

VET CREDIT TRANSFER POLICY AND PROCEDURE



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1 PURPOSE

- 1.1 This policy and procedure outlines how CQUniversity will manage and apply [credit transfers](#), including those under articulation agreements, to recognise prior study for vocational education and training (VET) students at CQUniversity.
- 1.2 All decisions will be made in accordance with the requirements of the [National VET Regulator \(Outcome Standards for NVR Registered Training Organisations\) Instrument 2025](#) (Cth), the [Australian Qualifications Framework \(AQF\)](#), and the [National Code of Practice for Providers of Education and Training for Overseas Students 2018](#) (Cth).

2 SCOPE

- 2.1 This policy and procedure applies to active and prospective students applying for [credit transfer](#) towards VET [accredited courses](#) at CQUniversity.
- 2.2 This policy and procedure does not apply to prospective students seeking [recognised prior learning \(RPL\)](#) towards a VET course. Refer to the [Pre-Enrolment Assessment Policy and Procedure \(VET\)](#).

3 POLICY STATEMENT

- 3.1 [Credit transfer](#) is a process, applied at the [unit of competency](#) level, that provides students with agreed and consistent [credit](#) outcomes for previously successfully completed unit/s based on identified equivalence in content and learning outcomes and assessment requirements. [Credit transfer](#) can only be applied where the formal evidence matches in content and learning outcomes and assessment requirements between different types of learning or qualifications.
- 3.2 Decisions on [credit transfer](#) must ensure the integrity of qualification outcomes is maintained and there is consistency, fairness, and transparency in the decision-making process.

- 3.3 The equivalency of [units of competency](#) must be determined using the National Register ([training.gov.au](#)) or a mapping analysis between different types of learning or qualifications.
- 3.4 [Credit transfers](#) must not be applied to [units of competency](#) where prohibited by regulatory requirements or licence conditions.
- 3.5 Educational Team Lead (ETL) or Head of Course (HoC) approval is required when granting [credit transfer](#) towards [units of competency](#) that sit outside of the University's endorsed training and assessment strategy.
- 3.6 Where previous [formal learning](#) includes an [equivalent unit of competency](#) or an equivalent and directly [superseded unit of competency](#) on [training.gov.au](#) [credit transfer](#) will be applied without further analysis.
- 3.7 Where previous [formal learning](#) includes an [equivalent unit of competency](#) that has been superseded twice or more the Deputy Dean (VET) will ensure that an evaluation is conducted by a suitably qualified [assessor](#). The Deputy Dean (VET) will determine whether mapping is required, using the [VET Credit Transfer Evaluation Form](#) (*internal access only*). Evaluations must also take into consideration critical skills and licensed qualifications that are considered high risk, even where the unit is deemed equivalent by [training.gov.au](#).
- 3.8 The outcome of the decision will be recorded on the [VET Credit Transfer Evaluation Form](#) (*internal access only*) which will be sent to the Academic Pathways Team (APT) and uploaded into the student's application to support evidence for [credit transfer](#).
- 3.9 In the case of any [non-equivalent units of competency](#), a mapping analysis (adhering to section 3.1) must be completed to determine the equivalence of the content and learning outcomes, prior to granting any [credit](#).
- 3.10 The University will not issue a qualification where 100 per cent of the course has been [credit transferred](#) with another registered training organisation (RTO) or [AQF](#) authorised issuing [institution](#). Students must enrol in and complete at least one [unit of competency](#) within their course of admission except in circumstances provided for within the [User Choice Policy \(SRTO2 Apprentices or Trainees\)](#) (or its replacement under the Queensland Government's [Career Start](#) or [Career Boost](#) programs from 1 July 2025, as applicable).
- 3.11 [Credit transfers](#) may be granted on an individual basis or applied to groups of students.
- 3.12 Where [credit transfers](#) are granted, the time it takes a student to complete the qualification requirements may be reduced.
- 3.13 [Credit transfers](#) are administered at no additional cost to the student and may reduce fees where applicable.
- 3.14 Applying a [credit transfer](#) towards a VET [accredited course](#) must not impact upon the training package requirements and the integrity of the qualification's outcomes.
- 3.15 Articulation agreements between the University and another RTO or [AQF](#) authorised issuing [institution](#) involving [credit transfers](#) for students, must ensure that the content and learning outcomes match. Refer to the [Articulation Policy and Procedure](#) for further information.

