

Overview

Related Outcome Standard: 1.7 - The "Credit Transfer Policy and Procedures" document outlines the framework and guidelines for facilitating the transfer of credits within the RTO. It aims to ensure compliance with relevant legislative standards and to support students in their educational journey by recognizing prior learning and qualifications. This policy emphasizes a commitment to fairness, transparency, and accountability in the credit transfer process, detailing the procedures and responsibilities involved.

1. Purpose

This policy ensures the Global Institute of Education follows a uniform, equitable, and transparent process for Credit Transfer (CT) by acknowledging prior attainment of equivalent competencies. It promotes learner progression without compromising the integrity of the training product and complies with the Outcome Standards for NVR Registered Training Organisations 2025 and the National Code 2018.

2. Legislative Context

This policy is governed by:

- Outcome 1 – Training and Assessment
- Division 3 – RPL and Credit Transfer
- Standard 1.7 – Outcome Standards for NVR Registered Training Organisations 2025 (Cth)
- National Code 2018 – Standards 2 and 7

3. Scope

This policy applies to:

- All qualifications and accredited courses within the Global Institute of Education's scope of registration
- Prospective and current learners applying for credit transfer

4. Policy Commitment

Global Institute of Education recognizes prior achievement of nationally recognized training where a learner seeks Credit Transfer for a unit or qualification listed in Global Institute of Education's scope. Credit Transfer is a recognition process—not an assessment—that determines the equivalence of previously achieved competencies.

To ensure clarity and support learner progression, Global Institute of Education will:

- Inform all learners about CT opportunities during their study lifecycle
- Allow all eligible learners to apply for CT
- Assess CT applications using verified AQF documents and authenticated transcripts, unless restricted by licensing or regulatory frameworks
- Make fair and consistent decisions across all CT applicants
- Record all CT decisions in the Student Management System (SMS)
- Issue a written decision to learners and retain records for two years post-enrolment
- Update the CoE (Confirmation of Enrolment) where CT impacts course duration, and notify PRISMS and students accordingly

5. Procedures

I. Information and Access

Before and during enrolment, and at orientation, students are:

- Advised of their right to apply for Credit Transfer
- Given access to the Credit Transfer Policy, Application Form, and support contact\
- Referred to Student Support or Academic Management for clarification

Information is available in the student handbook, website, and marketing materials.

II. Application

To initiate CT, students must:

- Complete and submit the Credit Transfer Application Form
- Provide AQF documentation, VET and/or USI transcripts

The Student Support Officer will:

- Log the request into the Credit Transfer Register.
- Verify authenticity with the issuing RTO or authority
- Forward the verified documents to the Academic Manager

III. Assessment of Credit Transfer

- Credit is granted for equivalent units as per the training package mapping
- Licensing/regulatory requirements are checked before approval

The Academic Manager will:

- Review and confirm authenticity and equivalency
- Validate that units align with the Global Institute of Education's scope

IV. Decision and Documentation

- The Academic Manager:
- Makes a decision based on verified evidence
- Issues a written notification to the student within 10 working days

The Student Support Officer:

- Updates the SMS and retains all documentation in the learner's file

V. Appeals and Reassessments

If dissatisfied, learners may:

- Submit a formal appeal via the Feedback, Complaints, and Appeals Policy
- Request a reassessment with additional supporting evidence

The Academic Manager must respond as per the policy timelines.

VI. Monitoring and Continuous Improvement

The Compliance Officer will:

- Review CT processes annually
- Ensure compliance with the Rules of Evidence and CR 2.9–2.11 policy on certification and records

Procedures	Responsibility
Advise students of CT availability and process	Student Support Officer
Receive, log, and verify CT applications	Student Support Officer
Review documents and determine eligibility	Academic Manager
Notify the student and record the outcome	Academic Manager / Student Support Officer
Update student file and SMS	Student Support Officer
Manage appeals or reassessment requests	Academic Manager
Conduct an annual audit of CT processes	Compliance Officer
Advise students of CT availability and process	Student Support Officer