

# **Credit Transfer Policy and Procedure**

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## Credit Transfer Policy and Procedure

### Purpose

The purpose of this Credit Transfer Policy and Procedure is to outline the process for assessing and awarding credit for unit(s) of competency where a VET student has previously been assessed as competent.

This Policy and Procedure comply with *the 2025 Standards for Registered Training Organisations* (2025 Standards), Quality Area 1: Training and Assessment, Division 3 – Recognition of prior learning and credit transfer.

### Scope

This Credit Transfer Policy and Procedure apply to all VET students enrolled in nationally recognised training products on Firetrain scope of registration

Note that providing credit for previous studies is not a recognition of prior learning (RPL) process. RPL is an assessment-only pathway of determining the competence of a person, while providing credit is recognising the equivalence of learning outcomes previously undertaken and completed successfully.

### Definitions

**AQF qualification** means an Australian Qualifications Framework qualification type endorsed in a training package or accredited in a VET accredited course.

**Credit Transfer** means the process of recognising and awarding credit for prior successful completion of an equivalent unit of competency or module.

**Recognition of Prior Learning (RPL)** means an assessment process that involves assessment of an individual's relevant prior learning and experience (including skills and knowledge obtained through formal and informal learning) to determine the extent to which they meet the requirements specified in the training product.

**Training Product** means an AQF qualification, a skill set, a unit of competency, accredited short course or module.

### Policy Statement

Firetrain is committed to ensuring that all eligible VET students receive appropriate and timely recognition of prior formal learning through a transparent, evidence-based Credit Transfer process. Firetrain recognises AQF qualifications and Statements of Attainment issued by other Registered Training Organisations and will award credit where verified evidence demonstrates equivalence of learning outcomes.

Credit Transfer decisions are made fairly and consistently. Firetrain maintains robust verification and recordkeeping practices to protect the integrity of certification outcomes and to ensure compliance with regulatory, licensing, and training product requirements. Credit Transfer will not be unreasonably withheld where valid, authenticated evidence is provided.

## **Procedure**

Prior to enrolment or commencement of training, Firetrain will:

- i. advise that it recognises AQF qualifications, Records of Results, and Statements of Attainment issued by other Registered Training Organisation (RTO) and that an award of credit may apply.
- ii. advise VET students to complete the Credit Transfer Form.
- iii. obtain copies from the VET student of any previously issued AQF qualification, Record of Results, and Statement of Attainment attained.
- iv. verify the authenticity of the AQF qualification, Statement of Attainment, and/or Record of Results using the USI transcript or by contacting the issuing RTO.
- v. advise the VET student of the outcome, including the VET student's right to appeal the decision.
- vi. record the Credit Transfer outcome in the Student Management System and retain supporting evidence on the VET student file.

## **Authentication of Certificates and Statements of Attainment**

Before providing credit, the qualification, Record of Results, and/or Statement of Attainment will be authenticated by obtaining the information directly by:

- accessing the USI transcript online  
or
- contacting the RTO that issued the document to confirm the content is valid.

The Training Manager is responsible for the verification of authenticity of document(s) from other RTOs and to save this evidence in the student's profile on the Student Management System.

## **Awarding Credit**

### **Awarding credit for "Equivalent" units**

When a VET student provides suitable evidence of an AQF qualification, Record of Results, and/or Statement of Attainment and the document is verified as authentic, Firetrain can award credit for "Equivalent" units automatically using the 'equivalent' usage as acknowledged on training.gov.au.

### **Awarding credit for "Non-Equivalent" units**

Credit cannot be awarded when versions of the unit(s) are not equivalent, and Firetrain recommends the review of RPL assessment pathway for the candidate.

## **Record Keeping**

Firetrain maintains accurate, secure, and accessible records of all Credit Transfer applications, decisions, and supporting evidence. For each Credit Transfer application, Firetrain will retain evidence including:

- completed Credit Transfer Form
- certified copies of AQF qualifications, Records of Results, and/or Statements of Attainment
- evidence of authenticity verification
- documented decision outcome, including units granted credit
- communication to the VET student advising the outcome.

All Credit Transfer outcomes are recorded in the Student Management System and retained on the VET student file in accordance with the RTO's records retention requirements.