LEVERAGE
ACADEMY
RTO 41017

Credit Transfer Policy and Procedures

Version 4.0 – May 2026

Version Control

Item	Summary of update	Version	Review date
1	New comprehensive Policy and Procedures document created to replace old, outdated policy suite.	2.0	14/08/2025
2	Further review to ensure compliance with the 2025 RTO Standards. Some formatting changes.	2.1	17/02/2026
3	Review for improved ease-of-use and correction to some minor linguistic errors.	2.2	26/02/2026
4	Reviewed and removed reference to fee payment required for Credit Transfer process.	3.0	07/04/2026
5	Clarified that the Academy only requires learners to complete the Credit Transfer Application Form when the Academy needs to directly verify the units with another RTO (the form contains a declaration to cover this) and reference to a new verification form to send to other RTO organisations.	4.0	26/05/2026

Quality area	Student Support; Training and Assessment; Assessment Systems
2025 RTO Standards Alignment	Outcome Standards 1.7, 2.1, 2.2, 4.1
Author	Leverage Academy
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Approved by	Bailey Compton
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Purpose

This policy outlines the principles and procedures for the recognition of previously completed qualifications or units of competency through the Credit Transfer (CT) process by Leverage Academy (the Academy). Credit Transfer allows learners to receive credit for equivalent units of competency they have previously completed, reducing duplication of learning and allowing them to progress through their training more efficiently.

Scope

This policy applies to all Academy team members involved in the enrolment, training, and assessment of learners, including trainers, assessors, and administration. It covers all units of competency within the Academy's scope of registration and applies to prospective and current learners seeking credit transfer for previously completed units.

Policy

The Academy is committed to recognising the achievements of learners who have completed equivalent units of competency at other Registered Training Organisations (RTOs) or with the Academy itself. The Credit Transfer process ensures that learners are granted credit for equivalent learning outcomes, thereby supporting efficient progression through their chosen qualification and licensing requirements for state licensing authorities (e.g. NSW Fair Trading, QLD Government Office of Fair Training, Consumer Affairs Victoria and Access Canberra).

Principles

The Academy will implement a Credit Transfer based on the following principles:

- **Fairness:** The Academy will provide clear and accessible information to all learners regarding the Credit Transfer process, eligibility criteria, and documentation requirements.
- **Transparency:** The Academy will ensure that the Credit Transfer process is straightforward and conducted promptly upon receipt of a valid application.
- **Validity:** Credit Transfer decisions will be based on the equivalency of previously completed units as per the training package and national training register www.training.gov.au
- **Compliance:** The Credit Transfer process will adhere to the Outcome Standards and all relevant legislative and regulatory requirements.

Eligibility

Learners may apply for Credit Transfer if they have completed units of competency that are equivalent to the current units delivered by the Academy.

Credit Transfer is only available for units that have been previously assessed as competent and are listed on an authenticated Statement of Attainment (SOA) or Qualification / Record of Results issued by a registered RTO such as the Academy. All SOAs and Records of Results will have to be verified via the USI register, a USI transcript, or via the issuing RTO.

Credit Transfers will only be evaluated and considered if an applicant holds an equivalent with a minor change (e.g. the unit code goes from ending "A" to a "B") or the unit has been superseded by a direct equivalent unit.

Credit Transfers require formal evidence such as an SOA, Qualification and / or Record of Results from an RTO prior to commencing training with the Academy. Once verified with the issuing RTO, credit is awarded. Alternately, the learner can give the Academy permission to access their USI Registry information to confirm available credit transfers.

To be awarded a credit transfer, the learner is required to indicate on their enrolment form if they would like to apply for credit transfer and submit copies of the relevant SOA or Qualification and Record of Results, noting that Credit Transfers will not be granted for partially completed units or units deemed non-equivalent.

National Recognition Guidelines

- Learners enrolled in a course or qualification can apply for credit transfers for units **within the provider's scope of registration**.
- Applications are accepted at any time, but applying prior to starting a course with the Academy is encouraged to avoid unnecessary training and administrative actions.
- Credit transfers apply only to full units of competency; partial credits are not eligible, and learners will be advised to seek recognition instead.
- Proof of currency may be required, depending on the unit of competency in question. For example, if the unit is subject to other regulatory licensing such as state regulators, the date when the unit was awarded may need to be taken into consideration. In this case, the assessor may require a challenge assessment to be conducted.
- The context in which the unit was awarded will also be considered. If a credit transfer unit has not been issued previously in the current context of the workplace, the candidate may be asked to demonstrate contextual skills and knowledge.

