

CREDIT TRANSFER POLICY

BACKGROUND

Credit Transfer (CT) is defined in the Outcome Standards for NVR registered training organisations 2025 as follows:

Credit transfer means the process of recognising and awarding credit for prior successful completion of an equivalent unit of competency or module.

MEGT Education & Training, as a Registered Training Organisation (RTO), aligns its credit transfer policy with the *Standards for NVR Registered Training Organisations (RTOs) 2025*. Specifically, Standard 1.7 of the Standards emphasises the importance of accepting and providing credit to students for units of competency, unless licensing or regulatory requirements dictate otherwise.

In accordance with this, MEGT Education & Training accepts and provides credit to students based on evidence such as:

- AQF certification documentation issued by any other RTO or AQF authorised issuing organisation, or
- Authenticated VET transcripts issued by the Registrar

PURPOSE

The purpose of this policy is to establish the performance standards and expectations of MEGT Education & Training in accordance with the Standards, specifically focusing on Standard 1.7. By implementing this policy, MEGT Education & Training aims to ensure compliance with regulatory standards while facilitating the recognition of equivalence in learning outcomes. This recognition enables students to transition smoothly into their chosen training pathway, enhancing their educational experience and supporting their individual learning journeys.

The following policy must be read in conjunction with the related documents outlined.

DEFINITIONS

For the purposes of the Policy and unless the context otherwise indicates:

ASQA means The *Australian Skills Quality Authority*, the national regulator for Australia's vocational education and training sector. ASQA regulates courses and training providers to ensure nationally approved quality standards are met.

AQF The *Australian Qualifications Framework* (AQF) is the policy for regulated qualifications in the Australian education and training system.

AQF certification documentation means the set of official documents which confirm that an AQF qualification or VET statement of attainment has been issued to an individual by an NVR registered training organisation or any other entity authorised to do so.

AQF qualification means an AQF qualification type endorsed in a training package or accredited in a VET accredited course.

Authenticated VET transcript has the meaning given in the Student Identifiers Act 2014.

Competency means the consistent application of knowledge and skill to the standard of performance required in the workplace. It embodies the ability to transfer and apply skills and knowledge to new situations and environments.

Credit Transfer means the process of recognising and awarding credit for prior successful completion of an equivalent unit of competency or module

Module means a group of learning outcomes in a VET accredited course where it can be established that it is not possible to develop an appropriate unit of competency.

Registrar has the meaning given in the Student Identifiers Act 2014.

RTO means Registered Training Organisation, as defined in the Act.

MEGT Education & Training “we”, “us” or “our” means MEGT Education & Training.

Standards for NVR RTOs means the Standards for National VET Regulator Registered Training Organisations.

Unit means a discrete component of study within a course; the term includes ‘subject’ and ‘module’.

VET means Vocational Education and Training (VET) enables students to gain qualifications for all types of employment, and specific skills to help them in the workplace.

POLICY PRINCIPLES

- a. Credit transfer is made available to all MEGT Education & Training students.
- b. MEGT will ensure students have access to the Credit Transfer Policy and requirements for seeking credit transfers
- c. Credit transfer assesses the unit of competency that an individual has completed and is using to claim credit in a destination course. An evaluation determines the extent to which the client’s initial unit of competency is equivalent to the required learning outcomes, competency outcomes, or standards in a qualification.
- d. Students who have successfully completed relevant units of competency and/or qualifications, and who hold evidence for those units of competencies issued by a registered training organisation, AQF authorised issuing organisation; or authenticated VET transcripts issued by the Registrar will be granted direct credit transfer when relevant to the course currently being undertaken.
- e. To ensure a Credit Transfer can be applied to a student’s unit of competency, MEGT Education & Training will determine the equivalence of the study completed with the relevant units of competency before granting any credit. In some cases, licensing or regulatory requirements may prevent a unit or module being awarded through a credit process.
- f. Certification documentation must be presented as either originals or certified copies of an original. Certified copies must be signed by MEGT Education & Training’s authorised signatory to verify authenticity. Original Certification documentation will be returned to the applicant.
- g. Students that are granted a credit transfer for a unit that is linked to placement will not be required to do placement hours linked to that unit. They will be granted a credit transfer for the whole unit and the linked duration to that unit will be deducted from the total placement hours.
- h. MEGT Education & Training will ensure the decision to assess or grant credit transfers maintains the integrity of the qualification and complies with the requirements of the educational framework of the training product.
- i. MEGT will ensure all decisions related to credit transfers are fair and transparent amongst all students, and are documented to demonstrate maintain the integrity of the training product
- j. MEGT Education & Training will not issue a qualification or statement of attainment that is achieved wholly through credit transfer of units and/ or modules completed at another RTO or RTOs.
- k. The amount of recognition contributing to the issuance of certification documentation from MEGT Education & Training (i.e. using units/modules completed at other RTOs) is at the discretion of the CEO and/or RTO Manager MEGT Education & Training
- l. In the event a student wishes to undertake refresher training in a unit/module for which they have been previously awarded recognition, then student will be advised that the completion of the assessment is not necessary, however, may be offered as an option.

- m. Where the recognised AQF qualification and attributed units/modules forms part of another AQF qualification, the student will only be enrolled in the additional units required to complete the new qualification.
 - i. Fees will reflect reduced learning load

APPLYING FOR CREDIT

Credit Transfers may occur at any time throughout the course of study from enrolment, and prior to completion. Students who wish to apply for Credit Transfer must:

- a. Complete the **Credit Transfer Application Form** and return to us.
- b. Supply evidence of previous competency awarded by providing:
 - i. AQF certification documentation issued by any other RTO or AQF authorised issuing organisation, or
 - ii. authenticated VET transcripts issued by the Registrar; in addition, grant MEGT Education & Training access to their USI VET Transcripts via their portal for verification purposes

MEGT Education & Training accepts and provides credit to students by implementing the following practices:

- a. Completes an analysis against the unit of competency on Training.gov.au to determine the equivalence of the study completed with the relevant units of competency before granting any credit.
- b. Before providing credit on the basis of a qualification, statement of attainment or record of results, MEGT Education & Training will authenticate the information by directly accessing the USI transcript online or by contacting the organisation that issued the document to confirm the content is valid, and in accordance with the USI Policy.

Students have the right to appeal a decision regarding their Credit Transfer through **Complaints and Appeals Policy** and procedures. Students have fair and equal rights to assessment and can refer to the **Access and Equity Policy**.

RELEVANT LEGISLATION AND GUIDELINES

- Standards for NVR Registered Training Organisations (RTOs) 2025

Quality Area 1 – Training and Assessment

Quality training and assessment engages VET students and enables them to attain nationally recognised, industry relevant competencies

Standard 1.7 – VET students who have completed an equivalent training product are supported to obtain a credit transfer

- Student Identifier Act 2014
- Privacy Act

RESPONSIBILITIES FOR THIS POLICY

All documentation for credit transfer processes are maintained in accordance with Records Management Policy and it's the responsibility of the RTO Manager to oversee the implementation of the Credit Transfer Policy and procedures and all related documents and systems.

RELATED DOCUMENTS:

- Credit Transfer Application Form

- Credit Transfer Guidelines
- Records Management Policy
- USI Policy
- Access and Equity Policy
- Enrolment Form
- Student Handbook
- Complaint and Appeals Policy
- Complaint and Appeals Form

REVIEW

This policy and procedure will be reviewed annually or amended following continuous improvement strategies implemented by MEGT Education & Training.