

Credit Transfer Policy and Procedure

1. Purpose

This Policy and Procedure outlines the framework through which Princeton International College recognises prior formal learning through credit transfer, ensuring that students are not required to undertake unnecessary training where competency has already been achieved.

The purpose of this policy is to:

- Establish a fair, transparent, and consistently applied approach to the assessment and granting of credit transfer
- Ensure full compliance with the Standards for Registered Training Organisations (RTOs) 2025, the Education Services for Overseas Students (ESOS) Act 2000, and the National Code of Practice for Providers of Education and Training to Overseas Students 2018
- Support students in achieving efficient and appropriate training pathways by recognising previously completed units of competency through credit transfer
- Maintain the integrity, quality, and consistency of AQF certification outcomes

Princeton International College is committed to recognising prior formal learning in a manner that is student-centred, compliant, and academically robust, ensuring that all credit transfer decisions uphold the standards of the Australian Vocational Education and Training (VET) system. The College further ensures that all credit transfer processes are governed, monitored, and approved under the oversight of the Chief Executive Officer (CEO), who retains ultimate responsibility for ensuring compliance, consistency, and integrity in all recognition decisions.

2. Scope

This Policy and Procedure applies to all nationally recognised Vocational Education and Training (VET) qualifications delivered by Princeton International College within its approved scope of registration.

It applies to all students enrolled in VET programs, including:

- Domestic students
- International students enrolled under the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS)

This policy governs all credit transfer applications relating to units of competency and qualifications that form part of nationally recognised training products.

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This Policy does not apply to ELICOS (English Language Intensive Courses for Overseas Students) programs, as these courses:

- Are not competency-based
- Do not form part of the Australian Qualifications Framework (AQF)
- Do not result in the issuance of nationally recognised certification

For ELICOS programs, student placement and progression are determined through English language proficiency assessment and internal academic processes, rather than credit transfer. Princeton International College ensures that this distinction is clearly communicated to students during pre-enrolment, enrolment, and orientation, to support informed decision-making and compliance with ESOS and National Code requirements.

3. Organisational Responsibility and Governance

Princeton International College operates within a clearly defined governance structure, where the Chief Executive Officer (CEO) has overall responsibility for ensuring that all credit transfer decisions and processes are compliant, consistent, and aligned with regulatory requirements.

While day-to-day responsibilities may be carried out by relevant staff, the CEO maintains oversight of all academic and administrative practices and ensures that appropriate systems are in place to support fair and accurate credit transfer outcomes.

Credit transfer is managed as a collaborative process across academic, administrative, and student support functions, with each role contributing to ensuring that decisions are transparent, evidence-based, and in the best interest of the student.

3.1 Roles and Responsibilities

The following roles contribute to the implementation of this policy:

Role	Responsibilities
CEO	Provides overall leadership and oversight, ensures compliance with the Standards for RTOs 2025, ESOS Act and National Code, and approves credit transfer outcomes or delegates appropriately. The CEO remains accountable for all final decisions.
Training Manager	Oversees academic integrity of credit transfer decisions, ensures correct interpretation of unit equivalence, and supports complex or borderline cases.

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Role	Responsibilities
Student Support Officer	Acts as the main contact for students, provides guidance on the credit transfer process, receives applications, and communicates outcomes clearly to students.
Administration Officer	Verifies supporting documents, maintains accurate records, and manages updates to systems including PRISMS where required.
Marketing Officer	Ensures that all pre-enrolment information provided to prospective students is accurate, including information relating to credit transfer opportunities and processes.
Trainers and Assessors	Provide input where required to support decisions, particularly in relation to training pathways and student progression.

The CEO retains ultimate responsibility for all compliance outcomes, including decisions made under delegation, and ensures that all credit transfer processes are regularly reviewed as part of the organisation's continuous improvement and governance framework.

4. Definitions

For the purpose of this Policy and Procedure, the following definitions apply:

Credit Transfer (CT)

Credit transfer is the formal recognition of previously completed units of competency where a student has been awarded an AQF qualification or statement of attainment. Recognition is granted based on verified evidence such as authenticated USI transcripts or certified AQF certification documentation, and applies where the unit is identical or deemed equivalent.

Equivalent Unit of Competency

An equivalent unit of competency is a unit that has been officially identified on the National Training Register (training.gov.au) as being equivalent to another unit, including where a unit has been superseded and mapped as equivalent under a training package update.