Procedures

1. Initial Inquiry and Information

The Academy will provide learners with information about the Credit Transfer process prior to enrolment. The information will include how to apply, collate and submit the required documentation, expected processing times, and impacts on course duration and workload.

A preliminary review of previously completed units may be conducted to determine potential eligibility.

2. Submission of Credit Transfer Application

Learners may either apply for a Credit Transfer in writing (e.g., email) or complete the Academy's *Credit Transfer Application Form* and submit it along with supporting documentation, such as certified copies of Qualifications, Records of Results and / or Statements of Attainment (SOA). Applications should be submitted before the

commencement of the relevant units with the Academy to ensure timely processing and to avoid duplication of training and unnecessary administration.

3. Verification of Evidence

The Academy will verify the authenticity of submitted documents through the National Register of VET (www.training.gov.au) or by directly contacting the issuing RTO where necessary. If seeking verification from a third-party provider, the Academy should seek consent from the Learner via a signed *Certificate Verification Request Form* or a signed *Credit Transfer Application Form*. Only original documents, certified copies, or digital transcripts (e.g. USI transcripts) will be accepted as evidence for a Credit Transfer.

4. Assessment of Equivalency

The Academy will assess the submitted evidence against the Training Package requirements to confirm the equivalency of the previously completed units.

Mapping information from the Training Package will be used to determine whether units are deemed equivalent. If units are not listed as equivalent, the learner may need to undergo Recognition of Prior Learning (RPL) or further assessment, such as gap assessments or complete the full unit of competency as part of their training plan.

5. Approval and Granting of a Credit

Once verified, credit will be granted for equivalent units, and the learner's Training Plan will be updated to reflect the Credit Transfer. The learner will be notified of the outcome in writing, including any changes to their course duration, fees, or training schedule as a result of the Credit Transfer.

6. Recording and Reporting Credit Transfers

All Credit Transfer decisions and supporting evidence will be recorded in the learner's file and the Academy's aXcelerate Student Management System (SMS).

Any unit granted through Credit Transfer will be marked as 'CT' on the learner's transcript, indicating that the units have been credited without further assessment. Credit Transfer outcomes will be reported to relevant regulatory bodies as required, ensuring accurate data for audit and compliance purposes.

7. Appealing Decisions

Learners who disagree with the outcome of their Credit Transfer application have the right to appeal the decision in accordance with the Academy's *Complaints and Appeals Policy and Procedures*.

Appeals must be submitted in writing using the *Complaints and Appeals Form* within 30 days of receiving the decision, outlining the grounds for the appeal.

Publication

This *Credit Transfer Policy and Procedures* document will also be published on the Academy's website and referenced in the Academy's *Learner Handbook*.

Policy Governance

Review
All credit transfer and broader assessment systems and materials must be reviewed and approved by the Academy Manager before publication to ensure compliance with RTO standards and regulatory requirements.

On-going Monitoring and Compliance
The Academy will regularly monitor its credit transfer processes to ensure ongoing compliance and will promptly address any non-compliant practices or areas of improvement identified, and document this in the *Continuous Improvement Register* accordingly.

Definitions

- **ASQA** means Australian Skills Quality Authority, the national VET regulator and the RTO's registering body.
- **Compliance Standards** refers to the Compliance Standards for National Vocational Education and Training Regulator (NVR) Registered Training Organisations (RTOs) Instrument 2025.
- **Credit Transfer (CT)** refers to a process that provides learners with recognition for units of competency previously completed with another RTO or within the same RTO, without the need for further assessment. Units may be superseded but deemed equivalent and the competency requirements map.
- **Equivalent Units** refers to units of competency that are deemed identical or equivalent in content, outcomes, and standards, as determined by the training package or mapping information.
- **Outcome Standards** refers to the Outcome Standards for National Vocational Education and Training Regulator (NVR) Registered Training Organisations (RTOs) Instrument 2025.
- **Recognition of Prior Learning (RPL)** refers to assessment of existing skills and knowledge where no equivalent unit has been completed or where competency is demonstrated through other evidence.