



P-008: CREDIT TRANSFER POLICY & PROCEDURE

P-008 Credit Transfer Policy and Procedure v1.0

Purpose

To outline the process for granting Credit Transfer (CT) at Dijan Training Program Ltd (DTP), ensuring compliance with the **Standards for RTOs 2015** and enabling learners to receive formal recognition for equivalent studies completed at other Registered Training Organisations (RTOs) or AQF-authorized issuing organisations. This includes:

- AQF certification documentation issued by an RTO or authorised provider (e.g. university)
- Authenticated VET transcripts issued by the Registrar

Responsibility

The Chief Executive Officer with the management team is responsible for the implementation of this policy and ensuring staff and learners understand their rights and obligations in relation to Credit Transfer.

Policy Statement

DTP recognises Australian Qualifications Framework (AQF) qualifications and Statements of Attainment issued by other RTOs or authorised AQF providers such as universities. Learners who have successfully completed equivalent units of competency elsewhere may apply for Credit Transfer, provided the training product is included on DTP's scope of registration. There is **no cost** to the learner for Credit Transfer.

Dijan Training Program Ltd does **not engage any third-party providers** in the delivery or assessment of training products and manages all credit transfer processes internally.

DTP will not require any student to repeat a unit or module previously assessed as Competent unless a license or regulatory requirement mandates it.

All Credit Transfer applications are verified. DTP:

- Authenticates certification via contact with the issuing organisation or the USI transcript service;
- Treats PDF or printed USI transcript copies with the same diligence as hard-copy certificates;
- Reports suspected fraudulent documentation to the USI Office;
- May rely on hard-copy documents when real-time USI data is unavailable (e.g. due to AVETMISS cycle);
- Advises students in writing of Credit Transfer outcomes and possible fee reductions where applicable.

Definitions

- **Credit Transfer:** Recognition of prior formal learning reducing units/modules needed in a current enrolment.
- **AQF:** Australian Qualifications Framework.
- **Certification Document:** Testamur, Statement of Attainment, or Record of Results.
- **Testamur:** Official certification of an AQF qualification.
- **Statement of Attainment:** Issued for partial completion of a qualification.
- **Record of Results:** Lists units completed and outcomes.
- **USI Transcript:** Authenticated record of nationally recognised training outcomes.

Procedure

STEP	Persons Responsible
A. Applications for Credit Transfer	
1.Students are offered the opportunity to apply for Credit Transfer during the enrolment process. 2.Students must complete the CT-RPL Application Form and supply certified copies of their relevant transcripts. 3.Applications that do not include certified documents are returned immediately, unless the originals have been certified by a DTP staff member. <i>Note: Lost original documents are not the responsibility of DTP.</i>	Senior Trainer
B. Review of Credit Transfer Application	
1. Review transcripts for authenticity, including: - Institution name and code - Full student name - Unit names and codes 2. Certification status - Confirm units are relevant to the student's current enrolment and are on DTP's scope 3. Contact the issuing institution to confirm document authenticity. 4. Approve Credit Transfer when: - Direct unit match by code and title exists; - Units are deemed equivalent by the Training Package; - Content review supports equivalency. - Document the rationale for decisions on the application form.	Senior Trainer
C. Notify Student of Outcome	
Provide written notice of the Credit Transfer decision.	RTO Business Manager

If three or more Credit Transfers are granted, review and revise course fees accordingly.	
D. Recordkeeping	
- Maintain records of all supporting documents used in the Credit Transfer assessment in the student's file. - Update the student's training plan and internal management systems.	Administration

Fees and Charges

- Credit Transfer is provided **free of charge**.
- Students granted CT are not required to complete RPL for the same units.

Appeals

- Appeals must follow the **Complaints and Appeals Policy** process.

Related Documents

- CT-RPL Application Form
- Learner Enrolment Form
- Learner Pre enrolment Interview Form
- Recognition of Prior Learning (RPL) Policy and Procedure
- Credit Transfer Policy and Procedure
- Complaints & Appeals Policy and Procedure
- Complaints & Appeals Policy and Procedure
- Learner Privacy Policy
- P-028_Fees and Refunds Policy and Procedure

Relevant Standards for RTOs 2015

Clause 1.8 - Assessment process integrity

Clause 3.5 - Certification issuance

Clause 5.1 - 5.2 - Pre-enrolment information