

CREDIT TRANSFER POLICY

1. Purpose

- 1.1** This document applies to the Brunswick Institute, its courses, its clients (students) and its controlled entities (collectively "BI", "Institute", "the Institute", "we", "us", "our").
- 1.2** This document provides a standardised approach to the administration of advanced standing, ensuring that the qualifications and Statements of Attainment issued by any other Registered Training Organisation are recognised and the requirements of the National Code are met.

2. Definitions

- 2.1** An education agent refers to an entity (in or outside Australia) that
- i. Engages in any of the following activities in relation to a provider:
 - A. The recruitment of overseas students, or intending overseas students;
 - B. providing information, advice or assistance to overseas students, or intending overseas students, in relation to enrolment;
 - C. otherwise dealing with overseas students, or intending overseas students;and
 - ii. is not a permanent full-time or part-time officer or employee of the Institute.
- 2.2** Agent Agreement refers to the agreement between the Institute and the agent, including the schedules.
- 2.3** CRICOS refers to the Commonwealth Register of Institutions and Courses for Overseas Students.
- 2.4** ESOS Act refers to the *Education Services for Overseas Students Act 2000 of the Commonwealth of Australia*.

- 2.5** National Code refers to the *National Code of Practice for Providers of Education and Training to Overseas Students 2018*.
- 2.6** Prospective student/applicant/client refers to a person who intends to become, or who has taken any steps towards becoming, an 'overseas student' or 'intending overseas student' as defined by the *ESOS Act*.
- 2.7** DHA refers to the Department of Home Affairs.
- 2.8** OSHC refers to the Overseas Student Health Cover.
- 2.9** eCoE refers to the electronic Confirmation of Enrolment.
- 2.10** 2025 Standards for RTOs refers to the *National Vocational Education and Training Regulator (Outcome Standards for NVR Registered Training Organisations) Instrument 2025*.
- 2.11** Credit Transfer (CT) is the recognition of prior completion of an equivalent training product demonstrated by AQF certification documentation or an authenticated VET transcript. Credit transfer allows the unit of competency previously achieved by a student to be recognised when they are enrolling in a related course, where those units can assist them in meeting the requirements for a qualification.
- 2.12** Credit Transfer (CT) is not recognition of prior learning (RPL). RPL is an assessment and is addressed within the Recognition of Prior Learning Policy and Procedure.
- 2.13** Equivalent Unit of Competency means a current or superseded unit of competency that is nominated on the national training register (<https://training.gov.au>) as equivalent to the unit it replaced when the training package was updated.

3. Policy

3.1 Credit Transfer (CT) is where

- i. The National unit of competency/module code is identical, or

- ii. The Training Package on www.training.gov.au details that the previously completed version of the unit of competency/module is equivalent to that of the unit of competency/module being applied for, or
- iii. a person has previously completed a course/qualification/unit/module/s that matched all requirements for the proposed unit(s)/module(s).

- 3.2** No fees apply to Credit Transfer applications.
- 3.3** All candidates have the right to apply for Credit Transfer to reduce their study load and course duration, potentially.
- 3.4** Variations in the unit version number reflect minor changes unrelated to outcomes and are therefore accepted for credit transfer.
- 3.5** Credit Transfer information must be included in the information given to students before enrolment.
- 3.6** The qualifications and Statements of Attainment issued by any other Registered Training Organisation must be recognised. Recognition means that students will be granted exemptions or advanced standing in a course as a consequence of having completed the same unit(s) with another Registered Training Organisation.
- 3.7** All staff must be provided with information about the Credit Transfer application process and assist students in completing applications.
- 3.8** Assessors must hold relevant vocational qualifications and TAE40116 Certificate IV Training and Assessment (or equivalent).
- 3.9** Credit Transfer is different from Recognition of Prior Learning.
- 3.10** The Procedure section defines the process for handling Credit Transfer applications.
- 3.11** The Institute's CEO is responsible for implementing this procedure and ensuring that staff and students are aware of its application and that staff comply with its requirements.

- 3.12** The Institute processes Credit Transfer requests in a current, transparent, fair and timely manner. Applicants may appeal assessment decisions in accordance with the Institute's Complaints & Appeals Policy.
- iv. Applicants may submit a Complaints & Appeals Form to the Admin Manager by email, post, or face-to-face within 10 working days of receiving their assessment results.
- 3.13** Applicants may get Complaints & Appeals Forms from the Institute's main campus reception, the Institute's website or by contacting the Institute via email.
- 3.14** An alternative assessor reviews contested assessments, documenting outcomes and justifications.
- 3.15** Applicants receive notification of outcomes in writing within 10 working days, including the right to access external appeals processes if dissatisfied.
- 3.16** Electronic evidence: An applicant should provide the Institute with access to their USI transcript to identify any units of competency that are eligible for credit transfer. Electronic evidence applies only to units of competency awarded from 1st January 2015.
- 3.17** Hard copy evidence: For units of competency that were awarded before 1st January 2015, where a unit of competency has not yet been added to a student's USI, or is from a qualification pre-dating the USI registry, an applicant should present their statement of attainment or qualification record of results to the Institute. Statements of attainment or qualification records of results should be in the correct format and certified as a true copy of the original by a Justice of the Peace (or equivalent). Alternatively, an applicant may bring in the original document, and a copy may be obtained.
- 3.18** Verifying the authenticity of Credit Transfer evidence: the Institute needs to exercise caution and attention to detail when verifying the evidence an applicant submits regarding credit transfer applications. The first and preferred strategy is to access the student's USI transcript. If this option is not available, the Institute can take the following steps:

