RTO Credit Transfer Policy & Procedure

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Contents

1   Policy Statement

The purpose of this policy is to outline the process for assessing and granting credit transfers for previously completed studies, in full compliance with the Standards for Registered Training Organisations 2025 and national VET mutual recognition requirements.

In accordance with the Standards for RTOs 2025 and the National Vocational Education and Training Regulator Act 2011, ATI-Mirage recognises:

- Qualifications,
- Statements of Attainment, and
- Units of Competency

issued by any other RTO or AQF-authorised organisation as long as they are genuine, valid, and equivalent.

Credit transfer is not an assessment process. It is the recognition of equivalent outcomes already achieved, based on previously issued AQF certification documentation.

Recognition of Prior Learning (RPL) is a separate assessment method and is covered under a different policy.

2   Scope

This policy applies to all students enrolled in nationally recognised training delivered by ATI-Mirage who are seeking credit for previously completed VET studies.

It applies to:

- Qualifications
- Units of Competency
- Skill sets
- Accredited courses

ATI-Mirage is obligated under the 2025 Standards to recognise all valid AQF certification documentation issued by any RTO unless regulatory constraints apply (e.g. licensing conditions).

3   Relevant Documentation

- Course Credit Form
- Unit Equivalency Transition Form
- RTO Verification of Prior Studies Form
- Records Management & Retention Policy

4   Policy

4.1   Evidence Requirements

Students must provide one of the following:

- AQF certification documentation issued by an RTO or authorised issuing organisation, or
- An authenticated VET transcript issued by the USI Office/Registrar.

All documentation must be authenticated by ATI-Mirage.

Where a certificate cannot be authenticated, staff must verify authenticity using the RTO Verification of Prior Studies Form.

4.2 Record Keeping

- All authenticated evidence must be stored electronically in the student's file in the specified unit folder.
- Evidence must be retained in accordance with the ATI-Mirage Student Records & Retention Policy and the 2025 Standards' requirements for record integrity.

4.3 Issuance of Qualifications

ATI-Mirage is not required to issue a full qualification or Statement of Attainment where:

- All units were achieved through credit transfer from other RTOs, and
- There is no evidence of actual training or assessment undertaken by ATI-Mirage.
- This aligns with national certification protocols under the 2025 Standards.

4.4 Licensing and Regulatory Requirements

Where regulatory or licensing conditions prevent awarding a unit via credit transfer, ATI-Mirage must:

- Inform the student,
- Document the reason, and
- Provide alternative options (training, assessment, or RPL).

5 Procedure

At Enrolment when a student requests course credit the

5.1 Administration Officer

- Provides the student with the Course Credit Form.
- Advises the student of required evidence.

5.2 RTO Consultant/Manager

- Verifies validity, authenticity, and currency of certification documentation.
  Verification includes:
- Checking original or certified copies
- Reviewing transcript authenticity
- Contacting issuing RTO where required
- Records verification evidence in the student file.

5.3   Check Unit Equivalency

If the credit relates to a superseded unit, equivalency must be checked using the Unit Equivalency Transition Form.

If units are:

- Equivalent → grant full credit
- Not equivalent → identify gaps and apply partial credit or additional evidence requirements
- This process must comply with the Regulators transition rules.

5.4   Issue Updated Training Plan

Students approved for credit transfer receive a signed Course Credit Form indicating the decision.

Student signs to acknowledge acceptance.

USI Requirement

Students must have a Unique Student Identifier (USI) before credit transfer can be recorded or reported.

6   Review and Continuous Improvement

This policy will be reviewed every 24 months or sooner as required to ensure it remains effective, up to date with legal requirements, and reflective of best practices.