



KEYSTONE COLLEGE
OF BUSINESS & TECHNOLOGY

Credit Transfer Policy and Procedure

1. Purpose

The purpose of this policy is to establish a fair, transparent and consistent process for recognising the prior completion of equivalent units or modules. It supports student progression while maintaining the integrity, quality and learning outcomes of KCBT's training products. It also ensures that credit transfer decisions comply with applicable VET, ESOS.

2. SCOPE

This policy applies to all prospective and enrolled KCBT students and to all staff involved in admissions, enrolment, academic decisions, student administration, compliance, fees, course scheduling and reporting. KCBT provides clear information about credit transfer, eligibility, evidence, fees, possible effects on course duration and appeal rights before enrolment and before fees are accepted, and again at orientation. Students must be given a reasonable opportunity to apply early enough for the decision to inform their offer, study plan and, where applicable, CoE duration.

3. Definitions

Term	Meaning
Credit Transfer	Is a process where a registered training provider recognises and accepts prior completion of an equivalent training product issued by another registered training organisation (RTO).
Internal Credit Transfer	Credit transfer applied to an identical or equivalent unit previously completed and finalised at KCBT, including between qualifications in an approved packaged course.
USI	Unique Student Identifier: a reference number that creates a secure online record of an individual's VET training and qualifications.
Statement of Attainment	A formal document issued by a Registered Training Organisation confirming that a student has achieved one or more units of competency from a nationally recognised training package.
AQF Certification Documentation	Official documentation confirming that an AQF qualification or VET statement of attainment has been issued by an RTO or another authorised AQF issuing organisation.
Authenticated VET Transcript	A VET transcript authenticated in accordance with the Student Identifiers Act 2014 and accessed with the student's authorisation.
Equivalent Training Product	A unit of competency or module with the same code and title, or one that the current National Register formally identifies as equivalent to the unit or module for which credit is sought.
Recognition of Prior Learning (RPL)	An assessment process that evaluates relevant prior formal, non-formal and informal learning to determine whether a person meets the requirements of a training product. RPL is not credit transfer.

Engineers Australia Pathway	The program structure, delivery and assessment pathway submitted to or approved by Engineers Australia, including any approved articulation or alternative implementation pathway and accreditation conditions.
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4. POLICY

1. KCBT grants credit transfer in accordance with Standard 1.7 of the Outcome Standards for Registered Training Organisations 2025, the National Code 2018, the applicable training product, and any licensing, regulatory or accreditation conditions.
2. This policy must be read and implemented with the Outcome Standards for Registered Training Organisations 2025, including Standards 1.7, 2.1 and 2.8; the ESOS Act 2000 and section 19 reporting obligations; the National Code 2018, including Standards 2, 3, 8, 9 and 10; the Student Identifiers Act 2014; the Australian Qualifications Framework; the current National Register; and, where applicable, Engineers Australia AMS-STD-20, AMS-MAN-20, AMS-MAN-21 and KCBT's accreditation conditions.
3. Where KCBT grants course credit, KCBT:
 - a. has documented procedures for the granting and recording of course credits; and
 - b. provides the student with a written decision identifying each unit or module granted or refused, the reasons for any refusal, the effect on fees, the study plan and course duration, and the right of appeal. For an overseas student, KCBT obtains and retains the student's signed or otherwise recorded acceptance of the decision for at least two years after the student ceases to be an accepted student.
4. Where credit transfer reduces an overseas student's course duration, KCBT informs the student in writing of the revised duration. If granted before the student visa is granted, the CoE must be issued for the reduced duration. If granted after the visa is granted, KCBT reports the change in PRISMS and updates or replaces the CoE in accordance with the current PRISMS guidance and ESOS requirements.
5. For the purposes of the National Code 2018, course credit is defined as follows:
'Exemption from enrolment in a particular part of the course as a result of a previous study, experience or recognition of a competency currently held. Includes academic credit and recognition of prior learning.'
6. Credit transfer may be granted only where KCBT has verified the student's identity and evidence, confirmed that the completed unit or module is identical or formally equivalent, confirmed that it can be applied within the qualification packaging rules, and confirmed that no licensing, regulatory or accreditation restriction prevents the credit.
 - a. KCBT supports a student to obtain credit transfer where prior successful completion of an equivalent training product is demonstrated by valid AQF certification documentation or an authenticated VET transcript. Credit is not automatic merely because a document has been supplied; authenticity, identity, equivalence, packaging and any applicable restrictions must first be verified and documented.
 - b. Credit transfer will normally be granted where the completed unit has the same code and title as the unit in the student's current program, or where the National Register records the completed unit as equivalent to the current unit, subject to the other controls in this policy.