- i. Look up the training organisation on the national training register at <https://training.gov.au/> and verify its validity. The scope of registration at the time the training product was issued is also valid.
- ii. Contact the issuing RTO directly by email to authenticate a certificate they have issued.
- iii. If evidence is received via email that authenticates the certificate, this email should be printed, a copy retained with the credit transfer application, and the document initialled and dated by the person who facilitated the evidence.
- iv. This evidence, together with the certificates and the credit transfer application, should be retained securely on the student's record.
- v. If the training organisation does not cooperate, and it is not possible to authenticate the certificate presented as evidence, the certificate cannot be accepted, and the student is to be advised to contact the RTO directly and request their cooperation. The student should be provided a period of seven (7) days to seek further information. If this information is not received, the application will be closed.
- vi. If it is identified that the training organisation is no longer registered and is not contactable, the administrative team member may utilise the service provided by the national regulator to authenticate the training products issued by training organisations that have now closed. This service can be accessed at the following link. The student should be advised that confirmation via this service could take three (3) to four (4) weeks. <https://www.asqa.gov.au/students/student-record>

3.19 Credit transfer guidelines:

- i. Any student is entitled to apply for credit transfer in a course or qualification in which they are currently enrolled.
- ii. Students may not apply for credit transfer for units of competency or qualifications that are not included in our scope of registration, are prevented by licensing or regulatory requirements, or are not part of the training product.

- iii. Whilst students may apply for credit transfer at any time, they are requested, in the pre-enrolment information, to apply before commencing a course.
- iv. Applications for credit transfer submitted after course commencement will not be accepted. Administering a credit transfer application after the course has commenced causes significant disruption to the training plan and fee payments.
- v. Credit transfer may only be awarded for whole units of competency. Where a mapping guide identifies a partial credit, this will not be considered for credit transfer, and the applicant will be advised to seek recognition of prior learning.
- vi. Credit transfer will only be issued when the student's enrolment includes at least one other unit of competency for which the student is participating in training or is seeking recognition. A student may not enrol only for credit transfer.
- vii. If the unit has been previously awarded and equivalence can be demonstrated, it can be issued as a credit transfer.

4. Procedure

4.1 Provide students with information on credit transfer.

- i. The Institute will provide students with sufficient information about opportunities for alternative pathways via credit transfer, including the credit transfer policy. This information will be provided to students in the Student Handbook before enrolment.
- ii. Person/s responsible: Student Support Officer

4.2 Student applies for credit transfer.

- i. Complete and submit a Credit Transfer Application Form.
- ii. Provide evidence of their AQF certification documentation or an authenticated VET transcript (this may be done by providing access to their USI or a certified copy of the qualification record of results or statement of attainment); and
- iii. Submit an Enrolment Application for the training program applicable to the units of competency for which credit transfer is requested.

- iv. Person/s responsible: Student

4.3 Determine whether the RTO can grant credit transfer.

- v. On receipt of the application, the Institute will check the USI registry, qualification, or statement of attainment for units deemed equivalent on the National Training Register (training.gov.au) and grant credit transfer for equivalent units of competency completed at any other Registered Training Organisation.
- vi. Hard-copy certificates provided as evidence must be checked for authenticity before granting credit transfer. The following methods may be used for authentication:
 - A. First option. Obtaining a USI transcript from the applicant and comparing the outcomes identified in this transcript with the documents to be verified,
 - B. Second option. Directly contacting the issuing authority by email and confirming the document's validity by cross-matching the document number and the details of the recipient,
 - C. Final option. If it is identified that the training organisation is no longer registered and is not contactable, contact the national regulator, who can authenticate the training products issued by training organisations that have now closed. <https://www.asqa.gov.au/students/student-record>
- vii. If, during the second option, the training organisation does not cooperate and it is not possible to authenticate the certificate presented as evidence, then the certificate cannot be accepted, and the student is to be advised to contact the RTO directly and request their cooperation. The student should be provided a period of seven days to seek further information. If this information is not received, then the application will be closed.

- viii. Person/s responsible: Admin Manager

4.4 Save the credit transfer evidence.

- i. Copies of the USI record and/or verified copies of qualifications and statements of attainment used as the basis for granting the Institute's credit transfer must be kept in the student's file.
- ii. Person/s responsible: Student Support Officer

4.5 Sign and save the Credit Transfer Application Form.

- i. The completed credit transfer application form must be signed by the student and the Institute's Chief Executive Officer (or delegate) and retained in the student's file at the Institute.
- ii. Person/s responsible: Student, CEO, Student Support Officer

4.6 Notify the student of the outcome.

- i. Students will be notified in writing of the outcome of their application.
- ii. Person/s responsible: Student Support Officer

VERSION HISTORY

Version Number	Date	Summary of changes
1.0	September 2021	New policy
2.0	July 2025	Revised and updated to include the changes according to the Standards for Registered Training Organisations (2025).
3.0	December 2025	Revised and updated to include the changes according to the ESOS 2000 Act.