

# Credit Transfer Policy

CPL034



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## Purpose

Shafston International College has established this policy to support the 2025 Standards for Registered Training Organisations (RTOs). This policy ensures students can access credit transfer pathways, allowing the recognition of previously completed equivalent units of competency to reduce unnecessary duplication of learning.

This policy addresses Credit Transfer only. For the assessment of skills and knowledge gained through work experience, life experience, or informal learning, refer to the Recognition of Prior Learning (RPL) Policy (CPL036).

## Policy Statement

Credit transfer is the process of recognising a student's previously completed unit(s) of competency, as evidenced by AQF certification documentation (e.g. a Statement of Attainment, qualification testamur, or record of results) or an authenticated VET transcript, issued by any Australian Registered Training Organisation.

Under the 2025 Standards for RTOs and the Australian Qualifications Framework (AQF), qualifications and statements of attainment issued by any RTO must be accepted and recognised by all other RTOs, provided the unit is equivalent.

Credit transfer is not an assessment process. It is a recognition of prior formal achievement based on verified documentation. Credit transfer does not require the student to demonstrate current competency.

Credit transfer is provided at no additional cost to the student. No fee is charged for processing a credit transfer application.

## When Credit Transfer Applies

Credit transfer will be granted when all of the following conditions are met:

- The student is currently enrolled in a course or qualification at Shafston, or is in the process of enrolling;
- The unit of competency for which credit is sought is included in Shafston's scope of registration;
- The student provides authentic AQF certification documentation or an authenticated VET transcript demonstrating prior completion of the unit; and
- The unit previously completed is either the same unit (same code and title) or has been identified as equivalent on the National Register (training.gov.au).

Credit transfer may only be awarded for whole units of competency.

## When Credit Transfer Does Not Apply

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Credit transfer will not be granted in the following circumstances:

- **Superseded but NOT equivalent:** Where training.gov.au indicates a unit is superseded by a new unit but does NOT state “is equivalent to”, the student cannot receive credit transfer. The student should be referred to the RPL process (CPL036) to have their prior learning assessed against the new unit’s requirements.
- **Partial equivalence:** Where only some elements or performance criteria overlap between an old and new unit, credit transfer cannot be granted. The student should be referred to RPL.
- **Overseas qualifications:** Qualifications issued by overseas (non-Australian) institutions are not eligible for credit transfer, as they are not AQF certification documentation issued by an Australian RTO. Students holding overseas qualifications should be referred to the RPL process, where their overseas learning will be assessed and mapped to Australian training product requirements.
- **Non-AQF documentation:** Certificates of attendance, participation certificates, employer training records, or other non-AQF documentation cannot be used for credit transfer. These may be used as RPL evidence.
- **Licensing or regulatory restrictions:** Where an industry regulator or licensing authority restricts or prevents credit transfer for specific units of competency, Shafston will comply with those requirements.

## Evidence Requirements

To apply for credit transfer, the student must provide one or more of the following:

- Original or certified copy of a Statement of Attainment issued by an Australian RTO, in the correct AQF format;
- Original or certified copy of a qualification testamur with accompanying transcript/record of results;
- An authenticated VET transcript obtained via the USI portal (no certification required for USI transcripts);
- An explanation of the grading system used by the issuing RTO (if not self-evident).

Shafston will authenticate the evidence by verifying the student’s identity, checking the documentation via the USI online portal where available, and/or contacting the issuing RTO to confirm authenticity.

## Determining Equivalence

When the unit code or title on the student’s documentation differs from the unit on Shafston’s scope, the trainer/assessor must check the mapping information published on training.gov.au.

- If the mapping states “is superseded by and is equivalent to” — credit transfer may be granted.
- If the mapping states “is superseded by” without confirming equivalence — the unit is deemed NOT equivalent. Credit transfer cannot be granted. Refer the student to RPL.
- If no mapping is available (e.g. the unit is entirely new) — the unit is deemed not equivalent. Refer to RPL.

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Under no circumstances is a subjective comparison between units to be used as the basis for granting credit transfer. Equivalence must be confirmed by the official mapping on training.gov.au.

### International Students – Visa and CoE Implications

Where credit transfer is granted to an international student and this results in a shortening of the course duration, Shafston will:

- If credit is granted before the student visa is issued: indicate the actual net course duration in the Confirmation of Enrolment (CoE);
- If credit is granted after the student visa is issued: report the change of course duration via PRISMS to the Department of Home Affairs.

Students should seek advice from the Student Support Office regarding any potential impact on their visa conditions before accepting credit transfer.

### Appeals

If a student is not satisfied with the outcome of their credit transfer application, they may appeal the decision in accordance with the Complaints and Appeals Policy and Procedure available on the Shafston website.

### Related Documents

- PRO-CT01 Credit Transfer Procedure
- FRM-CT01 Credit Transfer Application Form
- CPL036 Recognition of Prior Learning (RPL) Policy
- PRO-RPL01 Recognition of Prior Learning (RPL) Procedure
- FRM-RPL01 RPL Request Form
- Complaints and Appeals Policy and Procedure
- VET Student Handbook

### Version History

Date	Summary of Modifications	Version
16/02/2023	Version 1.0 finalised.	1.0
08/10/2025	Major revision to align with 2025 Standards for RTOs. Key changes: updated regulatory references from 2015 to 2025 Standards (Standard 1.6); added authenticated VET transcript as evidence type; clarified equivalence determination using training.gov.au mapping only; added explicit "When CT Does Not Apply" section (superseded not equivalent, partial equivalence, overseas qualifications, non-AQF documentation,	2.0

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licensing restrictions); confirmed CT is provided at no additional cost; added Credit Transfer cross-reference to RPL Policy (CPL036); added CRICOS/visa implications section; updated all terminology; added Related Documents section.	
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