Recognition of Prior Learning (RPL)

Recognition of Prior Learning is an assessment process that evaluates a student's existing skills and knowledge gained through formal, informal, or non-formal learning to determine whether they meet the requirements of a unit of competency. RPL is a separate process from credit transfer and is managed in accordance with the College's Recognition of Prior Learning (RPL) Policy and Procedure.

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This policy applies only to nationally recognised VET training products delivered by Princeton International College.

5. Policy Statement

Princeton International College is committed to ensuring that all students are provided with a fair and accessible opportunity to have previously completed units of competency recognised through credit transfer, in a manner that is transparent, consistent, and aligned with regulatory requirements.

The College ensures that students are:

- Actively informed of their right to apply for credit transfer during pre-enrolment, enrolment, and throughout their course
- Supported in understanding the process, evidence requirements, and potential outcomes
- Assessed without disadvantage, regardless of when the application is submitted

Credit transfer decisions are made based on verified and authentic AQF certification documentation, including USI transcripts and certified qualifications, and are assessed strictly in accordance with nationally recognised unit equivalence rules as published on the National Training Register (training.gov.au).

The College ensures that:

- All evidence is verified and assessed to ensure it is valid, sufficient, authentic, and current prior to granting credit transfer.
- Decisions are consistent and not based on informal judgement or comparison of unit content
- Where equivalence cannot be established, students are appropriately referred to the Recognition of Prior Learning (RPL) Policy and Procedure

Credit transfer is granted under the following conditions:

- It applies only to whole units of competency where equivalence is confirmed
- Partial completion of units will not be recognised through credit transfer
- No fees are charged to students for applying for or being granted credit transfer

Princeton International College further ensures that credit transfer processes:

- Do not create barriers or delays for students
- Are integrated with enrolment, course planning, and academic progression processes
- Maintain the integrity of training package requirements and AQF certification outcomes

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All credit transfer decisions are subject to appropriate oversight, with the CEO retaining ultimate responsibility for ensuring that the process is compliant, consistently applied, and aligned with the organisation's governance and quality assurance framework.

6. Credit Transfer Principles

Princeton International College applies the following principles to ensure that all credit transfer decisions are fair, consistent, and aligned with regulatory and academic requirements.

6.1 Fairness and Access

The College ensures that all students are provided with equal and timely access to credit transfer opportunities. Students may apply for credit transfer at any stage of their enrolment, including prior to commencement or during their course. No student will be disadvantaged due to the timing of their application, and all applications will be assessed on their individual merit. The College actively communicates the availability of credit transfer through pre-enrolment information, enrolment processes, and ongoing student support interactions.

6.2 Integrity and Compliance

All credit transfer decisions are made with a strong focus on maintaining the integrity of nationally recognised training and compliance with regulatory requirements.

Decisions are based strictly on:

- Verified and authentic AQF certification documentation
- Official equivalence information published on the National Training Register (training.gov.au)
- Applicable regulatory and licensing requirements

The College does not rely on informal judgement or internal comparison of unit content. This ensures that all outcomes are consistent, auditable, and aligned with national standards.

6.3 Transparency

Princeton International College ensures that students are provided with clear, accurate, and timely information regarding credit transfer processes.

Students are informed of:

- How to apply for credit transfer
- Evidence requirements and verification processes
- The outcome of their application
- The impact of credit transfer on course duration and study pathway

All outcomes are communicated in writing to ensure transparency and clarity.

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6.4 Student-Centred Approach

The College adopts a student-focused approach to credit transfer by supporting efficient and appropriate training pathways.

This includes:

- Reducing duplication of learning where competency has already been achieved
- Supporting students to progress through their course in a structured and efficient manner
- Providing clear communication and guidance throughout the process

All decisions are made with consideration of the student's learning journey while maintaining compliance and academic standards.

7. Credit Transfer – VET Courses

7.1 Eligibility

Students enrolled in nationally recognised VET qualifications delivered by Princeton International College may apply for credit transfer where they can demonstrate prior completion of relevant units of competency.

To be eligible for credit transfer, students must meet the following requirements:

- Be enrolled in a qualification within the College's approved scope of registration
- Provide valid AQF certification documentation, such as a Statement of Attainment, Qualification Certificate, or authenticated USI transcript
- Demonstrate that the units previously completed are identical or formally recognised as equivalent

Applications that do not meet these requirements will not be approved. Where appropriate, students may be referred to the Recognition of Prior Learning (RPL) process in accordance with the College's RPL Policy and Procedure.