4 PROCEDURE

- 4.1 The University will provide all students with accurate and factual information about [credit transfers](#) and articulation agreements available, and the process for applying for [credit](#), to enable informed decision to be made by students.
- 4.2 Where mapping is required to determine equivalence, the analysis must include unit content and learning outcomes (i.e., elements and performance criteria), and must also incorporate assessment requirements (i.e., performance evidence, knowledge evidence, and assessment conditions) to demonstrate that all learning outcomes have been met. A completed [Credit Transfer Mapping Matrix](#) (*internal access only*) must be accompanied by [training.gov.au](#) unit details.
- 4.3 Mapping of [non-equivalent units of competency](#) must be completed by a qualified [assessor](#), supported by the ELT or HoC, and approved by the Coordinator VET Quality before a [credit transfer](#) can be applied to a student's record.

- 4.4 [Units of competency](#) which have been mapped as equivalent to another [unit of competency](#) will form a precedent which must be applied to all students with the same criteria. Precedents will be recorded on the mapping register. Precedents must be reviewed, and the associated mapping retired if the [unit of competency](#) is superseded or deleted, unless the [superseded unit of competency](#) is included in a current training product.
- 4.5 [Credit transfers](#) for the transition of existing students from a superseded to a replacement training package/product must be managed in line with the [VET Product Registration Policy and Procedure](#).
- 4.6 For currently enrolled VET students required to transition from a superseded qualification to the current qualification, each school will nominate a person who will undertake [credit transfer](#) applications on behalf of the students in accordance with the [Transition of VET Training Products Work Instruction](#) (*internal access only*). Students are not required to apply for [credit transfers](#) in these circumstances. The mapping guide provided on [training.gov.au](#) determines the equivalent relationship and [credit transfers](#) will be recorded for these units where the equivalent unit is required in the current qualification and there is no currency restrictions applied (e.g. First Aid, cardiopulmonary resuscitation (CPR)).
- 4.7 The University must authenticate the information provided by the student (i.e. statement of attainment or record of results) before a [credit transfer](#) can be granted. Authentication must be undertaken by directly accessing the student's verifiable unique student identifier (USI) transcript online or by contacting the RTO or the [AQF](#) authorised issuing [institution](#) to confirm the documentation content is valid. Evidence of the verification (USI transcript or written verification from previous RTO) needs to be held against the student's record.
- 4.8 Students' personal information may be used to verify their results with another RTO or an [AQF](#) authorised issuing institution where they have not provided the University with access to their verifiable USI transcript or their prior study pre-dates 2015. This personal information may include official document identification number/s and the student's full name. Personal information will be collected and used in accordance with the University's [Privacy Policy and Procedure](#).

Eligibility to apply

- 4.9 Students may apply for [credit transfer](#) when:
- they have previously successfully completed [equivalent units of competency](#) or qualifications with the University, or another RTO or [AQF](#) authorised issuing [institution](#), and their evidence of this previous study has been accepted and verified by the University
 - the [units of competency](#) were awarded by [credit transfer](#), the basis for that [credit](#), i.e. the unit underlying competency achieved, may be used to assess eligibility for [credit transfer](#) in line with this policy and procedure
 - the student is admitted into a course in which the unit/s are embedded in the University's endorsed training and assessment strategy (or otherwise approved by the ETL or HoC. If the relevant unit/s are electives, only the required number of electives as per the training and assessment strategy will be eligible for [credit](#))
 - the completed unit/s are appropriate to the vocational outcome of the current qualification leading to career progression and employment outcomes for students, and
 - there are no currency period restrictions for the unit such as First Aid (three years) and CPR (one year).

Applying for a credit transfer as a domestic student

- 4.10 New [domestic students](#) can apply for a [credit transfer](#) as part of their admission application to the University in [ApplyOnline](#).
- 4.11 Current [domestic students](#), already admitted into a course and who have an established University student identification number, can apply for a [credit transfer](#) via the [MyCredit](#) application portal.
- 4.12 New apprentices and trainees can apply for [credit transfer](#) after their application has been accepted by the University via the process outlined in their welcome email.

