



Mastery Institute Australia

**Credit Transfer
Policy and Procedure**

Version 3.9



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1. Definition

- **Institute:** Mastery Institute Australia.
- **AQF:** Australian Qualifications Framework.
- **Standards:** 2025 Standards for Registered Training Organisations (RTOs)
- **National Code 2018:** National Code of Practice for Providers of Education and Training to Overseas Students 2018.
- Recognition of Prior Learning (RPL):
- Credit Transfer (CT):

2. Objective and purpose

As per Outcome Standards for RTOs, Standard 1.7, the institute must accept the AQF certification documentation issued by other institutes. The certificates and/or statements of attainment issued by other institutes must meet the nationally agreed requirements where the details mentioned in the certification documentation must be in accordance with the Outcome Standards for RTOs, Standard 1.7 and National Code 2018. All institutes providing vocational education must issue certificates, transcripts, and/or statement of attainment that consists of training products details (codes and titles) as per the nationally agreed requirements. This becomes easy for other institutes to recognise the academic achievements of students who have successfully accomplished any training product/UoCs at another institute.

The main objective of this policy is to ensure that the institute recognises Australian Qualifications Framework (AQF) qualifications and statements of attainment issued by other institutes following Outcome Standards for RTOs, Standard 1.7 and Standard 2 of National Code 2018. The institute must carefully check the AQF certification documentation issued by other institutes before granting credit transfer toward a training product.

3. Scope of the policy

The students who enrol in any training product within the scope of the institute's registration and wish to have credit transfer for the UoCs that they have successfully completed with another institute, are under the scope of this policy. The administration team, academic/training manager, assessors who assess the training products under the scope of institute's registration, and any other members who are associated with the credit transfer process fall under the scope of this policy. Also, students who have been found eligible for credit transfer are under the scope of this policy.

4. Policy

As per Outcome Standards for RTOs, Standard 1.7, the institute accepts the AQF certification documentation issued by other institutes. Additionally, the institute will also recognise the prior learning of students.

- The institute assesses and grants course credit to students for the UoCs and/or modules, where permitted by licensing or regulatory requirements.
- The institute is required to check the successful completion of UoCs under the AQF certification documentation issued by other institutes or
- authenticated VET transcripts issued by the Registrar.

If it is identified that the training organisation is no longer registered and is not contactable, the administrative team member may utilise the service provided by the national regulator where it can authenticate the training products issued by training organisations which have now closed. This service can be accessed at the following link. The student should be advised that confirmation via this service could take three to four weeks. <https://www.asqa.gov.au/students/student-record>

As per standard 2 of the National Code 2018, the decision after the assessment of prior learning or granting course credit must meet the requirements of the relevant training products or course.

- The institute is required to inform overseas students in writing about the decision of granting course credit or RPL. The written records of acceptance must be retained for two years after the overseas student ceases to be an accepted student.
- Any reduction in the training products or course duration after granting the RPL or course credit must be informed to the overseas students.
 - If there is the reduction of course duration, the Certificate of Enrolment (CoE) must be issued for the reduced duration of the training product or course; and
- any changes in the course duration are to be reported in PRISMS if RPL or course credit is granted after the overseas student's visa is granted.

5. Procedures

The initial step is when students who wish to have course credit transfer, through the credit transfer form to the institute for granting the course credit. The next step is after receiving the filled credit transfer form, the institute will assess whether the UoCs successfully completed by students meet the requirements of the training products that the students are enrolling in. The UoCs completed by the students will be mapped against the UoCs of the training products or courses the students are enrolled in. Based on the result of the assessment the students will be granted course credit. In case where the course credit is not granted then students will be provided with an opportunity to file an appeal against the institute's decision.

Step 1: Students apply for a credit transfer.

- For the students who wish to have credit transfers for the UoCs they have successfully completed, they will be required to submit to the institute a filled in credit transfer form for granting course credit. The credit transfer form will be submitted to the admission/enrolment officer.

- CT applications will not be accepted after 20 working days from the course start date.

This is because, administering a credit transfer application after the course has commenced causes quite significant disruption to the planned training programme and also in relation to the payment of fees.

