Credit Transfer Policy

Document Type	**Policy**
Standards for Registered Training Organisations (RTOs) 2025	**Outcome Standards** **Quality Area 1: Training and Assessment** *Standard 1.7: VET students who have completed an equivalent training product are supported to obtain a credit transfer.*
Skills Assure Supplier Policy 2025-28	**Clause 2: Performance Standards** **Performance Standard 2:** Conduct Pre-Enrolment Assessment; and Employer Resource Assessment for apprenticeships and traineeships *(Clause B)* **Clause 9: Appendix 2:** Reporting Requirements
Version	**V1.0 07/07/2026**
Next Review Date	**06 July 2027**

INTRODUCTION

The Credit Transfer Policy has been formulated cognisant of the Standards for NVR Registered Training Organisations (RTOs) 2025 and the obligations of Foundation Training Australia to award credit transfer where a learner has completed one or more units of competency from a qualification *(unless prevented by licensing or regulatory requirements of the training product).*

PURPOSE AND OBJECTIVE

This policy describes Foundation Training Australia will accept and provide credit to learners for units of competency.

SCOPE AND APPLICATION

The policy is applicable to all employees of Foundation Training Australia, learners and/or prospective learners.

All students enrolled or wishing to enrol at Foundation Training Australia are eligible to apply for credit transfer. All prospective students will be provided with access to this Credit Transfer Policy prior to or at the time of enrolment, including a direct link to the policy via the organisation's website, to ensure they are informed of their rights and the process for seeking credit transfer.

Students who apply for Credit Transfer/s do not need to go through a RPL process if they already have a Statement of Attainment or Qualification from another Registered Training Organisation (RTO) for any units of competency/learning outcomes which are equivalent as those in any of Foundation Training Australia's VET programs. They can be awarded automatic recognition in these cases unless licensing or regulatory requirements prevent this.

This is referred to as **"mutual recognition"** and the learner will be eligible for credit transfer.

OVERVIEW

Foundation Training Australia will apply this policy consistently and fairly across all programs and any learner enrolled into a program with us.

This policy specifies the conditions under which Foundation Training Australia will apply Credit Transfer Policy to recognise learners past qualifications.

POLICY

Credit transfer (CT) uses formal evidence such as a Statement of Attainment or qualification and Record of Results from a RTO before commencing their training with Foundation Training Australia.

a) The learner can give Foundation Training Australia permission to access their USI Registry information to confirm credit transfers.

b) Alternatively, the Foundation Training Australia administration team can verify the authenticity of Statement of Attainment or qualification and Record of Results with the issuing RTO or AQF authorised issuing organisation and award credit.

* **For training completed before 1 January 2015**, verification can be completed by the issuing RTO only.

To be awarded credit transfer, the learner is required to indicate during the enrolment process if they would like to apply for credit transfer and submit copies of the relevant Statement of Attainment or qualification and Record of Results.

All learners must give Foundation Training Australia the permission to complete a verification of AQF certification with the issuing RTO or through the USI Registry prior to credit transfer being awarded.

Where verification cannot be obtained from the issuing RTO or the USI Registry, credit transfer will not be awarded.

*Where credit transfer is not granted because the unit of competency is **not deemed equivalent**, Foundation Training Australia will provide the learner with an appropriate alternative pathway which may include an opportunity to apply for Recognition of Prior Learning (RPL).*

EXCEPTIONS

Where AQF certification cannot be verified, either through the issuing RTO (closure of the business) or the USI Registry, learners will need to contact the Australian Skills Quality Authority (ASQA) to gain confirmation of the awarding of the certification. If the RTO was regulated by ASQA, Students can complete the Online form—Application for a copy of student records and note under Student Comments "This is a USI update request"

*Charges may apply.

For more information on **Student Records** : Click Here

To ensure the integrity of the vocational education and training sector, the AQF specifies strict protocols for the protection of certification to be applied by registered training organisations offering nationally recognised training. These protocols include requirements for RTOs to use forms of protection on all certification documents to minimise fraudulent copying or reproduction. Where the issuing RTO confirms to Foundation Training Australia that it did not award the AQF certification, the application for credit transfer will be refused.

REFERENCE DOCUMENTS

Standards for Registered Training Organisations (RTOs) 2025

VERSION HISTORY

Date	Update summary	Version
07/07/2026	New Policy and Procedure developed	V1.0