Yarra College Australia (YCA)
Tenancy1, Level 6,190 Queen Street
Melbourne, Victoria 3000
Phone: +61 466 106256
www.yarracollege.vic.edu.au

RTO Number: 45992
CRICOS Provider Number: 04115A

Credit Transfer Policy

1.Purpose:

This policy ensures that Yarra College Australia (YCA) provides a fair, transparent, consistent, and efficient Credit Transfer (CT) process for recognising previously completed nationally recognised training.

The policy ensures that:

- Students are not disadvantaged or required to repeat learning or assessment they have already successfully completed
- Credit Transfer decisions are accurate, evidence-based, and consistently applied across all cohorts and courses
- The integrity of nationally recognised training is maintained through verified and compliant recognition processes

This policy supports compliance with:

- Standards for RTOs 2025 – Outcome Standard 1.7 (Recognition of Prior Learning and Credit Transfer)
- National Code 2018 – Standard 2 (Overseas Student Transfers and Course Credit)

For international students, this policy ensures that Credit Transfer is applied appropriately and any impact on course duration is accurately reported via PRISMS and reflected in the student's CoE.

2.Scope:

This policy applies to:

- All domestic and international VET students applying for Credit Transfer
- All training products on the RTO's scope of registration, including:
  - Qualifications
  - Skill sets
  - Units of competency

This policy applies to all personnel involved in:

- Student recruitment and admissions
- Enrolment and administration
- Training and assessment
- Student support
- Compliance and quality assurance

3.Definitions:

Term	Definition
Credit Transfer (CT)	Recognition granted for previously completed nationally recognised training where the unit is identical or equivalent.
Course Credit	General term used interchangeably with Credit Transfer in this policy.
AQF Certification Documentation	Official certification issued by an RTO, including Testamur or Statement of Attainment.
Authenticated Transcript	Verified record obtained via the USI Registry or issuing RTO.
Equivalent Unit	A unit identified as equivalent on Training.gov.au (TGA).
Student Management System (SMS)	System used to manage enrolments, results, and compliance records.
Training Plan	Document outlining delivery sequence and recognised credits.

4. Legislative and Regulatory References:

This policy aligns with:

- Standards for RTOs 2025 – Outcome Standard 1.7
- National Code 2018 – Standard 2
- Australian Qualifications Framework (AQF)
- Student Identifiers Act 2014
- Training.gov.au (TGA)

5.Policy Statement:

Yarra College Australia ensures that all students have access to a fair, consistent, and clearly documented Credit Transfer process.

The RTO will ensure that:

- Students are informed of Credit Transfer during:
  - Pre-enrolment
  - Enrolment
  - Orientation
- Credit Transfer is granted automatically where:
  - Unit code and title are identical, OR
  - Unit is listed as Equivalent on Training.gov.au
- Credit Transfer decisions are based on:
  - Verified AQF certification documentation or USI transcript
  - Confirmed equivalency through TGA

Credit Transfer will not require reassessment, except where:

- Licensing or regulatory requirements require reassessment

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- Units are not equivalent
- Evidence cannot be verified

For international students:

- Course duration will be adjusted where applicable
- All changes will be:
  - Updated in the Confirmation of Enrolment (CoE)
  - Reported via PRISMS within required timeframes

All Credit Transfer outcomes will:

- Be finalised within 20 business days
- Be communicated formally in writing
- Be recorded in:
  - Student file
  - SMS
  - Training Plan
- Be applied consistently across all students

6. Procedure – Step-by-Step:

Step	Action	Responsibility
1	Inform students about CT during Pre-Training Review, Student Handbook, and Orientation	Student Support / Compliance
2	Receive CT application and supporting evidence	Admin Officer
3	Verify authenticity via USI Registry or issuing RTO	Compliance Manager
4	Check unit equivalency on Training.gov.au	Trainer / Assessor
5	Assess and document CT decision with justification	Compliance Manager
6	Issue written CT outcome letter	Admin Officer
7	Update SMS, Training Plan, and notify trainers	Admin / Training Coordinator
8	Store all documentation in student file	Compliance Manager
9	Record trends/issues in CI Register	Compliance Manager
10	Retain records for audit and compliance	Compliance Manager

7. Decision Rules (Critical Compliance Section)

Credit Transfer must be granted where:

✔ Unit code and title are identical

✔ Unit is listed as Equivalent on Training.gov.au

✔ Evidence is valid and verified

Credit Transfer must NOT be granted where:

✗ Unit is Not Equivalent

✗ Evidence cannot be verified

✗ Licensing or regulatory requirements require reassessment

☞ In such cases, students must be referred to the Recognition of Prior Learning (RPL) process.

8. International Student Considerations (CRICOS Compliance):

For international students:

- Credit Transfer must be assessed before or at enrolment where possible
- Where CT reduces course duration:
  - The RTO must update the CoE
  - The change must be reported in PRISMS
- Students must be informed of:
  - Impact on course duration
  - Potential visa implications

All actions must comply with National Code 2018 Standard 2.

9. Recordkeeping and Evidence:

The RTO must retain the following:

- Credit Transfer Application Form
- AQF Certification or USI Transcript
- Verification evidence
- Credit Transfer Outcome Letter
- SMS updates
- Training Plan updates

Records must be:

- Securely stored
- Easily retrievable
- Available for audit

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10. Continuous Improvement:

The RTO will:

- Monitor Credit Transfer applications and trends
- Identify process improvements
- Record actions in the Continuous Improvement Register
- Review policy effectiveness during internal audits

11.Related Document:

- Credit Transfer Application Form
- Credit Transfer Outcome Letter
- Training.gov.au Unit Mapping
- USI Transcript Records
- Continuous Improvement Register
- Student Handbook

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