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| **Compliance requirement**  The RTO accepts and provides 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. | SRTO 3.5 |
| Credit transfer is 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.  ‘Australian Qualifications Framework Second Edition January 2013’  **Acceptable evidence**  Certificate, Diploma or statement of attainment issued by another RTO or government regulator   * Qualification or unit/s listed on VET transcript associated with student's USI. |  |
| **Procedure**   1. Learner completes credit transfer application form. 2. Learner submits the application form AND documentary evidence. (Documented evidence may include sighting the original certificate and/or transcript).  * Credit transfer is automatically awarded if appropriate statement of attainment is presented. This must be via a verified copy that will not be returned to the applicant. 'Verified' means a copy that has been:   + Signed by a Justice of the Peace or a Commissioner of Declarations who has sighted the original OR   + Original is shown to an authorised officer of this organisation who stamps and signs a copy for our records. * The RTO may also authenticate the information provided by directing accessing the USI transcript online and/or contacting the issuing RTO. Should the RTO elect to verify via the USI transcript the printed transcript will be attached to your credit transfer application.  1. If there is a suspicion that the certification is not authentic the issuing RTO will advise the RTO office. 2. Outcome of application recorded on the application form. 3. Learner notified of result. 4. Application form filed (can be electronic) with learner file/notes. 5. Learner may appeal within 30 days of notification. | Administration |
| **Related documents**   * AQF Credit transfer explanation * Credit transfer application forms * Unique Student Identifier |  |