- The students will be required to provide evidence of the successful completion of the UoCs in the course or training product they were enrolled in previous institute(s). The evidence may be in the form of copies of certificates of training products with a record of results that show the UoCs completed by them and/or statements of attainment. The evidence documents are required to be in the English language. The evidence documents are required to be submitted along with the credit transfer application form.

Note:

- The institute has no obligation to issue certificates and/or statements of attainment to students with all UoCs under credit transfer.
- It is NOT compulsory for students to apply for credit transfer even if they successfully completed UoCs previously. For example, a student has successfully completed BSBCRT501. They are not forced to apply CT for BSBCRT501, if they study in another qualification contained BSBCRT501.

Step 2: Assess students' completed training products/UoCs for credit transfer.

After receiving students' request for credit transfer before enrolment in the institute the admission/enrolment officer will check the completion of the credit transfer form and relevant documents. This will determine whether CT process can be continued. Once the CT process is continued, the following process will be applied.

- The admission/enrolment officer will ensure that the UoC in the students' certificate is current.
 - If the Elements and Performance Criteria, Performance Evidence, Knowledge Evidence and the Assessment Conditions of the UoCs are superseded and not equivalent with the newly replaced UoCs, then credit transfer will not be granted for those UoCs.
 - if the UoCs that students have applied for CT has been superseded and equivalent, then credit transfer will be granted for those UoCs¹.
- The admission/enrolment officer in coordination will verify the student's support evidence and documents such as certificates, transcripts, and/or statements of attainment.
 - The admission/enrolment officer will contact the academic institute that issued students' documents to verify the authenticity of the documents.

¹ Refer to <https://www.asqa.gov.au/news-events/news/asqa-clarifies-position-credit-transfers>



- In the case that the administration officer is unable to obtain the verification outcomes from academic institute. They will request students to grant the institute to access their USI transcripts².
- The admission/enrolment officer will check UoCs in students' transcripts against the UoCs required in the training package at www.training.gov.au (for the qualification, students will be enrolled).
 - In the event that the duration of course is reduced, the institute will inform students and ensure that the confirmation of enrolment (CoE) is adjusted with the reduced duration. Once the enrolment officer finishes the calculation by using the format with the shortened duration, the admission/enrolment officer will pass this outcome to Training Manager to check the timetable can be fitted.
- The admission/enrolment officer will report any change in course duration in PRISMS if CT is granted.
- Once they complete the assessment, they will inform the students about the final decision for credit transfer in writing³.
- The credit transfer decision will be recorded and retain the written record of acceptance for two years after the overseas student ceases to be an accepted student.
- In case, students are not granted the credit transfer, then the assessor and academic/training manager will inform students about the reason for not granting the credit transfer. They will also inform students that they can appeal against the decision as per the institute's complaint and appeal policy and procedure.

6. Monitoring the Credit Transfer

The administration officer, his/her team may coordinate (if required) with the compliance team who will annually review the credit transfer process. They will check for any improvements or updates that can be made in the credit transfer process and/or the policy. If they found any discrepancy in the credit transfer process and/or policy, they will immediately inform the CEO. The CEO will discuss the case and try to rectify and resolve the case with appropriate decision after mutual discussions. The CEO will instruct the administration manager and/or compliance team (if required) to make the necessary changes within a stipulated time limit.

² Advise the USI Office if you become aware of any fraudulent activity in relation to a USI transcript.

³ Refer to the requirements in National Code of Practice for Providers of Education and Training to Overseas Students 2018, Standard 2 - Recruitment of an overseas student.

7. Continuous Improvement

Every year at least once, the administration officer (e.g., registrar), administration team, academic/training manager, compliance team, and other stakeholders may provide their feedback and suggestions to the CEO for improving the credit transfer process as well as the policy. Their suggestions will be utilised to ensure that the institute continuously complies with the requirements of Outcome Standards for RTOs, Standard 1.7 and standard 2 of National Code 2018. If any difficulties are faced by them and other stakeholders in performing any task related to credit transfer, then they can inform the CEO. The CEO will take the decision and may consult relevant institute staff for necessary suggestions if required.

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Responsibility	CEO and Compliance Team
Reference	Outcome Standards for Registered Training Organisations, Quality Area 1 – Training and Assessment, Standard 1.7: VET students who have previously completed an equivalent training product are supported to have their training recognised.