7.2 Determining Unit Equivalence (National Training Register)

Princeton International College determines the equivalence of units of competency using the official National Training Register (training.gov.au), ensuring that all credit transfer decisions are based on nationally recognised and verifiable information.

Staff responsible for assessing credit transfer are required to:

- Access the relevant unit of competency on training.gov.au
- Review the "Usage Recommendation" section
- Identify whether the unit is:
 - Equivalent
 - Not equivalent
 - Superseded without equivalence

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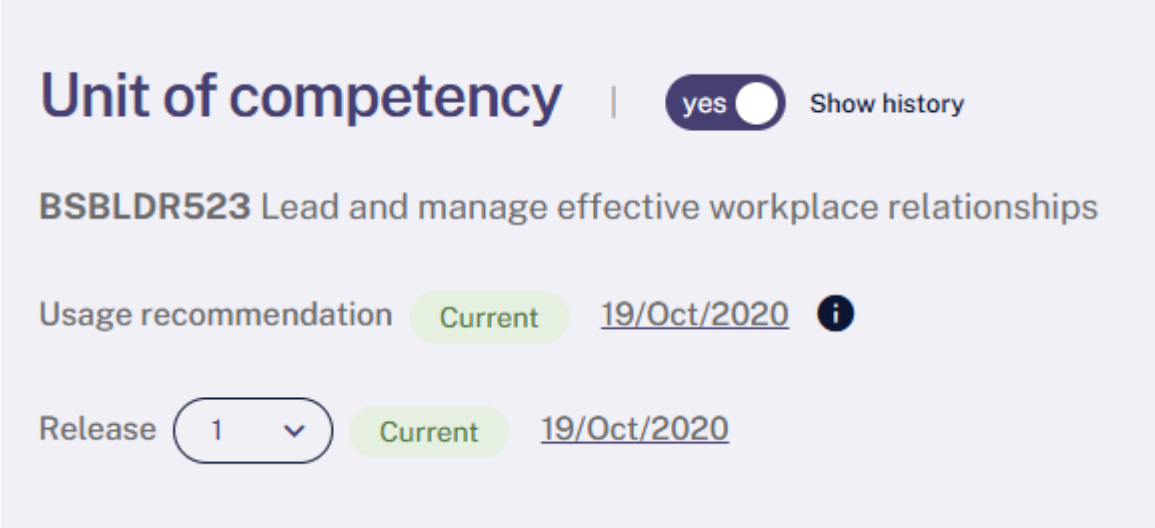
Where equivalence is confirmed, credit transfer will be granted. Where equivalence cannot be confirmed, credit transfer will not be granted, and the student may be referred to the Recognition of Prior Learning (RPL) process.

Under no circumstances will internal comparison of unit content be used as the basis for granting credit transfer, as this may compromise compliance and consistency of outcomes.

Guidance for Identifying Unit Equivalence

The following examples illustrate how equivalence is identified on the National Training Register and are provided as guidance to support consistent staff application of this process.

Example 1: Locating Equivalence Information



Unit of competency | ☒ yes Show history

BSBLDR523 Lead and manage effective workplace relationships

Usage recommendation Current 19/Oct/2020 

Release 1 Current 19/Oct/2020

Figure 1: Location of the “Information” icon within the Usage Recommendation section on training.gov.au.

Staff must select the information icon to view detailed mapping and equivalence information for the unit of competency.

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Example 2: Viewing Equivalence Mapping

