

Credit Transfer Policy

Australian Institute of Training Solutions- AITS is committed to adhering to standard 3 of the Standards for RTOs 2015 where it states; The RTO accepts and provides credit to learners for units of competency and/or module (unless licensing or regulatory requirements prevent this) where evidence is provided.

Learners will not be required to repeat any unit or module in which they have already been assessed as competent, and have provided suitable evidence that they have successfully completed the unit or module i.e. AQF certification such as a statement of attainment or statement of results.

Before providing credit on the basis of a statement of results or statement of attainment Australian Institute of Training Solutions- AITS will verify the authenticity of the evidence by contacting the issuing RTO or demanding the Learner's USI statement.

Providing credit is recognising the equivalence of studies previously undertaken and completed successfully.

When providing a credit for a unit, Australian Institute of Training Solutions- AITS trainers will use the following procedure:

- Students provide evidence of any prior completed training upon enrolment i.e. any prior statements of attainment or statements of results
- Trainer to identify the units eligible for credit using the Australian Institute of Training Solutions- AITS credit transfer report
- This report will then be submitted to the Office Manager who will review the paperwork and ensure the correct units are selected
- The Office Manager will verify the authenticity of evidence provided by contacting the issuing RTO and completing the Credit transfer report and informing the Trainer
- Credits will be issued for eligible units and recorded in assessor handbook by the trainer and also recorded on the student management system

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