



CREDIT TRANSFER POLICY

1. Purpose	ArbTrack Australia recognises Qualifications and Statements of Attainment issued by Australian Registered Training Organisations (RTOs) and other authorised Australian Qualifications Framework (AQF) issuing organisations where equivalent units of competency have been successfully completed. This policy outlines the requirements and process for applying for Credit Transfer.
2. Scope	This policy applies to all learners seeking Credit Transfer for nationally recognised training delivered by ArbTrack Australia. Credit Transfer is available only where the learner has previously completed an equivalent unit of competency and provides acceptable evidence of achievement.
3. Policy Statement	ArbTrack is committed to ensuring Credit Transfer applications are assessed fairly, consistently and in accordance with the requirements of the Standards for Registered Training Organisations and the Australian Qualifications Framework. Where unit equivalence can be confirmed and suitable evidence is provided, Credit Transfer will be granted without requiring the learner to repeat equivalent training or assessment.
4. Eligibility	Credit Transfer may be granted where a learner provides evidence of successful completion of an equivalent unit of competency issued by: • an Australian Registered Training Organisation (RTO); or • another authorised Australian Qualifications Framework (AQF) issuing organisation. Credit Transfer is not available for: • non-accredited training; • attendance-only courses; • industry refresher programs; • workplace experience; • informal learning; or • overseas qualifications that have not been recognised as equivalent within the Australian VET system.
5. Evidence Requirements	Applications must be supported by suitable evidence. Acceptable evidence includes: • Statement of Attainment; • Qualification Certificate listing completed units; or • an authenticated USI VET Transcript ArbTrack may verify the authenticity of any evidence provided.
6. Assessment of Applications	Each application will be assessed to determine whether: • the evidence is authentic; • the unit has been successfully completed; • the unit is equivalent to the unit being sought; and • all requirements for Credit Transfer have been met Where additional information is required, ArbTrack will contact the learner or employer before making a decision.
7. Outcomes	Applicants will be advised of the outcome of their application in writing. Where Credit Transfer is granted: • the unit will be recorded within ArbTrack's student management system; • the learner will not be required to complete further training or assessment for that unit; and • the credit will contribute towards completion of the relevant qualification or course where applicable. Where an application is not approved, the learner will be advised of the reasons for the decision and may discuss alternative options with ArbTrack.
8. Appeals	Learners who are dissatisfied with the outcome of a Credit Transfer application may lodge an appeal in accordance with ArbTrack's Complaints & Appeals Policy.

9. Responsibilities	<i>ArbTrack will:</i> • assess Credit Transfer applications fairly and consistently; • verify supporting documentation where required; • advise applicants of the outcome as soon as reasonably practicable; • maintain appropriate records of all applications and decisions; and • ensure approved Credit Transfers are accurately recorded. <i>Learners are responsible for:</i> • submitting complete and accurate applications; • providing authentic supporting documentation; and • responding to requests for additional information where required.
10. Related Documents	This policy should be read in conjunction with: • Credit Transfer Application Form • Student Information Handbook • Terms & Conditions • Complaints & Appeals Policy