



Credit Transfer Policy and Procedure

Australian Institute of Digital Technology Pty Ltd

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POLICY 20

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Policy Owner	Training Manager	Approved By	CEO
Applicable Legislation & Standards	Standards for RTOs 2025 (Standard 3); AQF Policy 2013; Student Identifiers Act 2014; Privacy Act 1988 (Cth)		

1. Purpose and Regulatory Context

This policy governs AIDT's approach to credit transfer (CT) — the formal recognition of units of competency or modules that a student has previously completed at an Australian registered training organisation. Credit transfer is a right established by the Standards for RTOs 2025 (Standard 3), and its purpose is to ensure that students are not required to repeat learning they have already completed to a nationally recognised standard. An RTO that refuses, ignores, or fails to process credit transfer applications is denying students a right to which they are entitled under the national VET regulatory framework.

Credit transfer is not a matter of discretion or institutional preference. Where a student presents a valid, authenticated certificate or academic transcript from an Australian RTO showing that they have been assessed as Competent in a unit that is identical to, or genuinely equivalent to, a unit in their enrolled qualification at AIDT, AIDT is required to grant that credit transfer. The Training Manager's role in the CT process is to assess equivalence where units are not identical and to verify the authenticity of documents — not to second-guess a prior assessment decision made by another registered provider.

Credit transfer reduces course duration and therefore reduces fees. AIDT's fee obligations following a credit transfer are clear: the student's Written Student Agreement must be revised to reflect the reduced course duration and reduced fees, and a revised CoE is issued where the credit transfer materially affects the course duration. AIDT does not retain fees for units that have been credit transferred.

2. Eligibility — What Units Can Be Credit Transferred

A unit of competency may be credit transferred at AIDT where: the unit code and title exactly match the code and title of a unit in the student's enrolled qualification at AIDT; or the Training Manager assesses the unit as genuinely equivalent to a required unit, based on a detailed comparison of the elements, performance criteria, performance evidence, knowledge evidence, and assessment conditions of both units. Where units are from different training package versions, the Training Manager must determine whether any changes in the current version are material — that is, whether they represent a genuinely different competency standard or merely administrative re-formatting of the same competency. This determination is documented.



There is no mandatory currency requirement for credit transfer under the Standards for RTOs. Unlike RPL, a CT application is based on a prior formal assessment rather than a claim of current capability. However, where a training package has been so substantially revised that the competency standard described in an older version is materially different from the current standard, the Training Manager may determine that the prior assessment does not provide a valid basis for recognising the current competency. This determination is made case by case and is documented with reasoning.

3. Procedure

1	Student indicates their wish to apply for credit transfer on the Application for Enrolment Form, or submits a written CT request to training@aidt.edu.au at any time during their enrolment.
2	Student provides: a certified copy of the AQF qualification certificate from the issuing RTO; and an authenticated academic transcript showing the specific unit codes, titles, and Competent results. An authenticated VET transcript issued by the USI Registrar (www.usi.gov.au) is accepted in lieu of provider documentation.
3	The Training Manager assesses the CT application within 5 business days of receiving complete documentation. For identical units, the assessment is straightforward. For non-identical units, the Training Manager completes a CT Equivalence Assessment Form comparing the two units in detail.
4	The Training Manager records the CT decision in AIDT's student management system and notifies the student in writing within 5 business days of completing the assessment. The notification specifies: the units granted CT; the revised course duration; the revised fees; and any units where CT was not granted with specific reasons.
5	AIDT issues a revised Written Student Agreement (or course variation letter) confirming the updated course plan and fees. Where the revised course duration materially affects the CoE duration, a revised CoE is issued via PRISMS within 5 business days.
6	Where a CT application is declined for a specific unit, the student is advised in writing of the specific reason and of their right to appeal under AIDT-POL-009 within 10 working days.

Key Provisions

No charge: AIDT does not charge a fee for assessing credit transfer applications.

No re-assessment: Credit transferred units are recognised as Competent. AIDT does not require the student to re-demonstrate competency for CT units.

Overseas qualifications: Units completed overseas are NOT processed as credit transfers. They are assessed through RPL (AIDT-POL-021), which involves direct evidence assessment.

Authenticity: AIDT verifies the authenticity of all CT documents. Where document authenticity cannot be confirmed, the CT application is suspended pending verification.



Record-keeping: All CT assessment records are retained on the student's file for a minimum of 7 years.