

## Credit Transfer Procedure (VET)

Approved by: Chief Student and Community Officer

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## Section 1. Purpose

- 1.1 Credit transfer (CT) is the process of granting credit towards a nationally accredited course, qualification or skill set for a unit of competency successfully completed at TAFE NSW or another Registered Training Organisation (RTO). Once credit transfer is granted, a student does not need to repeat the unit for which they have received credit. This may reduce the overall time and cost required to complete their qualification.
- 1.2 This procedure:
- Is aligned to the requirements of the [Recognition Policy \(VET\)](#) and puts into effect the policy by specifying the CT process to be followed at TAFE NSW.
  - Ensures any CT will maintain the integrity of the training product by implementing a consistent and transparent approach to the management, assessment and documentation of CT, including where transfer limits and exclusions are imposed.
  - Supports TAFE NSW to meet its obligations under the [National Vocational Education and Training Regulator \(Outcome Standards for NVR Registered Training Organisations\) 2025](#), the [NSW Smart and Skilled Operating Guidelines](#), the [Australian Qualifications Framework \(AQF\)](#) and [Standards for VET Accredited Courses 2021](#) and the [National Code of Practice for Providers of Education and Training to Overseas Students 2018](#).

## Section 2. Scope and Audience

- 2.1 This procedure applies to:
- All prospective, new, and current VET students.
  - Staff involved in VET training, assessing, or processing CT at TAFE NSW, including contractors and third parties.
  - Training packages, courses, qualifications and units of competency that are listed on the [National Training Register](#).
- 2.2 As per the Recognition Policy (VET) and in line with TAFE NSW obligations as a RTO, students are eligible for CT if they have successfully completed a nationally accredited unit of competency and:
- The unit is listed as core, equivalent or elective in the relevant training package on the [National Training Register](#), regardless of the unit's inclusion in the TAFE NSW Training and Assessment Strategy (TAS); or
  - The unit is not listed in the relevant training package on the [National Training Register](#) but the packaging rules permit unlisted imported or elective units, and the unit that has been completed meets the training package rules.
  - CT is not prohibited by regulatory, accreditation or licensing requirements and does not risk the integrity of the award.

- 2.3 This procedure does not apply to:
- a. Circumstances where a student is transferring locations within TAFE NSW but remaining in the same qualification/course enrolment.
  - b. CT for Higher Education Qualifications, which is managed by the Higher Education Qualifications Pathways and Credit Procedure.
  - c. Requests for recognition of prior learning (RPL), which is managed by the [Recognition of Prior Learning Procedure](#).

## Section 3. Credit transfer limits and exclusions

- 3.1 CT will not be granted if regulatory, accreditation or licensing requirements prohibit it.
- 3.2 CTs must adhere to the relevant training package rules listed on the [National Training Register](#), including where there are limitations or exclusions placed on imported units and electives.
- 3.3 Credit for up to 100% of a course may be granted if the units of competency were completed at TAFE NSW. If the units of competency were completed at another registered training organisation, credit may be granted for up to 80% of the course. In both cases, approval is subject to assessment by a Head Teacher, as outlined in clause 4.23 below.
- 3.4 Where the student is seeking credit for a unit already credited, the student may be requested to provide original Australian Qualifications Framework (AQF) transcripts that evidence their competency so that TAFE NSW can be satisfied that any further credit it grants will maintain the integrity of the award.

## Section 4. Procedure

### Information for students and staff

- 4.1 Information about CT must be made publicly available to students and staff to support an accessible, effective, transparent and consistent process.
- 4.2 The Student and Campus Services Branch will ensure that information about CT is published and maintained on the TAFE NSW website and in student targeted publications.
- 4.3 Publicly available information will include:
- a. The Credit Transfer Procedure (VET).
  - b. How and when to apply for CT, including the necessary application form/s.
  - c. Who to contact to ask questions about CT.
  - d. The effect that CT may have on the cost and duration of the qualification and any other fees that may apply.
  - e. CT exclusions and limitations that may apply.
  - f. CT information specific to international students.

