



OFFICIAL



VETASSESS



## Bendigo Kangan Institute

# VET Credit Transfer Policy

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## 1.0 Purpose

The purpose of this document is to facilitate a consistent approach in the conduct of a Credit Transfer (CT) request assessment.

## 2.0 Scope

This policy applies to prospective, new, and existing applicants and candidates enrolling in Vocational Education Training (VET) programs at VETASSESS.

## 3.0 Legislative Context

2025 Standards for Registered Training Organisations (RTOs)

## 4.0 Policy Statement

When an applicant/candidate provides evidence of previously attained unit(s) of competency from an Australian educational institute, VETASSESS will recognise the certification issued, once validated, and give credit to the student for that unit(s) of competency. This will be recorded as a 'Credit Transfer' on the student's record and Qualifications Framework (AQF) certification/documentation.

All credit transfer decisions will be based on equivalence to the current version of the unit of competency, as outlined in the relevant training package or accredited course.

All applicants/candidates are informed of VETASSESS' commitment to providing credit transfers as per the 2025 Standards for RTOs requirements. They are also advised that RTOs, including VETASSESS, are not obliged to issue a certification that would be entirely comprised of units of competency completed at another RTO.

Credit transfers are provided at no additional cost to the applicant/candidate.

Any information provided electronically will comply with the Australian Government accessibility standards.

VETASSESS will implement the following process when facilitating credit transfers:

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### 4.1 Application Process

VETASSESS recognises that potential or current applicants/candidates may have undertaken previous Australian AQF accredited training that are equivalent to units of competency in a VETASSESS qualification. Where this can be demonstrated by the applicant/candidate, the applicant/candidate may be granted credit from a previous subject/qualification. It is the applicant/candidate's responsibility to supply sufficient evidence which demonstrates how they meet the requirements of the unit/s of competency.

Applicants/candidates will need to submit a request for a credit transfer assessment during the online application process.

### 4.2 Credit Transfer Evidence Requirements

Applicants are required to provide copies of any relevant Australian AQF qualification certificates or statements of attainment listing the unit(s) of competency for which they are seeking credit transfer.

VETASSESS may ask the student's permission to verify their unit/s of competency in the Unique Student Identifier (USI) Portal or to verify their unit/s of competency with the education provider who issued the qualification certificate or statement of attainment.

### 4.3 Assessing a Credit Transfer Request

The SRT Stage 1 Assessment Team will manage the completed credit transfer requests. For all credit transfer requests, the SRT Stage 1 Assessment Team will verify the evidence provided to determine whether competency has been demonstrated and credit may be awarded.

### 4.4 Credit Transfer Outcomes

All applications will be processed within ten business days, and the applicant will be advised of the outcome within twelve business days.

If the evidence is deemed incomplete or if insufficient evidence has been provided, the SRT Stage 1 Assessment Team will request the applicant submit further documentation. In this case, the applicant's credit transfer request will not proceed until complete and sufficient evidence has been received by VETASSESS.

If the credit transfer request is successful, the SRT Stage 1 Assessment Team will advise the applicant of the outcome by email and inform the SRT Administration Team to update the applicant's record.

Where the credit transfer request is unsuccessful, the SRT Stage 1 Assessment Team will advise the student of the CT outcome by email.

Approval Authority: Director Vocational Education and Training (VET)

Doc Custodian: Compliance Coordinator

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Applicants/Candidates who are not satisfied with the outcome of a credit transfer request may lodge an appeal in accordance with the VET Appeals Policy.

#### 5.0 Roles and Responsibilities

Role	Responsibilities
Executive Director	Ultimate accountability for this policy rests with the Executive Director
Director of Vocational Education and Training (VET)	Responsible for implementing and disseminating this policy. It is the responsibility of the Director of Vocational Education and Training, or their delegate, to ensure credit transfer requests are processed in line with the VETASSESS Policy
VET Compliance Coordinator	Responsible for the development, review, and monitoring of this policy.

#### 6.0 Definitions

Word/Term	Definition
AQF	Australian Qualification Framework.
Credit Transfer (CT)	Credit transfer (also known as (CT) is the process of awarding credit for a unit or units of competency (UoC), attained from another Registered Training Organisation (RTO) which are the same as or equivalent to the unit or units of competency in a VETASSESS qualification.
RTO	Registered Training Organisation

#### 7.0 Supporting Policy Documents and Forms

Document Name
P-01-VET Appeals Policy
P-02-VET-Assessment Policy

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### 8.0 Version Control and Change History

Ver.	Issue Date	Document Custodian	Description of Change	Approval Authority
1.0	April 2023	Compliance Coordinator	New policy	Director Vocational Education and Training (VET)
1.1	May 2024	Compliance Coordinator	Annual review. Minor grammatical changes were made to meet the requirements of the new template format. No change to policy context.	Director Vocational Education and Training (VET)
1.2	4 December 2025	Compliance Coordinator	Annual Review Following sections have been updated in line with The Standards 2025: <ul style="list-style-type: none"> <li>• Scope</li> <li>• Policy Statement</li> <li>• Positions and titles</li> </ul> Policy Template form	Director Vocational Education and Training (VET)

### 9.0 Document Owner and Approval Body

Document Custodian	Approval Authority	Approval Date	Next Scheduled Review Date
Compliance Coordinator	Director Vocational Education and Training (VET)	4 December 2025	4 December 2027