- 4.13 Applications for [credit transfer](#) for [domestic students](#) will only be assessed and processed once the student has accepted their offer for admission to the University.
- 4.14 Applications should be submitted prior to the start of study, unless the student is transitioning from a superseded qualification to a replacement qualification, as required and outlined on [training.gov.au](#), and in accordance with the [Transition of VET Training Products Work Instruction](#) (*internal access only*). Units completed externally during the course of study, for example First Aid/CPR, can be submitted for [credit](#) before completion of qualification.
- 4.15 Once the required documentation has been received by the University, students should allow a minimum of four weeks for their [credit transfer](#) outcome to be processed by the APT.
- 4.16 Students will be advised of their [credit transfer](#) application outcome in writing, to their University student email account, as soon as possible after their application has been assessed.
- 4.17 Where the [credit transfer](#) application has been approved, students will be notified of the [unit/s of competency](#) they have been awarded via [credit transfer](#). Where the application has been unsuccessful, students may apply for [RPL](#) if applicable.

Applying for credit transfer as an international student

- 4.18 [International students](#) must request a [credit transfer](#) pre-assessment as part of their admission application to the University, as any [credit](#) granted may affect the duration of study and the length of the student's visa. [Credit transfer](#) can only be considered for qualifications or units that are recognised within the [AQF](#) or are deemed equivalent to an Australian-recognised qualification.
- 4.19 Applications must include appropriate supporting documentation such as a qualification certificate, statement of attainment, or an authenticated VET transcript from a previous RTO or other authorised issuing organisation. Supporting documents must be written in English or translated to English by a licensed translation service and show that the student has achieved competency in the relevant unit/s to be assessed for [credit transfer](#). The University will not obtain documents from other [institutions](#), organisations or individuals.
- 4.20 Students will be advised of their [credit transfer](#) pre-assessment application outcome by the International Admissions Team as part of their offer of admission. Where the student is eligible to receive [credit](#), they must confirm their acceptance of the [credit](#) pre-assessment.
- 4.21 The International Admissions Team will advise the APT when an [international student](#) has accepted their offer with the University to ensure that the appropriate [credit transfer](#) is applied as per their pre-assessment outcome.
- 4.22 Eligibility for [credit transfer](#) does not guarantee [international students'](#) admission into a course, unless a formal offer is made to the prospective student, or a relevant articulation agreement includes [credit](#) provisions.

Revoking credit

- 4.23 Any recommendations for revoking [credit](#) previously granted via [credit transfer](#) must include justification and be referred to the Director Educational Quality and Integrity (or nominee) for their decision. Where [credit](#) is to be revoked from an award or statement of attainment that has been conferred, revocation must also be approved in line with the [Awards Policy and Procedure](#).
- 4.24 The Director Educational Quality and Integrity (or nominee) must record their decisions, including reasons for revocation, so students can be notified, and the University can retain relevant records.

Reviews and appeals

- 4.25 Students may request a review of a credit transfer decision if they believe the process or outcome was not compliant with this policy and procedure. Such requests may be directed to the APT and will be reviewed by a suitably qualified [assessor](#) and/or the ETL within the relevant school.

- 4.26 Students who are dissatisfied with the review outcome may lodge an appeal in accordance with the [Academic Appeals Policy and Procedure](#).

5 RESPONSIBILITIES

Compliance, monitoring and review

- 5.1 The Director Educational Quality and Integrity (or nominee) is responsible for implementing, monitoring, reviewing, and ensuring compliance with this policy and procedure.
- 5.2 The VET Quality Team will conduct audits of [credit transfer](#) decisions, mapping, and evaluation documentation, will maintain oversight of the mapping register and will ensure that all precedents and evaluations are reviewed periodically for accuracy and currency.

Reporting

- 5.3 The Director Students is responsible for reporting [credit transfers](#) to the national collections under the [Australian Vocational Education and Training Management Information Statistical Standard \(AVETMISS\)](#) on a twice monthly basis.
- 5.4 In line with the [National Code of Practice for Providers of Education and Training to Overseas Students 2018](#) (Cth) (Standard 2), the University will report any change to an [international student's](#) course duration in the Provider Registration and International Student Management System (PRISMS) if [credit](#) is granted after the student's visa is granted.