- 4.4 The Credit Transfer Procedure will be reviewed every two years.
- 4.5 Publicly available information, excluding this procedure, is to be reviewed on an annual basis and updated as required.
- 4.6 Supporting documentation, which may include *How Do I* Guides, will be maintained and made available on the TAFE NSW Staff Intranet to assist staff involved in the CT process.

## Applications

- 4.7 There are two categories of CT, each with different application requirements: auto-credit and national recognition.
- 4.8 Auto credit is where a student has previously successfully completed the same unit of competency at TAFE NSW and the evidence of the completed unit of competency is accessible in the student management system, therefore TAFE NSW can process the CT without requiring the student to apply for it.
- 4.9 The reporting and processing of auto credit will be conducted to a regular schedule to support consistency of processing, even workload and ensure that CT is finalised no later than six weeks after a student commences training, in alignment with the Recognition Policy (VET).
- 4.10 National recognition is where a student has successfully completed a unit of competency and is eligible for CT under the provisions of clause 2.2 but auto credit is not able to be processed by TAFE NSW. Students must request to apply for national recognition CT with the relevant Head Teacher.
- 4.11 International student CT applications should be made using the International Credit Transfer/Recognition of Prior Learning Form. International applications can be lodged as part of the admissions process or with the relevant Head Teacher, at the time of enrolment or anytime until the relevant unit of competency commences. This form is located on the TAFE NSW Website.
- 4.12 All other student CT applications should be made using the Enrolment Adjustment- Credit-Previous Studies Form and lodged with the relevant Head Teacher at the time of enrolment. This form is located on the TAFE NSW Website.
- 4.13 CT applications lodged after enrolment or when the unit of competency commences, may not result in a reduction of course duration and/or fees.
- 4.14 Applications are to be supported by appropriate evidence, which must include AQF certification documentation or an authenticated Unique Student Identifier (USI) transcript. Evidence will be verified by TAFE NSW. Refer below for details.
- 4.15 Students who supply a USI transcript as evidence for CT will need to grant TAFE NSW the relevant permissions in their USI account to allow for verification.
- 4.16 Enrolled students are advised to seek advice from their Head Teacher prior to applying for CT. Students who are not yet enrolled but want to apply for CT at the point of application or enrolment should seek advice through the TAFE NSW website or contact Student and Campus Services.

- 4.17 If students seek advice from their Head Teacher or Student and Campus Services, students will be supported in the application process through provision of the following:
- Information about CT eligibility and the process, including that they will receive notice of the outcome via email no later than six weeks after training commencement.
  - Advice on how to complete the application form and the supporting evidence required.
  - An explanation of the impact CT may have on their course requirements or training plan. Where students are seeking credit for electives, they should be informed that due to packaging rules, reporting and funding requirements, the granting of credit for electives may prevent them from undertaking other electives or completing second streams.
  - Advice that the course fee may be re-calculated and if that occurs, that they will be provided with an amended fee notification via email from Student and Campus Services.

### Processing and Verification

- 4.18 As far as practicable, the processing and verification of CT will be conducted in a timely and consistent manner to improve student outcomes and facilitate efficient use of TAFE NSW resources.
- 4.19 The decisions about CT will be conducted with transparency, fairness and are documented.

### Auto Credit Verification

- 4.20 To maintain quality assurance, TAFE NSW may routinely produce reports which identify auto-credits from the student management system and provide them to the teaching section for review and confirmation by the relevant Head Teacher.
- 4.21 The relevant Head Teacher will oversee the review of the units of competency for each student in the auto credit report to confirm students' eligibility for CT by considering:
- The currency and relevance of the units to the course or training package.
  - Accreditation or licensing requirements.
  - whether granting credit transfer would disadvantage the student or compromise course outcomes—particularly by undermining the benefits of structured course sequencing and scaffolding
- 4.22 The Head Teacher will arrange for the return of the completed review to Student and Campus Services who will process the outcomes on the students' enrolment record.
- 4.23 If required for auditing purposes, the evidence that supports auto-credits granted is the student's academic transcript which can be generated from the student management system.

### National Recognition Verification and Credit by Equivalence

- 4.24 Head Teachers who receive completed applications from students will determine eligible CTs by undertaking the following:
- Checking the units of competency meet the training package rules and qualification requirements specified on the [National Register](http://staff.tafensw.edu.au). This includes checking that any imported

or elective units for which CT are sought meet the requirements specified in the qualifications packaging rules.

