

Policy

This policy and procedure ensures that the RTO will achieve the highest level of customer service through recognition of national AQF qualifications and related Training Package competency standards, and VET accredited courses.

The RTO is not obliged to issue any certification that would be entirely comprised of units or modules completed at another RTO or RTOs.

The RTO will not recognise partially complete units of competency. For partial completion the student may apply for recognition of prior learning.

Dalton College ensures that its credit transfer processes are fair, transparent, evidence-based, and fully aligned with the Standards for RTOs 2025 – Outcome Standards: Training & Assessment, and Compliance Requirements: Credit Transfer.

To be compliant with the Compliance Requirements: Credit Transfer under the Standards for RTOs 2025, the RTO must:

Accept and provide credit to learners for units of competency and/or modules (unless licensing or regulatory requirements prevent this) where these are evidenced by

- a) AQF certification documentation issued by any other RTO or AQF authorised issuing organisation; or
- b) Authenticated VET transcripts issued by the Registrar.

Definitions

National Recognition means 'Recognition by an RTO of the AQF qualifications and statements of attainment issued by all other RTOs, thereby enabling national recognition of the qualifications and statements of attainment issued to any person.'¹

Credit Transfer means '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.

Authenticated VET Transcript – A transcript issued by the USI Registrar under the Student Identifiers Act 2014.

Procedure

Credit Transfer/RPL Application and Assessment

There is no cost to apply for National Recognition. Students may apply for National Recognition prior to or at the time of enrolment by completing a credit transfer request form and providing certified copies of authentic statements of attainment and qualifications issued by other RTOs. The Administration Manager checks documentation to ensure that:

¹ Users' Guide to the Essential Conditions and Standards for Continuing Registration, Australian Quality Training Framework, Commonwealth of Australia, 2010

Document name	P&P National AQF Recognition (Policy for Course Credit) 2025 v1.2		Reference to SRT0		3.5
Issue date	July 2025	Review date	July 2026	Version no	1.2
<i>Document control management – Uncontrolled when printed</i>					<i>Page 1 of 3</i>

- The qualifications and units are nationally recognised.
- The qualifications were issued by a training provider that is an RTO, registered on www.training.gov.au
- The documents are certified as true copies (or witness the original document and take a copy), and
- The documentation is authentic. This may include contacting the issuing RTO to verify the authenticity of the documentation provided.

Where national unit of competency codes are stated as attained on a record of result (transcript of successfully completed units of competency) and the same unit of competency is included within the student’s enrolment, National Recognition will be granted where units are identical.

The Training Manager or designated Trainer/Assessor approves the request for credit transfer. This may require the need to check www.training.gov.au to determine if previous versions of the unit of competency are deemed equivalent. (e.g. BSBCUS402B - Address customer needs supersedes and is equivalent to BSBCUS402A)

Credit Transfer and RPL Result Notification

The Administration Manager notifies the student of the outcome of the National Recognition assessment by advising them in writing of the units attained through National Recognition.

(e.g. BSBCUS402B - Address customer needs supersedes and is equivalent to BSBCUS402A)

The Administration Manager notifies the student of the outcome of the National Recognition assessment by advising them in writing of the units attained through National Recognition.

Where a student has been granted a Credit Transfer (CT) or Recognition of Prior Learning (RPL) and is an international student holding a student visa, the notification letter will include the following information:

- Confirmation that the course duration will be reduced as a result of the approved credit transfer or RPL.
- Notification that the student’s Confirmation of Enrolment (CoE) will be updated and shortened in PRISMS to reflect the reduced study load, along with details of the revised course duration and its impact on enrolment.
- A warning that any reduction in course duration may affect the conditions of the student visa. Students are advised to seek guidance from the Department of Home Affairs or a registered migration agent regarding their visa obligations.

Acceptance and Recordkeeping

- The student must accept the outcome in writing within 20 calendar days.
- Upon acceptance, the Administration Manager records “CT” in the SMS for each approved unit.
- The signed Credit Transfer Form is stored in the student’s file.

Document name	P&P National AQF Recognition (Policy for Course Credit) 2025 v1.2		Reference to SRTO		3.5
Issue date	July 2025	Review date	July 2026	Version no	1.2
<i>Document control management – Uncontrolled when printed</i>					<i>Page 2 of 3</i>

All credit transfer decisions must be retained and auditable, in accordance with the Standards for RTOs 2025 – Compliance Requirements: Recordkeeping

CoE Amendment Following Credit Transfer

When a student is granted Credit Transfer (CT), Dalton College updates the student’s Confirmation of Enrolment (CoE) in PRISMS to reflect the reduced course duration resulting from the credit granted. The amended CoE is issued to the student in writing. Additionally, Dalton College notifies the student’s authorised education agent (if applicable) to ensure all parties are informed. Records of the credit transfer decision and CoE amendment are maintained to ensure compliance and transparency.

Appeals

Students may appeal any decision related to credit transfer in accordance with the Complaints and Appeals Policy (Standards for RTOs 2025 – Compliance Requirements: Complaints and Appeals)

Document name	P&P National AQF Recognition (Policy for Course Credit) 2025 v1.2	Reference to SRT0	3.5	
Issue date	July 2025	Review date	July 2026	Version no 1.2
<i>Document control management – Uncontrolled when printed</i>				<i>Page 3 of 3</i>