- c. Partial credit transfer is not granted. Where the prior unit is not equivalent, the application must be refused as credit transfer. The student may separately apply for RPL or undertake gap training and assessment under KCBT's assessment system. Any gap training, assessment, duration and fees must be documented and disclosed before the student agrees to proceed.
7. KCBT grants credit only for an identical or equivalent unit or module that forms part of, or is permitted by, the current qualification packaging rules. The decision must maintain the integrity of the training product and must not be based only on similarity of subject matter or unit titles.
8. Credit granted must be consistent with the qualification packaging rules, the current training product, and any course-specific licensing, regulatory or accreditation conditions. Any restriction and the evidence relied upon must be recorded in the decision.
9. KCBT does not grant credit when the unit completed at another RTO or AQF issuing organisation is superseded and mapped as non-equivalent to the current release of the unit.
10. KCBT will not enrol a person solely for the purpose of reissuing AQF certification already achieved elsewhere. Where credit transfer would cover all, or substantially all, requirements of a KCBT qualification, the Compliance Manager and CEO must determine and document whether enrolment and certification are lawful, fair, consistent with the packaging rules and certification requirements, and sufficient to preserve the integrity of the qualification and any accreditation outcome.

5. Specific Conditions for RII packaged Courses

For RII Qualifications on KCBT scope, KCBT treats credit transfer and advanced standing as articulation pathways that must preserve the approved program definition and intended vocational outcomes as the Engineers Australia Stage 1 Competency Standard for Engineering Associate (as KCBT has applied for Engineers Australia accreditation).

- Credit transfer will only be applied to units that form part of KCBT's approved program structure. Each decision must be evaluated against the specified units of competency, the approved Training and Assessment Strategy, the Engineers Australia Stage 1 mapping, integrated learning and assessment design, intended vocational outcomes and any accreditation conditions.
- Each application must be evaluated case by case. For KCBT's ordinary Engineers Australia pathway (Under Application Process), total credit transfer and advanced standing must not exceed 50% of the full-time equivalent program duration or specified program requirements. A proposal exceeding 50% must not be approved or represented as part of the accredited pathway.
- Where an equivalent unit has been successfully completed, KCBT will determine credit transfer in accordance with Standard 1.7. For a Gateway, Cluster, Capstone, major project or other integrative unit, KCBT also conducts a separate Engineers Australia pathway review to verify that the student's overall pathway demonstrates the required integrated learning, practical and laboratory learning, problem solving, design, project-based learning and Stage 1 outcomes. KCBT will not reassess the credited unit itself. Any additional, non-duplicative program requirement must be documented, academically justified, disclosed to the student and consistent with the approved accredited pathway.

- All applications for an Engineers Australia pathway must be independently reviewed and approved by both the Course Coordinator and the Compliance Manager before credit is recorded. The file must show the evidence verified, equivalence decision, percentage of credit by units and full-time duration, effect on Stage 1 mapping and capstone or integrated outcomes, revised study plan, reasons for the decision, and any written advice or approval obtained from Engineers Australia. Unclear or high-risk cases must be escalated before a decision is communicated.

6. PROCEDURE

This procedure applies to external credit transfer based on units of competency or modules previously completed with another RTO or authorised AQF issuing organisation. Internal credit transfer is managed under section 7.