- b. When imported or elective units are allowed but not explicitly specified in the training package, their relevance to the intended work outcome, industry requirement, and qualification level must be assessed. Additionally, for these units, it must be ensured that granting credit transfer does not disadvantage the student or compromise course outcomes—particularly by undermining the benefits of structured course sequencing and scaffolding.
- c. Confirming that the granting of CT will not undermine the integrity of the Training package.
- d. For units that have been superseded more than twice but are still listed on the National Register, the Head Teacher may determine that a mapping exercise is required to be conducted by an appropriate trainer or assessor to confirm that the assessment of competency is still relevant. In such circumstances, it may be appropriate to assess the competency under the provisions of RPL.
- e. Checking for accreditation or licensing requirements that may limit or prevent the granting of credit.

4.25 Where there is an actual, potential or perceived conflict of interest for a Head Teacher required to determine a CT application, such as when a student is also a TAFE NSW employee, it will be managed as follows:

- a. The Head Teacher must disclose the potential conflict of interest to their Team Leader, and where possible the Team Leader will appoint an alternate Head Teacher to assess the application.
- b. Where there is no appropriate alternate Head Teacher, the assessment will be subject to additional oversight by the Team Leader to ensure fairness and objectivity.
- c. The steps taken to manage the potential or actual conflict of interest will be documented and retained as part of the CT assessment evidence.

4.26 Head Teachers will lodge the assessed applications with Student and Campus Services.

4.27 Student and Campus Services will confirm the application is supported by appropriate evidence and verify the documentation meets the following criteria:

- a. A Transcript of Academic Record must show the student has been successful in attaining the unit of competency.
- b. Authentication of transcripts are confirmed in writing by the issuing RTO or, where students have provided access, authentication is confirmed by accessing the student's transcript through the USI Registry.
- c. Where verification with an RTO is not possible because the RTO has ceased operations, the student can grant TAFE NSW permissions to view their USI transcript (for study post 2015). Or where the record is not held on the USI Registry, Student will attempt to verify

the transcript through Australian Skills Quality Authority (ASQA)

<https://www.asqa.gov.au/students/student-record>.

- 4.28 When the verification of supporting documents has been confirmed, Student and Campus Services will proceed with implementing the outcome of an application. CT will not be awarded for units that cannot be verified.

## Outcomes

### Enrolment Adjustment

- 4.29 Students will be asked to confirm the acceptance of undertaking the CT process to apply credit outcome to their enrolment by signing the enrolment adjustment form using ink or digital signatures, or acceptance via email from the account held on the student record.
- 4.30 National recognition CT outcomes should be finalised no later than six weeks after the commencement of the first unit of the course.
- 4.31 Student and Campus Services will process the approved and verified CT in the student management system by entering the relevant unit outcome result of 'Credit Transfer' on the student's record.
- 4.32 Details of CT granted by equivalency, imported or elective units and any mapping documents is recorded on the application assessment form by the Head Teacher. Evidence will be retained in the student management system.
- 4.33 If the student is not eligible for a credit transfer, they will be informed and also provided the option to apply for RPL. Refer to [Recognition of Prior Learning Procedure](#).

### International Student Outcomes

- 4.34 CT may affect an international students' ability to meet their visa obligations related to hours of study and/or course progress and completion date.
- 4.35 The International Team will assess the impact of CT on international student's hours of study and expected course completion date and ensure that an updated Confirmation of Enrolment is provided to the learner if the course duration is affected. The International Team will ensure appropriate action is taken in relation to record keeping, notifications to students and any required reporting in PRISMS. Refer to [How Do I Guide for International Student Credit Transfer process](#).

### Fee Recalculation

- 4.36 When CT is applied to a student record (for both Fee for Service and subsidised training) the student's enrolment will be subject to a fee re-calculation to the value of 100% of the unit of competency fee for which the CT has been granted.
- 4.37 Where CT is granted for 100% of the units of competency in a course, and the fee reduced accordingly, an administration fee is payable by the student.
- 4.38 The administration fee is subject to change. Information about the administration fee and any changes to it will be made available to students as per clause 4.3d of this procedure.

