



National Recognition (Credit Transfer) Policy

NNZMC Pty Ltd — Trading as Industry Skills Solutions

Registered Training Organisation #45974

VERSION 3.5 · JULY 2025 · RTO_POL_2.5

Document control

Version	Date	Author	Summary of change
1.1	16/04/2022	NM	Content and formatting updates
2.0	02/03/2023	HM	Post-registration review
3.0	07/2025	HM	Full review and update to align with the Standards for RTOs 2025: references updated to the 2025 Compliance Standards; evidence requirements, whole-unit recognition, the no-fee basis and the “at least one other unit” enrolment rule reaffirmed.
3.1	07/2025	HM	Compliance review update: added an availability statement; added how to apply, the decision timeframe and written-outcome commitment; added an appeals pathway; and confirmed outcomes are recorded on the learner file.
3.2	07/2025	HM	Confirmed national recognition applies to authentic AQF certification issued by any Australian RTO, including RTOs that have since ceased to be registered; described how equivalence is assessed (mapping superseded units via training.gov.au); added an alternative-evidence pathway (verified USI VET transcript) where original documents are unavailable, and clarified USI verification; specified the pre-enrolment disclosure channels; added a record-keeping and retention statement (s.10); added the 10-working-day decision timeframe and a delay-notification provision; and added an s.10 mapping row.
3.3	07/2025	HM	Compliance-manager review update: removed the reference to a pre-enrolment interview (credit-transfer options are explained in the Student Handbook, on our website and in our pre-enrolment information); confirmed the Credit Transfer Application Form process; and simplified the version-control notes.
3.4	07/2025	HM	Administrative update: standardised terminology to “Compliance Standards” to match the registered instrument title (the Compliance Standards Instrument 2025).
3.5	07/2025	HM	Compliance review update: stated that credit transfer is granted as the learner’s entitlement where equivalence is established and documentation is authenticated; clarified that a lack of currency is not a barrier provided equivalence is confirmed; added that declined applications (including where evidence or equivalence cannot be confirmed) are advised in writing with reasons and may be directed to the RPL pathway; confirmed the appeals process is accessible, free and timely; named the Compliance Manager as overseeing consistent application; stated the retention period (30 years, as part of the record of results); aligned the evidence description across sections; noted the pre-enrolment information is kept accurate and current; and cited the AQF edition.

Operational owner

Compliance Manager (day-to-day administration of this policy)

Authorised by	Harrison McMahon, Chief Executive Officer
Next review	July 2027, or earlier if regulatory requirements change
Approved and released. Version 3.5 is the approved, current version of this National Recognition (Credit Transfer) Policy, released July 2025 and authorised by Harrison McMahon, Chief Executive Officer. No further changes are to be made except by issuing a new version.	

Purpose and scope

As an RTO, we recognise AQF qualifications and Statements of Attainment issued by any other Australian RTO, drawn from the national skills framework (units of competency). This recognition extends to authentic AQF certification issued by an RTO that has since ceased to be registered — the certification remains valid and is recognised, provided it meets our authenticity requirements. Credit transfer recognises previously completed, equivalent, current units listed on training.gov.au, allowing a learner to apply prior competency toward a new qualification. National recognition (credit transfer) is distinct from Recognition of Prior Learning (RPL), which involves formal assessment and is addressed in the RPL Policy. This policy is published on our website and is available to learners on request. Credit-transfer options are explained to prospective learners before enrolment — in the Student Handbook, on our website, and in our pre-enrolment information — so they can make an informed decision. We keep this pre-enrolment information — covering eligibility, the application process, the no-fee basis and expected timeframes — accurate and current.

Evidence requirements

To apply, present the original Statement of Attainment or qualification for examination, together with certified true copies (certified by a Justice of the Peace or equivalent), in the correct AQF format. You must demonstrate that the documentation is yours and was issued by an Australian RTO. We reserve the right to verify authenticity directly with the issuing RTO. Where you cannot produce original documents — for example because they have been lost or the issuing RTO has closed — we may accept your verified USI VET transcript as evidence of the units you have completed, or verify your prior completions with the relevant authority.