1. Applicants must submit the Credit Transfer Application Form and provide valid AQF certification documentation or an authenticated VET transcript. The evidence must identify the student, issuing organisation, qualification or statement of attainment, unit or module code and title, result and date of issue. KCBT may request original, certified or independently verifiable evidence where authenticity cannot otherwise be established.
2. The Enrolment Officer checks that the application is complete, records the date received and forwards it to an authorised Course Coordinator. The Course Coordinator determines identity or equivalence and academic application; the Compliance Manager reviews any non-identical, superseded, regulated, high-risk or Engineers Australia case before approval.
3. The decision-maker records the source and date of the National Register check, the versions compared, the equivalence status, current packaging rules, and any licensing, regulatory, training product or accreditation restriction. A locally assumed or historical mapping must not replace the current National Register or written advice from the relevant authority.
4. The Course Coordinator assesses the approved course structure, sequencing, prerequisites, remaining training and assessment, scheduled contact and online components, and determines whether the credit changes fees, the study plan or course duration. For an overseas student, this review must occur before the decision and CoE action are finalised.
5. KCBT recognises successfully completed identical or equivalent units evidenced by valid AQF certification documentation or an authenticated VET transcript where the units can be applied under the current packaging rules and no permitted licensing, regulatory or accreditation restriction applies.
6. If the superseded or previous unit is recorded as equivalent to the current unit on the National Register, credit transfer is granted without additional assessment or a gap-assessment fee. If it is not equivalent, credit transfer is refused and the student may be offered a separate RPL process or gap training and assessment with requirements and fees disclosed in advance.
7. KCBT verifies evidence through an authenticated VET transcript, the National Register and, where necessary, direct confirmation from the issuing organisation. Access to a USI transcript must be authorised and undertaken in accordance with the Student Identifiers Act and privacy requirements. Verification details, including the method, date, staff member and outcome, are retained. Suspected fraudulent evidence is escalated under KCBT's misconduct and risk processes before a decision is made.

8. Once authorised, KCBT issues a written decision to the student. The decision and the student's signed or otherwise recorded acceptance are stored with the application, verified evidence, equivalence check, approvals and revised study plan in the student file. The approved credit is then recorded accurately in WISENET using the authorised outcome code and an auditable staff/date record. Overseas-student records are retained for at least two years after the student ceases to be an accepted student, or longer where another applicable retention requirement applies.
9. After credit transfer is granted, the Course Coordinator prepares and approves a revised individual study plan. For an overseas student, the plan must support completion within the revised CoE duration and remain consistent with the registered course structure, scheduled contact requirements, and course-progress requirements. The student receives a copy and the approved plan is retained on file.
10. If the Credit Transfer leads to a shortening of the student's course:
 - if credit is granted before the student visa is granted, the Enrolment Officer informs the student of the reduced duration and ensures the CoE is issued only for the actual reduced course duration; or
 - if credit is granted after the student visa is granted and reduces the course duration, the Enrolment Officer reports the change in PRISMS and updates or replaces the CoE in accordance with the current PRISMS User Guide. The student is notified in writing of the revised end date and advised to seek advice from the Department of Home Affairs about any possible visa implications. The PRISMS transaction and revised CoE are retained on file.
 - if the credit does not change the course duration, no PRISMS duration variation is required; however, the credit decision, student acceptance, revised study plan and reasons why the duration is unchanged must be recorded in the student file and WISENET.
11. KCBT assesses credit transfer early and manages sequencing so the student has a feasible pathway through all remaining units.
 - a. Before approving the credit decision, the Course Coordinator identifies when each remaining unit will be offered and documents any prerequisite or sequencing issue in the revised study plan; and
 - b. Where credit affects the study pattern, KCBT may adjust the study load or course duration only after an individual academic and ESOS compliance review and written notification to the student.
 - c. Any revised study load must remain consistent with the student's approved study plan, course-progress requirements, registered course delivery and, for overseas students, the revised CoE duration and applicable online study limits; and
12. Fees following credit transfer are determined in accordance with the student's written agreement and KCBT's published Fees and Refund Policy, which must disclose any applicable adjustment or administration fee before enrolment. KCBT will not require attendance, training or assessment for a credited unit. An overseas student must attend the remaining scheduled classes and follow the approved revised study plan; any change to duration, load or CoE is managed under this policy and the ESOS framework.
13. If the application does not meet the required criteria as set down, then Credit Transfer is not awarded. The applicant has the right to access the Complaints and Appeals Policy and Procedure. (Refer to complaints and appeals policy, <https://kcbt.edu.au/policies/>)

