

PROCEDURE: S3.6-P3.3

CREDIT TRANSFER

1.0 INTRODUCTION

1.1 Related Policy

Credit Transfer

1.2 Purpose

This procedure outlines the processes and responsibilities of those involved in AIM's credit transfer process that provides recognition of competencies achieved at other NVR Registered Training Organisations or Australian Qualifications Framework (AQF) approved issuing organisation.

1.3 Scope

This procedure applies to all AIM staff involved in processes related to Credit Transfer.

1.4 Scope Exceptions

The procedure only applies to nationally recognised qualifications and accredited courses on the AIM scope of registration and on the national register, www.training.gov.au.

2.0 RESPONSIBILITIES

1. The Chief Education Officer - Future Skills is responsible for AIM RTO complying with the Outcome Standards for NVR Registered Training Organisations, including the clause related to accepting and providing credit to students, Standard 1.7.
2. The Head of Academic Delivery VET is responsible for ensuring students have the required support to apply for Credit Transfer.
3. The Registrar is responsible for the quality control of the credit transfer process and approval of the Credit Transfer application.

3.0 PROCEDURE

1. Students can apply for Credit Transfer by contacting AIM Student Support on 1300 761 700 or via email studentsupport@aim.com.au prior to or as part of their enrolment application.
2. The student will be provided with a 'Credit Transfer Form' to complete. If students require any assistance in applying for Credit Transfer, AIM Student Support can assist.
3. The completed 'Credit Transfer Form' and required certified documentation is to be sent to AIM Student Support, studentsupport@aim.com.au.

4. The Registrar will:
 - a. review the Credit Transfer request.
 - b. authenticate the Certification Documentation presented for credit by:
 - directly accessing the USI transcript service, or;
 - by contacting the issuing organisation to verify authenticity
 - c. advise the student of the outcome of the Credit Transfer application. This will normally be within ten (10) business days of submitting the application, provided a fully completed 'Credit Transfer Form' and required certified documentation have been submitted.

5. Submission of an application for Credit Transfer does not mean Credit Transfer has or will be granted. The result of an application will be one of the following outcomes for each unit of competency or module applied for:
 - a. Credit granted - The unit of competency or module is aligned or deemed equivalent. The result 'CT' will be entered in the student's record in the Student Management System (SMS)
 - b. Credit not granted - The unit of competency or module is not aligned nor deemed equivalent on the National Training Register. There will be no result entered in the student's record in the LMS.

Students will be informed of the outcome of their Credit Transfer application by email.

6. If a student disagrees with the outcome of a Credit Transfer application, they may lodge an Appeal using the Complaints and Appeals application, located on the AIM website:
<https://www.aim.com.au/student-information>

4.0 DEFINITIONS

- **Authentication** - Process to authenticate /verify that the work documents submitted is that of the student enrolled.
- **Credit transfer (CT)** is the process of awarding credit for a unit or units of competency 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 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.

- **Training Product** - a qualification, skillset, unit of competency, accredited course.

5.0 REFERENCES AND ASSOCIATED INFORMATION

- Credit Transfer Policy
- [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 January 2025
Approval Authority	Chief Executive Officer
Date of Approval	13 September 2022
Effective Date	1 July 2025
Implementation Owner	Head of Academic Delivery VET
Maintenance Owner	Senior Compliance Manager
Review Due	11 December 2027
Content Enquiries	Registrar Email: Sertan Can scan@scentia.com.au

7.0 AMENDMENTS

Version	Amendment Approval (Date)	Amendment Made By (Position)	Amendment Details
S3.3-P3.0	13 September 2022	VET Compliance and Operations Manager	Policy and procedure updated
S3.4-P3.1	12 May 2025	VET Compliance and Operations Officer	Policy and procedure updated to align with Outcome Standards 2025
S3.5-P3.2	12 August 2025	VET Compliance and Operations Manager	Updated policy titles
S3.6-P3.3	26 November 2025	Senior Compliance Manager VET	Updated registrar process to include authentication of certification records on USI portal