

CREDIT TRANSFER POLICY AND PROCEDURE

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1.0 Purpose

The purpose of this policy and procedure is to ensure that the qualifications, academic transcripts, and Statements of Attainment (SOA), issued by any other registered training providers, are recognised for students undertaking EIT Vocational Education and Training (VET) courses. This policy ensures compliance with relevant national standards and legislative requirements.

2.0 Scope

This policy applies to all EIT students, prospective students and staff involved in the administration and delivery of VET courses.

3.0 Objectives

This policy aims to:

- Clarify the concept of credit transfer (CT) for students enrolled or wishing to enrol in VET courses.
- Define the conditions under which CT is available.
- Ensure compliance with national regulatory standards.

4.0 Policy Principles

EIT is committed to:

- Recognising qualifications, academic transcripts and SOAs issued by other registered providers;
- Awarding CT in accordance with the Australian Qualifications Framework (AQF), while maintaining the integrity of qualification outcomes.;
- Providing information about the availability of CT prior to enrolment;
- Ensuring Learning Support Officers (LSOs) have access to relevant CT procedures and are able to assist students upon request.

5.0 Procedure

5.1 Required Evidence

Students requesting CT must provide valid AQF certification, such as a Record of Results, Statement of Attainment, or USI Transcript.

EIT must be able to verify the authenticity of the documentation with the issuing Registered Training Organisation (RTO) or through the USI Registry, where applicable.

5.2 Application of Credit Transfer

5.2.1 Same Module / Unit

CT will be granted for modules/units that have the same code and title, regardless of the date awarded.

5.2.2 Equivalent Module / Unit

If the module/unit is not identical, the National VET Register (training.gov.au) must be consulted to determine the status.

Credit may be awarded for a superseded module/unit when the module/unit immediately precedes the current module/unit (including if it was previously achieved via credit transfer), and a mapping process has been carried out to confirm no gaps exist in the content and learning outcomes/elements between the module/unit attained by the learner and the module/unit for which the learner seeks credit. This mapping process ensures that every requirement of the current module/unit is evident in the module/unit for which credit is sought. This is regardless of any prerequisite requirements (unless licensing or regulatory requirements prevent a module/unit from being awarded through a credit process). The mapping process is critical to make sure that learning is relevant and current and has a relationship to the learning outcomes of the qualification, as required by the AQF.

It should be noted that where gaps are identified then no credit transfer award will be granted.

5.2.3 Not Equivalent Module / Unit

If the module/unit cannot be mapped due to changes in structure or content (e.g., where the code changes from version A to B and no mapping is available), CT cannot be awarded.

5.3 Final Decision

Upon receiving all required evidence, the LSO will complete a Credit Transfer document and notify EIT's Compliance Department of the recommended outcome. The Compliance Department will verify the information and confirm the outcome is correct and can be applied to the student record.

5.4 Award of Credit Transfer

If CT is approved, the student management system is updated with the CT outcome and the evidence supporting the CT decision is attached to the student's profile or relevant enrolment record.

5.5 Communication with Student

The LSO completes the Student Acknowledgement of Credit form, listing the modules/units granted CT and the modules/units not granted CT, with reasons (if applicable). This form is sent to the student for signature and return, and attached to the student's profile or relevant enrolment record.

In the event that CT is not granted, students are informed of their right to appeal the decision following the *Student Complaints, Grievances, and Appeals Policy and Procedure*.

6.0 Definitions

Please refer to the EIT Glossary that can be found [here](#) for all definitions used in this document.

7.0 Related Documents

- Admissions Policy and Procedure.VET
- Assessment and Validation Policy and Procedure.VET
- Award Nomenclature and Academic Records Policy and Procedure.VET
- Course Advisory Committee Terms of Reference.VET
- Course and Unit Discontinuation Policy and Procedure.VET
- Diversity, Fair Treatment and Equal Opportunity Policy.DS
- Ethics Statement.DS
- Freedom of Speech and Academic Freedom Policy.DS
- Information Management and Security Policy and Procedure.DS
- Privacy Policy.DS
- Recognition of Prior Learning Policy and Procedure.VET
- Records Management Policy.DS
- Student Code of Conduct.DS
- Student Complaints, Grievances and Appeals Policy and Procedure.VET
- Student Consultation Policy.VET
- VET Student Loans Policy.VET
- VET Student Loans Tuition Fees and Charges Policy.VET

8.0 Related Legislation

The following legislation is relevant to this policy; however, not all are mandatory for education providers:

- [Age Discrimination Act 2004 \(Cwth.\)](#)
- [Australian Human Rights Commission Act 1986 \(Cwth.\)](#)
- [Australian Qualifications Framework \(AQF\) \(National Policy\)](#)
- [Credentials Policy \(Cwth.\)](#)
- [Disability Discrimination Act 1992 \(Cwth.\)](#)
- [Equal Opportunity Act 1984 \(WA\)](#)
- [National Vocational Education and Training Regulator \(Compliance Standards for NVR Registered Training Organisations and Fit and Proper Person Requirements\) Instrument 2025](#)

- [National Vocational Education and Training Regulator \(Outcome Standards for Registered Training Organisations\) Instrument 2025](#)
- [Privacy Act 1988 \(Cwth.\)](#)
- [Racial Discrimination Act 1975 \(Cwth.\)](#)
- [Sex Discrimination Act 1984 \(Cwth.\)](#)
- [VET Student Loan Act 2016 \(Cwth.\)](#)
- [VET Student Loans \(Courses and Loan Caps\) Determination 2016 \(Cwth.\)](#)
- [VET Student Loan Rules 2016 \(Cwth.\)](#)

9.0 Accountabilities

The Academic Board is responsible for the review and approval of this policy.

The policy is to be implemented via induction and training of staff and distribution to students and EIT's community via the website and other publications.