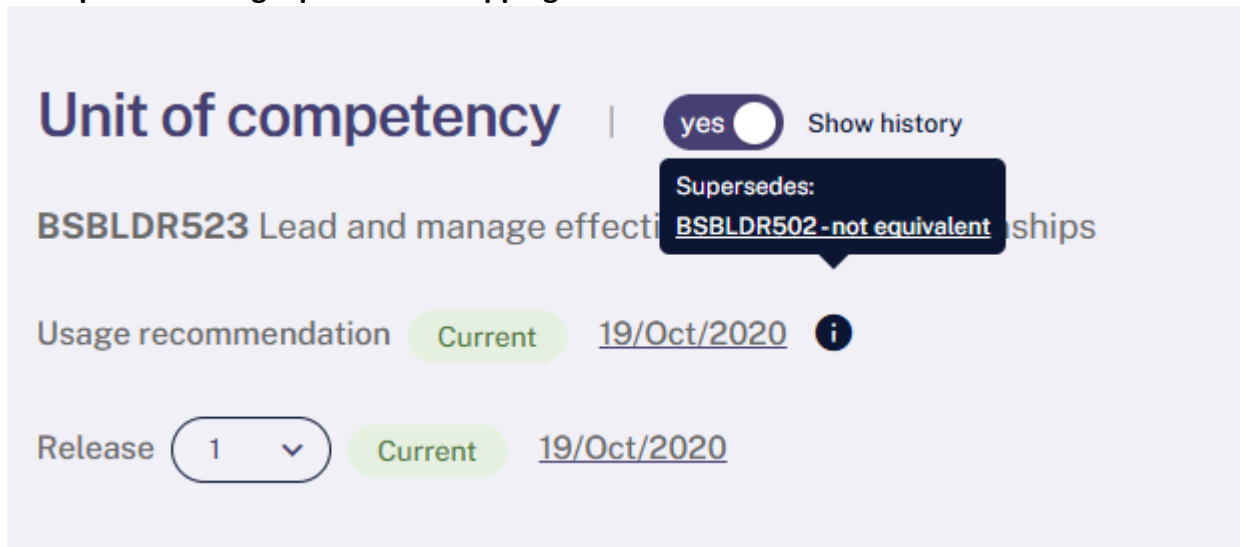


Figure 2: Example of equivalence mapping displayed for a unit of competency.

This section confirms whether a unit:

- “Is equivalent to” → Credit transfer can be granted
- “Is not equivalent to” → Credit transfer cannot be granted

Important Requirement

Where:

- No equivalence is stated, or
- Mapping information is unclear

The unit must be treated as not equivalent, and credit transfer must not be granted.

7.3 Timing of Application

Students may apply for credit transfer at any stage of their enrolment, including:

- Prior to enrolment
- During enrolment
- At any time throughout their course

While the College encourages students to apply prior to commencement to support accurate course planning and avoid unnecessary training, no application will be refused based on timing.

Where applications are received after course commencement:

- They will be assessed without disadvantage to the student

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- Approved outcomes will result in appropriate adjustments to the student's training plan and course progression

Where applicable, administrative updates (including course duration adjustments) will be implemented in accordance with organisational procedures and CRICOS requirements. This includes:

- Assessing and formally documenting the revised course duration based on approved credit transfer
- Updating the student's Confirmation of Enrolment (CoE) in PRISMS to reflect the reduced duration
- Updating the student's Written Agreement to ensure it accurately reflects the revised course details, including duration and fees (if applicable)
- Informing the student in writing of the impact of credit transfer on their study plan, course duration, and visa obligations
- Ensuring that all changes are made in compliance with the ESOS Act 2000 and the National Code 2018

Applications submitted after course commencement may result in administrative or scheduling adjustments, and any impact on course duration and study progression will be clearly communicated to the student.

Equivalence Decision Summary

The following table provides a summary of how equivalence outcomes are determined:

Scenario	Outcome
Same unit code and title	Credit transfer granted
Equivalent unit (as per mapping)	Credit transfer granted
Not equivalent	Credit transfer not granted (RPL may be offered)
No mapping available	Credit transfer not granted

8. Evidence Requirements and Verification

8.1 Evidence Requirements

Princeton International College requires students to provide appropriate and verifiable evidence to support all credit transfer applications. Evidence must clearly demonstrate that the student has previously achieved the relevant unit(s) of competency through a nationally recognised training product.

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The College accepts the following forms of evidence:

Evidence Type	Description
USI Transcript	Preferred method for verifying completed units of competency through the national USI registry
Statement of Attainment	Issued by a Registered Training Organisation (RTO), provided as a certified copy or original document
Qualification Certificate and Record of Results	Verified AQF certification documentation confirming successful completion of units

All evidence must be:

- Authentic and attributable to the applicant
- Issued by a Registered Training Organisation
- Sufficient to confirm the unit code, title, and completion status

8.2 Verification Process

Princeton International College implements a structured and controlled verification process to ensure the authenticity and validity of all evidence submitted for credit transfer.

The College will:

- Access the student's USI transcript where available as the primary source of verification
- Confirm the issuing organisation's registration status and scope via the National Training Register (training.gov.au)
- Conduct additional verification by contacting the issuing RTO where required

Where evidence is submitted in hard copy form, the College will:

- Sight original documents or obtain certified copies
- Record verification outcomes, including date, method, and staff member responsible

Where evidence cannot be verified:

- The application will not be approved
- The student will be informed and provided with an opportunity to submit further or alternative evidence within a specified timeframe

All verification activities are documented and retained on the student file to ensure transparency, traceability, and audit readiness.