- 4.39 The granting of CT and subsequent fee re-calculation may have an impact on a Vocational Education and Training Student Loan (VSL) enrolment. Student and Campus Services are to refer to the VSL Written Directions available on the TAFE intranet page for specific information.
- 4.40 Student and Campus Services is responsible for fee re-calculation processing except for overseas students. In this instance, the International Team is responsible for recalculating the fees for overseas students.

### Withdrawals

- 4.41 If a student withdraws from their course prior to the commencement of scheduled classes for which auto credit CT has been granted, Student and Campus Services will remove the CT from the enrolment record and the Individual Learning or Training plan will be restored to reflect no engagement in units, and to allow for exclusion from AVETMISS reporting and accurate government subsidised training reporting where applicable.

### Notification to Students and Updates to Learning/Training Plans

- 4.42 Student and Campus Services will notify students via email when auto credit CT has been granted and applied to their enrolment, and details of any fee changes.
- 4.43 Students will be notified of the outcome of national recognition CT applications within six weeks of their submission.
- 4.44 Students whose application for CT have been declined will be notified in writing of the outcome, including the reasons for the outcome. Where appropriate, students may be advised by the Head Teacher to apply for RPL.
- 4.45 Notification of national recognition outcomes are generally provided in writing from Student and Campus Services. If a notification is provided verbally, the Head Teacher must make a record of the information provided to the student, including when it was provided. The student must be informed that the record will be made available to them upon request.
- 4.46 Records and notifications of outcomes will be saved, as well as the application documentation, in line with the requirements of the [Retention of Student Education Evidence Procedure](#).
- 4.47 Head Teachers will arrange for learning or training plans to be updated to reflect any credit awarded and seek agreement on the revised plan from the student. Refer to the [Training Plans Procedure](#) for details.

### Appeals

- 4.48 Students may appeal the outcome of their CT application on one or more of the following grounds:
- Non-adherence to the Recognition Policy (VET) or Credit Transfer Procedure (VET).
  - New evidence has become available that would likely have affected the outcome.
  - Bias or conflict of interest that may have impacted the decision-making process.



- 4.49 Students must lodge their appeal by contacting the Head Teacher for review. If they remain unsatisfied, they can file a formal complaint as per the TAFE NSW [Customer Complaint Policy](#). The appeal must detail the grounds for appeal, as per clause 4.46 and where possible, be supported by evidence.
- 4.50 The assessment of appeals must begin within 10 working days of their lodgement and be concluded within a reasonable timeframe. Appeals will be assessed in a professional, fair and transparent manner.
- 4.51 Students may request a face-to-face or online meeting to discuss their appeal and may be accompanied and assisted by a support person at any relevant meetings.
- 4.52 Students must be notified of the outcome in writing, including reasons for the outcome. The notification will also include information about the [Customer Complaints Policy](#) and the [NSW Ombudsman](#) in the event that they are not satisfied with the appeal outcome.
- 4.53 All records of the appeal and the outcome are to be retained as per the [Retention of Student Education Evidence Procedure](#).
- 4.54 If the appeal is found in the student's favour, TAFE NSW will take immediate steps to implement any rectification action required.

### Records Management

- 4.55 TAFE NSW is obligated to retain and appropriately store all documentation and supporting evidence for CT applications, including evidence of verification, assessment, outcomes and communications with students. Details about appropriate retention practices and periods of retention are set out in the [Retention of Student Education Evidence Procedure](#).
- 4.56 Student and Campus Services team is responsible for uploading records, notifications of outcomes and application documentation into the Student Management System.

## Section 5. Monitoring

- 5.1 The Responsible Officer or their delegate will monitor the effectiveness of, and feedback received relating to this procedure and take action to ensure its continued improvement and adherence to the Recognition Policy (VET) and legislative requirements.
- 5.2 The Responsible Officer will coordinate a formal review of this procedure every two years or where a change to legislation or organisational structure necessitates a review.

