

Credit Transfer Policy and Procedure

Purpose

AQF Certifications issued by other Registered Training Organisations (RTO) are recognised by Australian College of Excellence, this enables individuals to receive national recognition of their achievements. In order to apply for a credit transfer, the student is required to complete the following steps:

1. Complete the “Credit Transfer Form”.
2. Attach a certified copy of the authenticated VET transcript from the other RTO and highlight the units you wish to have applied to your current enrolment
3. Submit the completed “Credit Transfer Form” and VET transcript to the RTO
4. Units are verified on www.usi.gov.au, only applicable if student completed the units after 1 January 2015
5. The RTO in consultation with relevant Assessor will review and confirm whether student is eligible for Credit Transfer (CT)
6. If the student is eligible, the result of CT should be applied to the unit within the Student Database
7. The RTO to advise the student in writing of the outcome of the credit transfer application: a) Student is eligible for CT and the result has been entered into the Database b) Student is not eligible for CT and the reason why.

Authenticated copies are to be certified by a Justice of the Peace or someone within the RTO who has sighted the original document and authenticated that they have “sighted the original document and that this is a true and correct copy of the original document”.

- ♣ Enrolment Agreement Form
- ♣ Student Handbook
- ♣ Credit Transfer Form

Related Documents



Credit Transfer Form OCT16-1.pdf

Document Control

Policy Owner	ACE College
Endorsed by	RTO Manager
The person responsible for the implementation	Admission Manager and RTO Manager
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