This process ensures that all credit transfer decisions are based on valid, sufficient, authentic, and current evidence, consistent with the Rules of Evidence.

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9. CRICOS Compliance Requirements

For international students enrolled under CRICOS, Princeton International College ensures that all credit transfer decisions are managed in accordance with the Education Services for Overseas Students (ESOS) Act 2000 and the National Code 2018.

Where credit transfer is granted, the College will:

- Assess the impact of the approved credit transfer on the overall course duration
- Reduce the course duration where applicable, ensuring the student is not required to undertake unnecessary training
- Update the student's Confirmation of Enrolment (CoE) via PRISMS to reflect the revised duration
- Update the student's Written Agreement to accurately reflect the revised course structure, duration, and any applicable fee adjustments

All changes are implemented in a timely manner and recorded within the student management system, with evidence retained on the student file.

9.1 Pre-Enrolment Requirements

Princeton International College ensures that credit transfer is considered as early as possible in the student lifecycle.

Where known at the time of enrolment:

- Credit transfer outcomes are reflected in the Letter of Offer
- Students are informed of the revised course duration prior to accepting the offer

This ensures that students are able to make informed decisions in accordance with National Code Standard 2 and Standard 3 requirements.

9.2 Visa and Study Impact

The College ensures that international students are clearly informed of the implications of credit transfer on their enrolment and visa conditions.

Students are advised of:

- Any reduction in course duration
- The impact on their student visa and expected completion date
- Ongoing full-time study requirements

No Confirmation of Enrolment (CoE) will be issued until:

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- The Written Agreement has been signed by both parties
- Any known credit transfer outcomes have been assessed and considered

10. Student Rights and Appeals

Princeton International College ensures that all students are treated fairly and equitably throughout the credit transfer process.

Students have the right to:

- Apply for credit transfer at any stage of their enrolment
- Receive a fair, transparent, and evidence-based assessment
- Be informed in writing of the outcome of their application

Where a student is not satisfied with the outcome, they may lodge an appeal in accordance with the College's Complaints and Appeals Policy.

The appeals process:

- Is accessible and provided at no cost to the student
- Is conducted in a fair, impartial, and timely manner
- Ensures that the student is not disadvantaged during the appeals process

Nothing in this process limits the student's rights to pursue external avenues under Australian Consumer Law. Please refer to the Appeals Handling Policy and Procedure for more details.

11. Processing Timeframes

Princeton International College is committed to processing credit transfer applications in a timely and efficient manner.

Activity	Timeframe
Application assessment	Within 10 working days of receiving complete application
Request for additional evidence	Within 5 working days (where required)
Final outcome notification	Within 10 working days of assessment completion

Where delays occur due to verification requirements or incomplete documentation:

- The student will be informed in writing
- A revised timeframe will be provided

All timeframes are monitored as part of the College's continuous improvement and quality assurance processes.

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12. Fees

Princeton International College does not charge any fees for the assessment or granting of credit transfer.

Credit transfer:

- Is provided at no cost to the student
- Does not attract any additional tuition or administrative charges

Where credit transfer is granted:

- The overall course duration may be reduced, where appropriate, to reflect the units granted
- The tuition fees will be adjusted accordingly, where applicable, based on the revised course duration

In cases where a reduction in course duration is not operationally feasible due to cohort-based delivery or scheduling requirements, the College will:

- Adjust the student's training plan and timetable to ensure the student is not required to attend or undertake training for units granted through credit transfer
- Ensure that the student's study load and attendance requirements remain compliant with course and visa conditions
- Maintain clear documentation demonstrating that no additional training or assessment is undertaken for the units granted

This ensures that students are not financially disadvantaged and are not required to undertake or pay for training for units of competency that have already been successfully completed and granted through credit transfer. Any decision not to reduce course duration will be justified, documented, and retained on the student file.

13. Record Management

Princeton International College maintains accurate, complete, and secure records for all credit transfer applications.

The following records are retained:

- Credit Transfer Application Forms
- Supporting evidence provided by the student
- Verification records, including USI checks and RTO confirmations
- Written notification of outcomes

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All records are:

- Stored securely within the Student Management System
- Accessible only to authorised personnel
- Protected in accordance with privacy and data protection requirements
- Retained in line with legislative and regulatory obligations

These records form part of the College's evidence of compliance and are subject to internal review and audit.

Record retention periods and storage requirements are managed in accordance with the Records Management Policy and Procedure.

