

## 1. Purpose

Orange College (OC) recognises prior learning achievements to support students in reducing duplication of training and accelerating course progression. Credit transfer is available to students for equivalent units completed at other recognised institutions, ensuring all training meets industry and regulatory standards.

OC is committed to providing quality training and assessment in accordance with the Standards for Registered Training Organisations (SRTOs 2025). To support this, OC maintains a Credit Transfer policy and process that ensures an appropriate, transparent system for the recognition of eligible prior learning.

## 2. Policy Statement

OC offers Credit Transfer to support students in achieving nationally recognised qualifications efficiently, while maintaining training quality and integrity.

Credit Transfer will be granted where:

- Students provide AQF certification documentation or authenticated VET transcripts
- Units are listed as equivalent on training.gov.au
- The evidence provided is verified as authentic by OC

OC will ensure that:

- Credit Transfer is offered to all clients on enrolment.
- All Credit Transfer applications are processed in accordance with the College's [Student Assessment Policy](#); and
- Credit Transfer will be given to AQF Certification documentation issued by other RTOs.

## 3. Definitions

The following words and expressions have the following specific meaning, as in the ( SRTOs 2025)

AQF certification documentation is the set of official documents that confirms that an AQF qualification or Statement of Attainment under the Australian Qualifications Framework has been issued to an individual.

AQF qualification means an AQF qualification type endorsed in a training package or accredited in a VET accredited course.

Authenticated VET transcript has the meaning given in the [Student Identifiers Act 2014](#).

Competency means the consistent application of knowledge and skill to the standard of performance required in the workplace. It embodies the ability to transfer and apply skills and knowledge to new situations and environments.

Equivalent Unit of Competency means a unit determined by the National Register (training.gov.au) as equivalent to the unit currently delivered.

Module means a group of learning outcomes in a VET-accredited course where it can be established that it is not possible to develop an appropriate unit of competency.

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Registrar has the meaning given in the [Student Identifiers Act 2014](#).

Statement of attainment means a statement issued to a person confirming that the person has satisfied the requirements of the unit/s of competency or accredited short course specified in the statement.

Unit of competency means the specification of the standards of performance required in the workplace as defined in a training package.

Credit transfer (CT) 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. Credit transfer allows units of competency previously studied by a student to be recognised when they are enrolling in a related course where those units can assist them in meeting the requirements. It is distinct from Recognition of Prior Learning or RPL, which involves assessment.

### 4. Process

#### PHASE 1: Applying for Credit Transfer

Students may apply for Credit Transfer at any stage of the course from enrolment through to completion. To apply, students must give OC permission to access their USI transcript online via the USI portal or provide other valid evidence of prior study. OC is unable to review a transcript without the student's online consent via the USI portal.

Students can submit evidence for Credit Transfer in the following ways:

- 1) During enrolment process by providing valid evidence of previous study such as transcripts, Statements of Attainment, or other recognised qualifications:
  - When enrolling with OC, the student submits evidence of previous study, or
  - When re-enrolling with OC, the student OC statement of attainment is used as evidence
- 2) Throughout the duration of the course, students may present valid certification of prior study
- 3) At any time prior to completion, students may provide OC with certification evidencing previous study for the purpose of recognition and potential credit.

**\*Please note:** To prevent delays in course progression, Trainer Assessors may skip a unit listed on the student's Training Plan that is awaiting a Credit Transfer decision. The student will continue with the next available unit until the Credit Transfer process is finalised

#### PHASE 2: Verification of Credit Transfer Evidence

Prior to awarding Credit Transfer, all evidence submitted by the student undergoes an authentication process conducted either by OC's Admissions or Compliance Departments.

Before awarding credit on the basis of a qualification, statement of attainment or record of results, OC will authenticate the information within the provided documentation via the following processes:

- 1) OC, after being given permission by the student, will endeavour to authenticate the information by directly accessing the USI transcript online. This process requires the student to log on to their USI portal and allow OC permission to view a USI transcript. Without permission provided by the student, OC will be unable to authenticate qualifications/transcripts through the USI portal; or

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- 2) When the USI portal does not reflect the transcript provided by the student, OC will contact the issuing organisation to confirm the content is valid. At times, an issuing RTO may charge a fee for the authentication process of a qualification they have issued. In this event, OC will invoice the student for the cost of the authentication process from the other training provider. Evidence of the cost for authentication will be provided to the student with the invoice.
- 3) If the issuing RTO has closed and the qualification cannot be verified through the USI portal or direct contact, OC will seek verification via the Australian Skills Quality Authority (ASQA). For this process, OC will ask the student to fill out ASQA's online [Application for a copy of student records form](#). If verification remains impossible, the application moves to Phase 3
- 4) For students re-enrolling at OC, OC will review the student's records of previous studies with OC to determine the applicable internal Credit transfers for equivalent units as part of the re enrolment process
- 5) Credit Transfer cannot be granted to units with pre-requisite requirements, unless pre-requisite conditions have been met.

