a completed **Credit Transfer Application Form**.
- Provide AQF certification documentation or a VET transcript and a USI transcript.

The Employ-Ease Course Advisor shall receive the application form and:
- Log the same into the Credit Transfer Register.
- Certified VET transcript
- Refer the application to the Student Support and Placement Manager.

Assessment of Credit Transfer

Employ-Ease ensures that:

- Credit is only granted for equivalent units of competency or training products identified through Training Package mapping.
- Licensing or regulatory requirements are checked before granting CT.

The Employ-Ease Course Advisor
- Reviews the verified AQF certification documentations or the VET transcript and USI transcript for authenticity and equivalence.
- Confirms the units of competency or the training products align with those on the Employ-Ease's scope.

Credit Transfer Decision and Documentation

Employ-Ease Course Advisor:

- Makes a decision to grant Credit Transfer based on the provided and verified evidence.
- Communicate the decision to the student in writing within 10 working days.

Employ-Ease Course Advisor/Student Support and Placement Manager:
- Enters the Credit Transfer decision into the Student Management System and ensures all relevant documents are saved in the student's file.

Appeals and Reassessments

Students who disagree with the Credit Transfer application outcome may:

- Lodge a formal appeal as per the Employ-Ease Feedback, Complaints and Appeals Policy and Procedures.

- Request a reassessment of the credit transfer application and evidence.

- Student Support and Placement Manager ensures, all appeals are responded to within the timelines specified in the policy.

Ongoing Monitoring and Continuous Improvement

Employ-Ease National Operations Manager audits the Credit Transfer documentation annually to ensure compliance with Rules of Evidence and the Employ-Ease CR 2.9 – 2.11 AQF Certification Documentation and Records Policy and Procedures.

Responsibilities

- **National Operations Manager:** Provides strategic oversight and ensures organisational systems support valid and fair Credit Transfer process.
- **Course Advisor:** Reviews and approves the Credit Transfer requests.
- **Course Advisor/ Student Support and Placement Manager:** Ensures policy adherence and record management.
- **Student Support and Placement Manager:** Updates student records and maintains evidence in the Employ-Ease's Student Management System.

Supporting Documents

- Training and Assessment Strategies
- Credit Transfer Application Form
- Credit Transfer Register
- Credit Transfer Outcome Form

Related Policies

- QA1.1 Training and Assessment Strategy Policy and Procedures
- QA1.4 Assessment Policy and Procedures
- QA2.7 & 2.8 Feedback, Complaints and Appeals Policy and Procedures
- CR 3.17 Third Party Arrangements Policy and Procedures
- Student Code of Conduct
- Student Handbook
- CR 2.9 – 2.11 AQF Certification Documentation and Records Policy and Procedures

Operational Procedure Table: Credit Transfer

Action	Responsible Staff	Supporting Document	Timing/Frequency
Provide CT information to students	Course Advisor	Student Handbook, Website	At enrolment/orientation
Receive and log application	Admin team/Course Advisor	CT Application Form, Register	Upon receipt
Review evidence and make decision	Admin Team/Course Advisor	Course Brochures CT Outcome Form	Within 10 working days
Record in SMS and student file	Student Support and Placement Manager/Course Advisor	SMS, Student File	After decision
Handle appeal or reassessment	Student Support and Placement Manager	Complaints and Appeals Policy	As required
Periodic review and audit	National Operations Manager	CT Register	Ongoing

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