14. Procedure

Princeton International College implements credit transfer through a structured and controlled process to ensure consistency, transparency, and compliance with regulatory requirements. The process involves multiple roles and includes clear documentation, verification, and communication at each stage.

14.1 Credit Transfer Procedure

Step	Process	Description	Responsibility	Records/Evidence
1	Information Provision	Students are informed about credit transfer opportunities during pre-enrolment, enrolment, and orientation. Information is provided through the Student Handbook, course information, and discussions with staff to ensure students understand their rights, process, and evidence requirements.	Marketing Officer / Student Support Officer	Student Handbook, Website, Enrolment Records
2	Application Submission	Students complete and submit the Credit Transfer Application Form along with supporting evidence such as USI transcript, Statement of Attainment, or Qualification Certificate. Applications may be submitted prior to enrolment or during the course.	Student / Student Support Officer	Completed Application Form, Supporting Documents
3	Initial Review	The Student Support Officer checks the application for completeness and ensures all required documentation has been provided. Where information is missing, the student is contacted and	Student Support Officer	Application checklist, communication records

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Step	Process	Description	Responsibility	Records/Evidence
		requested to provide additional evidence.		
4	Verification of Evidence	The Administration Officer verifies the authenticity of the evidence by accessing the USI transcript, confirming the issuing RTO via training.gov.au, and contacting the RTO if required. Verification details are documented for audit purposes.	Administration Officer	USI transcript, verification notes, RTO confirmation records
5	Assessment of Equivalence	The Training Manager reviews the verified evidence and determines unit equivalence using training.gov.au. Complex or borderline cases are escalated to the CEO for final decision-making.	Training Manager / CEO	Mapping evidence, assessment notes
6	Decision and Approval	A formal decision is made to approve or reject the credit transfer application. Decisions are based strictly on verified evidence and equivalence rules.	Training Manager / CEO	Approved application, decision record
7	CRICOS Adjustment (if applicable)	For international students, the College assesses the impact on course duration and updates PRISMS and the CoE accordingly. The Written Agreement is also updated where required.	Administration Officer / CEO	PRISMS update record, revised CoE, updated Written Agreement
8	Student Notification	The student is notified in writing of the outcome, including approved units, impact on course duration, and any changes to their study plan.	Student Support Officer	Email/letter notification, updated training plan
9	Record Management	All documentation, including application forms, evidence, verification records, and outcomes, is securely stored in the student file and student management system.	Administration Officer	Student file, SMS records

14.2 Key Process Controls

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To ensure consistency and compliance, Princeton International College applies the following controls:

- All applications must be supported by verifiable AQF certification documentation
- USI transcript is used as the primary verification method wherever available
- Equivalence decisions must be based on training.gov.au only
- All decisions must be documented and auditable
- The CEO retains oversight of all decisions, including escalated cases

15. Continuous Improvement

Princeton International College manages and monitors credit transfer practices as part of its broader Quality Management System (QMS) and Continuous Improvement and Quality Assurance Framework.

Monitoring of credit transfer activities, including application outcomes, processing timeframes, student feedback, and compliance with verification requirements, is conducted through established governance processes, including internal audits and management review meetings.

Any issues, risks, or improvement opportunities identified in relation to credit transfer are:

- Recorded in the Continuous Improvement Register
- Analysed and actioned in accordance with the Continuous Improvement and Quality Assurance Policy and Procedure
- Assigned responsibilities and timeframes for implementation
- Monitored and verified prior to closure

High-risk or systemic issues are escalated to the Chief Executive Officer (CEO) in accordance with governance requirements.

This approach ensures that credit transfer practices are systematically monitored, reviewed, and improved, with clear linkage between quality assurance activities and continuous improvement actions.

16. References

This Policy and Procedure is developed and implemented in accordance with the following legislation, standards, and regulatory frameworks:

- Standards for Registered Training Organisations (RTOs) 2025, including:
 - Standard 1.1 – Training and Assessment
 - Standard 1.7 – Credit Transfer
 - Standard 1.8 – Issuing Certification Documentation

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- Education Services for Overseas Students (ESOS) Act 2000
- National Code of Practice for Providers of Education and Training to Overseas Students 2018, including:
 - Standard 2 – Recruitment of an Overseas Student
 - Standard 3 – Formalisation of Enrolment and Written Agreements
 - Standard 6 – Student Support Services
- Australian Qualifications Framework (AQF) Qualifications Issuance Policy
- Student Identifiers Act 2014
- Student Identifiers Regulation 2014
- National Training Register (training.gov.au)