National recognition guidelines

- Any enrolled learner may apply for national recognition within their current course or qualification, but not for units outside our scope of registration;
- A learner may not enrol solely for national recognition — at least one other unit of competency must be included in the enrolment;
- Applications may be made at any time; applying before commencement is encouraged to optimise training efficiency;
- The learner incurs no fees for national recognition, and we receive no funding when it is granted;
- Only whole units of competency qualify — partial credit is excluded;
- Currency is not a barrier to recognition — a previously awarded unit may be recognised however long ago it was completed, provided equivalence to the current unit is confirmed (see the equivalence check below);
- Equivalence is assessed by comparing the unit code and title against the current unit listed on training.gov.au; where your unit has been superseded, we use the equivalence and mapping information published on training.gov.au (or by the relevant Training Package developer) and advise you of the outcome;
- All outcomes are advised in writing, normally within 10 working days.

How to apply, and outcomes

To apply, complete the Credit Transfer Application Form and provide your evidence — the original Statement of Attainment or qualification for examination together with certified true copies, as described under “Evidence requirements” above — and your USI. We use your USI to verify your identity and confirm your prior unit completions against your authenticated USI VET transcript; if USI verification cannot be completed, we ask you to provide additional certified documentation. The Compliance Manager oversees the consistent application of this policy and the assessment of credit-transfer applications. Where equivalence is established and your documentation is authenticated, credit transfer is granted as your entitlement — it is not at our discretion. We assess a complete application and advise you of the outcome in writing, normally within 10 working days. If we cannot decide within that time — for example because we are verifying your documents with the issuing RTO — we notify you in writing of the reason and give you a revised expected timeframe. Where credit transfer is granted, it is recorded on your enrolment and against the relevant units, and retained as part of your record of results for 30 years, in accordance with our record-keeping obligations under the Compliance Standards 2025 (s.10) and our Privacy Policy, so it is available for your certification and transcript. Where an application is declined — including where neither original documents nor USI verification can confirm your prior completions, or where equivalence to the current unit cannot be clearly established — the written outcome sets out the reasons, and we may direct you to the Recognition of Prior Learning pathway. If you disagree with a credit-transfer decision, you may appeal under our Complaints and Appeals Handling Policy; the appeals process is accessible, free of charge and handled in a timely manner, and you will not be disadvantaged for lodging an appeal.

Mapping to the Standards for RTOs 2025

The Standards for RTOs 2025 comprise two instruments on the Federal Register: the Outcome Standards Instrument 2025 (F2025L00354), which contains the Outcome Standards (Standards 1.1–4.4, grouped into four Quality Areas); and the Compliance Standards Instrument 2025 (F2025L00355), which contains the Compliance Standards (numbered sections s.7–s.20). This policy is cross-referenced to both — only the standards and requirements it addresses are listed, with the section of this document that addresses each.

Standard or requirement	What it requires	Addressed in this policy
Outcome Standard 1.7 — Credit transfer	Credit transfer is offered for equivalent completed units on the basis of authenticated certification.	Purpose and scope; Evidence requirements; National recognition guidelines; How to apply, and outcomes
Outcome Standard 1.6 — Recognition of prior learning	RPL is distinguished from credit transfer and offered separately.	Purpose and scope
Outcome Standard 2.1 — Access to information about the organisation	Learners are informed of recognition pathways before enrolment and outcomes are advised in writing.	Purpose and scope; National recognition guidelines; How to apply, and outcomes
Outcome Standard 2.8 — Effective appeals	Credit-transfer decisions can be appealed.	How to apply, and outcomes
Compliance Standards 2025, s.10 — Records	Credit-transfer outcomes are recorded on the learner file and retained so they are available for certification and transcripts.	How to apply, and outcomes

Related documents and legislation

This policy should be read together with: the Student Handbook, the RPL Policy, the Credit Transfer Application Form and the Complaints and Appeals Handling Policy; the Standards for RTOs 2025 and the Australian Qualifications Framework (AQF, second edition, January 2013).

Authorisation

This policy is authorised by the Chief Executive Officer of NNZMC Pty Ltd T/a Industry Skills Solutions.

Name	Harrison McMahon
Position	Chief Executive Officer
Signature	
Date	01/07/2025