AUSTRALIAN INSTITUTE OF TRAINING SOLUTIONS

Credit Transfer Policy

Relevant Standards	Linked Documents
Outcome Standards 2025: Quality Area 1	• Credit Transfer Report • Fees and Charges Policy • USI Policy

1. Purpose

The Australian Institute of Training Solutions (AITS) is committed to meeting the Outcome Standards for RTOs 2025. AITS accepts and provides credit to learners for units of competency and/or modules (unless licensing or regulatory requirements prevent this) where evidence is provided.

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

2. Policy

Learners will not be required to repeat any unit or module in which they have already been assessed as competent, where they provide suitable evidence that they have successfully completed the unit or module – for example, AQF certification such as a statement of attainment or a record of results.

Before providing credit on the basis of a record of results or statement of attainment, AITS will verify the authenticity of the evidence by contacting the issuing RTO or by obtaining the learner's USI transcript.

There is no charge for credit transfer (see the *Fees and Charges Policy*).

3. Procedure

When providing credit for a unit, AITS trainers will use the following procedure:

1. Students provide evidence of any previously completed training on enrolment, such as statements of attainment or records of results.
2. The trainer identifies the units eligible for credit using the AITS Credit Transfer Report.
3. The report is submitted to the Office Manager, who reviews the paperwork and ensures the correct units have been selected.
4. The Office Manager verifies the authenticity of the evidence provided by contacting the issuing RTO, completes the Credit Transfer Report and informs the trainer.
5. Credit is issued for eligible units and recorded by the trainer in the assessor handbook, and in the student management system.