

POLICY: S3.5

CREDIT TRANSFER

INTRODUCTION

1.1 Context

In the Australian VET system, nationally endorsed qualifications, skill sets and units of competency are recognised and portable across the country. This means that students are able to have their competencies achieved at an NVR Registered Training Organisation or AQF authorised issuing organisation recognised at another, thus not needing to repeat any unit or module, in which they have already been assessed as competent.

1.2 Purpose

The purpose of this policy is to provide Australian Institute of Management (AIM) staff and students with clear information about how AIM accepts and provides credit to learners for units of competency and/or modules issued by another RTO or AQF authorised issuing organisation.

1.3 Scope

This policy applies to all AIM staff and prospective and current students enrolled in AIM's nationally recognised Training Products including where a student accesses State funding or traineeships.

1.4 Scope Exceptions

None

2.0 RESPONSIBILITIES

1. All those referred to under the Scope of this policy are responsible for complying with the terms of the policy
2. Specific responsibilities are provided in the AIM Credit Transfer Procedure

3.0 POLICY

3.1 Principles

AIM complies with the Outcome Standards for NVR Registered Training Organisations including the clause related to accepting and providing credit to students - Standard 1.7.

AIM recognises and provides credit for unit/s of competency and/or modules where there is evidence of Australian Qualifications Framework (AQF) certification documentation issued by any other RTO or AQF authorised issuing organisation, or authenticated VET transcripts via the Unique Student Identifier (USI) portal, unless licensing or regulatory requirements prevent this.

1. AIM provides credit to learners for completed units of competency or modules for those seeking to enrol at AIM in a national training package qualification product or accredited course that is on the AIM scope of registration and AIM is actively delivering.
2. AIM will not issue AQF certification documentation (Qualification or Statement of Attainment) that is achieved wholly through recognition of units completed at another RTO or RTOs.
3. AIM processes Credit Transfer applications when a student has completed an identical or equivalent unit of competency or module and seeks to enrol at AIM.
4. Where a unit or module is deemed 'non-equivalent' on the National Training Register, AIM will be unable to grant credit transfer. In these cases, the student may be directed to apply for Recognition of Prior Learning (RPL).
5. Students applying for Credit Transfer must present a certified copy of the AQF Certification Documentation which will be kept on the students' file.
6. AIM will authenticate student information by accessing the USI VET transcript online or by contacting the issuing RTO before providing credit based on AQF Certification Documentation.
7. Applications for Credit Transfer will be processed prior to or at course enrolment but as Credit Transfer may have an impact on course structure, duration and fee, it is recommended students apply prior to enrolment.

If the unit/s or modules for which students are seeking credit are electives, only the required number of electives will be eligible for credit.

8. AIM reserves the right not to consider requests for Credit Transfer if it believes that doing so would be inconsistent with other regulatory or licensing requirements that affect an application.
9. Any unit of competency or module for which CT is granted will be recorded as a 'Credit Transfer' on any AQF certification documentation subsequently issued by AIM, including the student's assessment record and Record of Results.

4.0 DEFINITIONS

- **Authentication** - Process to authenticate /verify that the work submitted is that of the student enrolled.
- **Credit transfer (CT)** is the process of awarding credit for a unit or units of competency or module previously attained from another NVR Registered Training Organisation (RTO) which are the same (or deemed as equivalent on the National Training Register) as the unit/s of competency or module in a current course.
- **Certification Documentation**- refers to documents issued for an AQF qualification and includes certificates, record of results, USI VET Transcripts and statements of attainment.

- **Certified document** -A copy (often a photocopy) of a primary document that has on it an endorsement (from an authorised person e.g. Justice of the Peace) or authorised professional group or occupation) that it is a true copy of the primary document. It does not certify that the primary document is genuine, only that it is a true copy of the primary document.
- **Recognition of prior learning (RPL)**- An assessment process that involves assessment of an individual’s relevant prior learning (including formal, informal and non-formal learning) to determine if they meet the requirements of a nationally recognised unit/s of competency. Refer to the AIM Assessment Policy and Procedure
- **Training Product** - a qualification, skillset, unit of competency, accredited course.
- **Unique Student Identifier**- a USI is a lifelong individual education number that is used to access online VET training records from 2015 onwards.

5.0 REFERENCES AND ASSOCIATED INFORMATION

- Credit Transfer Procedure
- [Credit Transfer Application Form](#)
- Assessment Policy and Procedure
- Enrolment Policy and Procedure
- Outcome Standards for NVR Registered Training Organisations
- Training Product Lifecycle Policy and Procedure
- Transition and Teach Out Policy and Procedure and Templates

6.0 POLICY OWNERSHIP

Policy Owner	Chief Education Officer - Future Skills
Status	Reviewed on January 2025
Approval Authority	Chief Executive Officer
Date of Approval	13 September 2022
Effective Date	1 July 2025
Implementation Owner	Registrar
Maintenance Owner	Senior Compliance Manager VET
Review Due	11 December 2027
Content Enquiries	Registrar

7.0 AMENDMENTS

Version	Amendment Approval (Date)	Amendment Made By (Position)	Amendment Details
S3.3	13 September 2022	VET Compliance and Operations Manager	Policy and procedure updated in line with revised Scentia governance approach

S3.4	12 May 2025	VET Compliance and Operations Officer	Policy and procedure updated to align with Outcome Standards 2025
S3.5	12 August 2025	VET Compliance and Operations Manager	Updated position title