## Section 6. Responsibilities

Position	Responsibility
Executive Director, Student and Campus Services	Oversight of the development, review, and amendment of this procedure, with the authority to approve revisions to the procedure to

Position	Responsibility
(Accountable Officer)	ensure alignment with regulatory and legislative requirements and current TAFE NSW operations.
Director Student Administration Services (Responsible Officer)	Support the Accountable Officer in the development, monitoring, review, and amendment of this procedure, to ensure alignment with regulatory and legislative requirements and current TAFE NSW operations.
Head Teachers	Responsible for advising students on Credit Transfer (CT), assessing applications and evidence, adhering to conflict of interest processes, and ensuring accurate and timely submission of outcomes to Student and Campus Services. They also ensure compliance with training package and accreditation requirements.
Team Leaders	Responsible for managing conflicts of interest in Credit Transfer (CT) assessments and handling student appeals related to CT decisions.
Students	Access and adhere to, where required, TAFE NSW policies and procedures.
Student and Campus Services	Responsible for the administrative processes related to CT application, processing and outcomes.

## Section 7. Governance information

Governance	Details
Related policies	This procedure is governed by: <a href="#">Recognition Policy (VET)</a>
Related documents	This procedure is to be read together with: <a href="#">Customer Complaints Policy</a> <a href="#">Assessment Appeals Policy</a> <a href="#">Assessment Appeals Procedure</a> <a href="#">Retention of Student Education Evidence Procedure</a> <a href="#">Recognition of Prior Learning Procedure</a>
Accountable Officer	Executive Director, Student and Campus Services
Responsible Officer	Director Student Administration Services
Content Manager number	PROJ18/2656
Next review date	06 August 2027

## Section 8. Definitions

Word	Definition
Competency	The ability to perform tasks and duties to the standard expected in the workplace, as defined by a unit of competency.
Credit Transfer (CT)	The process of recognising and awarding credit for prior successful completion of an equivalent unit of competency or module.
Elective	An elective unit refers to a unit of competency that students can choose to complete as part of their qualification. These units provide flexibility and allow students to tailor their education to better suit their interests and career goals.
Evidence	CT Evidence includes Qualification Certificate or transcript, Statement of Attainment or Unique Student Identifier (USI) transcript.
Equivalent	An equivalent unit refers to a unit of competency that has been updated or superseded but is considered to have the same outcomes as the previous version.
Imported	An imported unit refers to a unit of competency that is included in a qualification but originates from a different training package or accredited course.
Qualification	A nationally recognised certification awarded upon successful completion of a structured training program or recognition process.
Training Package	A set of nationally endorsed standards and qualifications used to guide training delivery and assessment within a specific industry.
Unit of Competency	A specific component of a qualification that defines the skills and knowledge required for a particular job function.

## Section 9. Document history

No.	Effective	Approved by	Amendment
3.1	6 August 2025	Chief Student and Community Officer	<p>Additional clause at 4.21 (c) to ensure that auto credits are verified so as not disadvantage the student or compromise course outcomes.</p> <p>Clearer evidence requirements when mapping superseded units.</p>

No.	Effective	Approved by	Amendment
3.0	26 June 2025	Chief Student and Community Officer	<p>Procedure has been reviewed to align with the Revised RTO Standards and included National Code 2018.</p> <p>Aligned it with the new Recognition Policy (VET).</p> <p>Changed responsibilities to align with new operating model.</p> <p>Emphasis on the need of maintaining the integrity of the award.</p> <p>Identified different teams and procedures for domestic and international learners.</p> <p>Addressed the need for systematic monitoring to support quality delivery and the continuous improvement of the services.</p> <p>Where How Do I Guides are in use, the procedure references these resources for further guidance.</p> <p>Clearly identified credit transfer limits and exclusions.</p>
2.3	1 January 2021	General Manager, Student Services Branch	Amendment to Clause 4.1.12 – reference to Clause 3.5 Standards for RTOs
2.2	7 April 2020	General Manager, Student Services Branch	Addition of academic transcript verification requirements and clauses aligned to current workflow, including e-checklist.
2.1	11 June 2019	General Manager, Student Services Branch	Addition of TAFE Digital to Clause 5 and Clause 4.7 Retention of Evidence
2.0	21 March 2019	General Manager, Student Services Branch	<p>Change in Accountability</p> <p>Review and amendment of Clause “Responsibilities” with an impact of the One TAFE model.</p>
1.0	5 June 2018	Chief Education and Training	WDETG18319 - rescinded