### PHASE 3: Unverifiable Evidence and Alternative Recognition Pathways

Where OC is unable to authenticate a qualification or transcript, OC will not award a Credit Transfer.

In such cases, OC will work with the student to explore alternative recognition pathways through a recognition pathway. This will involve a Trainer Assessor authenticating the student's knowledge and skills relevant to a unit, through competency conversations; workplace observations; workplace supervisor reports.

### Awarding of Credit Transfer

When a qualification or Statement of Attainment has been authenticated, applicable units will be awarded Credit Transfers when they have been deemed as having an equivalent outcome as per the training package rules.

For units that do not sit within the learning program, the Lead Trainer and Training Manager will determine the suitability to have a unit recognised as an imported elective, on the provision that the unit is relevant to the vocational (work) outcome of the learning program.

For units that do not have an equivalent outcome but share some similar components, OC will assess the extent of the overlap and may recommend partial recognition. In these situations, the Trainer/Assessor will be advised to offer the student either gap training and assessment to address the remaining requirements, or a Recognition of Prior Learning (RPL) pathway to validate the student's existing skills and knowledge. The Trainer/Assessor will then develop a learning plan in consultation with the student to ensure they can meet the full competency requirements of the unit.

**Please note:** OC will not award a qualification or statement of attainment that is achieved wholly through recognition of units/and or modules completed by another Registered Training Organisation.

## 5. Policy Principles

### 5.1 Underpinning Principles

- 1) Credit Transfer is made available to any person commencing a course with OC.

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- 2) All clients may apply for formal recognition of existing competencies against an AQF qualification / Accredited course/unit of competency /module that OC is registered to deliver.
- 3) The onus is upon the candidate to demonstrate competence to the satisfaction of the assessors, including the provision of certification documentation.
- 4) Certification documentation will not be issued until all relevant fees are paid in full.
- 5) An applicant who has undertaken a course that is not competency-based can gain credit transfer into a competency-based course if the mapping of competency can be justified.
- 6) Students that are granted a credit transfer for a unit that is linked to placement will not be required to do placement hours linked to that unit. They will be granted a Credit Transfer for the whole unit, and the hours linked specifically to that unit will be deducted from the total required placement hours.

### 5.2 Mutual Recognition / Credit Transfer

- 1) OC will accept and mutually recognise the decisions and outcomes of any RTO or body in partnership with an RTO, thereby ensuring mutual acceptance throughout Australia of the qualifications and Statements of Attainment awarded by other RTOs or AQF authorised issuing organisations.
- 2) OC recognises AQF certification documentation from other RTOs, and authenticated VET transcripts issued by the Registrar, and after review and verification of validity, will apply a credit to all relevant units of competency/modules.
- 3) Mutual Recognition applies when the certification documentation provided by the client contains the same national competency code as those that form part of the training and assessment program offered by OC.
- 4) Certification documentation must be presented as either originals or certified copies of an original. Certified copies must be signed by an authorised signatory or, for certification obtained from OC, any the CEO to verify authenticity. Original Certification documentation will be returned to the applicant.
- 5) Where the recognised AQF qualification and attributed units /modules form part of another AQF qualification, the client will only be enrolled in the additional units required to complete the new qualification.
- 6) Fees will reflect reduced learning load.

## 6. Appeals

Students have the right to appeal a Credit Transfer decision. (See [Complaints & Appeals Policy](#))

## 7. Access and Equity

Clients Students have fair and equal rights to assessment. (See [Access and Equity Policy](#))

## 8. Guidelines to Students

Students are encouraged to apply for Credit Transfer prior to enrolment.

**For International Students Only:**

## Credit Transfer Policy

- Where Credit Transfer is granted before the issue of a visa the course duration will be indicated on the Confirmation of Enrolment (CoE),
- Where Credit Transfer is granted after the issue of a visa the amended course duration will be reported via PRISMS within 14 working days and a new COE will be issued.

### **For Domestic Students Only:**

- Where Credit Transfer is granted the course duration will be indicated on the Enrolment Letter.
- Where Credit Transfer is granted, for the full course & certificate is issued.

Students are required to submit the [Credit Transfer Application form](#) in order to have Credit Transfer formally assessed.

**Disclaimer:** This policy is for international and domestic fee-for-service students ONLY. students under the Smart and Skilled Program, students please refer to the [Smart and Skilled RPL and Credit Transfer Policy](#).