7. Internal Credit Transfer

This procedure applies to Credit Transfer for units of competency completed by a student as part of package courses at KCBT.

1. Students in KCBT packaged courses are not required to submit a separate application for an internal credit transfer based on a unit already completed and recorded by KCBT.
2. When creating the student profile, the Administration Manager records each packaged course exactly as stated in the accepted Letter of Offer and applicable CoEs. A future internal credit must not be recorded until the student has successfully completed the relevant unit and the result has been finalised and verified.
3. The Administration Manager maintains a common-unit mapping for packaged qualifications. The mapping must be checked against the current National Register and packaging rules whenever a training product changes and before a credit outcome is applied.
4. The Administration Manager verifies the final competent result and evidence, and the Course Coordinator confirms that the unit is identical or equivalent and applicable to the second qualification, before the authorised CT outcome is recorded in WISENET.
5. After internal credit transfer is granted, the Course Coordinator prepares an individual study plan showing the remaining units and any changes to sequencing, fees or duration. For an overseas student, the plan must remain consistent with the registered course, applicable delivery requirements and revised CoE duration.
6. If the Credit Transfer leads to a shortening of the student's course:
 - 6.1 if internal credit is confirmed before the student visa is granted, the Administration Manager informs the student of the reduced duration and ensures the CoE is issued only for the actual reduced course duration; or
 - 6.2 if internal credit is confirmed after the student visa is granted and reduces course duration, the Administration Manager reports the change in PRISMS and updates or replaces the CoE in accordance with the current PRISMS User Guide. The student is notified in writing, advised seeking advice from the Department of Home Affairs about possible visa implications, and the PRISMS transaction and revised CoE are retained on file.
 - 6.3 if internal credit does not change course duration, no PRISMS duration variation is required; however, the decision, student acceptance, revised study plan and reasons why the duration is unchanged must be recorded in the student file and WISENET.

8. Compliance Monitoring and Review

The Compliance Manager conducts a risk-based quarterly sample review and a documented annual system review. The review covers external and internal decisions; timeliness; student information and applications; authenticity and equivalence evidence; current National Register checks; packaging and regulatory restrictions; written decisions and student acceptance; WISENET, AVETMISS, CoE and PRISMS accuracy; fees and refunds; revised study plans; complaints and appeals; and, for Engineers Australia pathways, the 50% threshold, Stage 1 mapping, capstone or integrated outcomes and any EA approvals. High-risk and Engineers Australia cases are reviewed before finalisation. Non-compliance is corrected promptly, affected students and records are remediated where necessary, root causes and actions are entered in the continuous-improvement register, and effectiveness is

verified. This policy is reviewed at least annually and immediately following a relevant legislative, training product, PRISMS or accreditation change.

9. Version Control and Accountable Officers

Policy Category	Student Support			
Responsible Officers	Enrolment Manager Student Support Manager Course Coordinator Compliance Manager			
Implementation Officers	Course Coordinator			
Next Review Date	Oct 2027, or earlier following a regulatory, training product, PRISMS or accreditation change			
Approved by				
CEO				
Version	Authored by	Brief Description of the changes	Date Approved	Effective Date
6.0	Compliance Manager	Comprehensive review against the 2025 RTO Standards, ESOS and National Code, and Engineers Australia VET requirements; strengthened evidence, decisions, records, study plans, PRISMS, fees, appeals and monitoring.	Oct 2026	Oct 2026