Records management

- 5.5 Employees must manage records in accordance with the [Records Management Policy and Procedure](#). This includes retaining these records in a recognised University recordkeeping information system.
- 5.6 University records must be retained for the minimum periods specified in the relevant [Retention and Disposal Schedule](#) (*internal access only*). Before disposing of any records, approval must be sought from the Records Team (email records@cqu.edu.au).
- 5.7 The VET Quality Team will ensure details of the University's [credit transfer](#) mapping documents are regularly reviewed to maintain accuracy with training package guidelines and requirements.

6 DEFINITIONS

- 6.1 Terms not defined in this document may be in the University [glossary](#).

Terms and definitions

Accredited course: a coherent sequence of units or supervised research leading to the award of an accredited [AQF](#) qualification or equivalent accredited overseas qualification. VET accredited courses referred to in this policy and procedure include Certificate I through to Advanced Diploma, skill sets and accredited short courses.

Assessor: a person with current knowledge and skills in VET, as determined by the requirements outlined in the [VET Quality Framework](#), and set out in the [Approved Teaching Qualifications for VET Educators Procedure](#), to assess the equivalence of units of competency.

Credit: the value assigned for the recognition of equivalence in content and learning outcomes between different types of learning or qualifications. Credit reduces the amount of learning required to achieve a qualification and may be through credit transfer, articulation, [RPL](#) or advanced standing.

Credit transfer: as per the [National VET Regulator \(Outcome Standards for National VET Regulator Registered Training Organisations\) Instrument 2025](#) (Cwlth), credit transfer is the process of recognising and awarding credit for prior successful completion of an equivalent unit of competency or module.

Equivalent unit of competency: when the content (including application, elements, performance criteria) and learning and assessment outcomes between matched units of competency are equivalent and between different types of learning and or qualifications.

Formal learning: learning that takes place through an [AQF](#) approved structured course of study that leads to the achievement of an officially accredited competency, skills set, or qualification. To be used for credit transfer, previous formal learning must be equivalent (or mapped as equivalent where permitted within this policy and procedure) to a unit of competency within the course the student is admitted into.

Institution: an organisation authorised through Australian legislation to issue [AQF](#) qualifications or has been given responsibility to issue its own [AQF](#) qualifications, or an external overseas educational institution with certification in their home country, i.e., Ministry of Education, to issue equivalent qualifications.

International student: a non-resident of Australia or New Zealand who is studying (or intends to study) on a student visa or another type of visa, or who is in another country and enrolled at the University.

Non-equivalent unit of competency: when the content (including application, elements, performance criteria) and learning and assessment outcomes between units of competency contain differences and cannot be mapped.

Superseded unit of competency: a unit of competency becomes superseded, i.e., it is replaced by a new version, when industry needs change, and the content of the previous unit is no longer the most suitable. Units of competency may be superseded by equivalent or non-equivalent units of competency. When a unit of competency is said to be twice superseded, it has been replaced by two sequential newer versions.

Unit of competency: the standards of performance required in the workplace, as defined in a training package.

7 RELATED LEGISLATION AND DOCUMENTS

[Approved Teaching Qualifications for VET Educators Procedure](#)

[Articulation Policy and Procedure](#)

[Australian Qualifications Framework \(AQF\)](#)

[Australian Skills Quality Authority \(ASQA\)](#)

[Awards Policy and Procedure](#)

[Career Boost Program Policy](#) (Department of Trade, Employment and Training)

[Career Start Program Policy](#) (Department of Trade, Employment and Training)

[Credit Transfer Mapping Matrix](#) (*internal access only*)

[Education Services for Overseas Students Act 2000](#) (Cth)

[National Code of Practice for Providers of Education and Training to Overseas Students 2018](#) (Cth)

National Training Register – <https://training.gov.au/>

[National VET Regulator \(Compliance Standards for NVR Registered Training Organisations and Fit and Proper Person Requirements\) Instrument 2025](#) (Cth)

[Privacy Policy and Procedure](#)

[Transition of VET Training Products Work Instruction](#) (*internal access only*)

[VET Credit Transfer Evaluation Form](#) (*internal access only*)

[VET Product Registration Policy and Procedure](#)

[VET Quality Framework](#)

[User Choice 2021-2025 Policy](#) (Department of Trade, Employment and Training)

8 FEEDBACK

8.1 Feedback about this document can be emailed to policy@cqu.edu.au.

9 APPROVAL AND REVIEW DETAILS

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