

This policy outlines how Pegasus International College recognises and grants **Credit Transfer (CT)** for nationally recognised units of competency or modules that students have previously completed with another RTO or authorised issuing organisation.

Credit Transfer ensures students are not required to repeat training and assessment for units they have already successfully completed.

This policy aligns with the 2025 Standards for Registered Training Organisations and the requirements of the VET Quality Framework.

Policy Name	Credit Transfer Policy & Procedure
RTO Name	Pegasus International College
RTO Code	46222
Standard	Standards for RTOs 2025 – Standards 1.7, 2.1, 2.7, 2.8, 4.1, 4.2, 4.3, 4.4
Version	V1
Effective Date	February 2026
Review Date	January 2027
Policy Owner	CEO

1) SCOPE

This policy applies to:

- All nationally recognised training products delivered by Pegasus International College
- All students enrolled in qualifications or skill sets
- All administration staff, trainers and assessors involved in enrolment or academic decision-making

2) SOFTWARE

- Student Management System – Avetmiss Done

3) RESPONSIBILITIES

CEO

- Approves this policy and oversees its implementation across the College.
- Ensures compliance with the Standards for RTOs 2025 and the VET Quality Framework.

Academic Manager

- Oversees Credit Transfer decisions and ensures consistent application of this policy.
- Provides guidance where evidence requires equivalency assessment under training package transition rules.
- Approves Credit Transfer outcomes and any associated adjustments to course duration or fees.

Trainers and Assessors

- Provide subject-matter input where equivalency between units needs to be assessed.
- Confirm that Credit Transfer aligns with current training product requirements.

Administration / Student Support Staff

- Receive Credit Transfer applications and verify supporting documentation.
- Authenticate evidence via the USI Registry System or directly with the issuing RTO where required.
- Record Credit Transfer outcomes in the Student Management System and update the student file.
- Issue written notification of outcomes and revised fee schedules to students.

Students

- Submit a complete Credit Transfer Application Form together with authenticated evidence.
- Provide accurate information and respond to requests for additional documentation.
- Acknowledge acceptance of the Credit Transfer outcome in writing.

4) DEFINITIONS

Credit Transfer (CT)

Recognition of a unit of competency or module previously completed with another RTO or authorised issuing organisation.

Certification Documentation

Testamur, Statement of Attainment or Record of Results issued under the AQF.

Authenticated VET Transcript

An authenticated record of a student's nationally recognised training, obtained directly from the USI Transcript Service via the student's Unique Student Identifier (USI).

5) GENERAL PRINCIPLES

Pegasus International College commits to the following principles when assessing and granting Credit Transfer:

- **Equitable access** – all students are offered the opportunity to apply for Credit Transfer at enrolment, and at any time during their course before commencement of the relevant unit.
- **Authenticated evidence** – Credit Transfer is granted only where authenticated evidence confirms the student has completed the same unit of competency, or a unit deemed equivalent under training package transition rules.
- **No duplication of training** – students are not required to repeat units already completed unless a licensing or regulatory requirement applies, or the unit has been superseded and is not equivalent.
- **No fee** – Pegasus International College does not charge a fee for processing Credit Transfer applications.
- **Accurate recording** – all Credit Transfer outcomes are recorded in the Student Management System as “CT” and reported correctly under AVETMISS.
- **Evidence retained** – evidence supporting Credit Transfer decisions is retained in the student file in accordance with our records management arrangements.
- **Transparent communication** – students are advised in writing of the outcome and any adjustments to course duration or fees.

- **Right of appeal** – students who disagree with a Credit Transfer decision may access the Feedback, Complaints & Appeals process.

6) PROCEDURE

6.1) Application for Credit Transfer

Students may apply for Credit Transfer:

- At enrolment; or
- At any time during their course (before commencement of the relevant unit).

Students must submit:

- Completed Credit Transfer Application Form
- Certified copy of Statement of Attainment, Testamur or Record of Results; or
- Authenticated USI VET Transcript

6.2) Verification of Evidence

Administration will verify documentation by:

- Checking issuing RTO code and qualification details
- Confirming unit codes match the current training product
- Verifying authenticity via:
 - USI Registry System (where applicable); or
 - Direct confirmation with issuing RTO (if required)

Only authenticated documentation will be accepted.

6.3) Assessment of Credit Transfer

Credit Transfer will be granted where:

- Unit codes match exactly; or
- The unit is formally recognised as equivalent in the current training package.

Credit Transfer does not involve assessment of skills — it is a recognition process only.

The **Academic Manager** is the decision-maker for Credit Transfer applications and approves the granting or refusal of Credit Transfer based on the verified evidence and equivalency assessment.

Credit Transfer may be refused where:

- Evidence cannot be authenticated through the USI Transcript Service or directly with the issuing RTO;
- The unit has been superseded and is not deemed equivalent under training package transition rules;
- A licensing or regulatory requirement requires the student to undertake the training; or
- The unit codes do not match and equivalency cannot be established.

Where Credit Transfer is refused, the reason for refusal will be clearly stated in the written outcome notification, and the student will be advised of their right to appeal under the Feedback, Complaints & Appeals Policy.

6.4) Outcome Notification

Pegasus International College will notify the student of the outcome of their Credit Transfer application in writing within 20 business days of receiving a complete application and authenticated supporting evidence.

The student will be notified in writing of:

- Units granted Credit Transfer
- Revised course duration (if applicable)
- Revised fees (if applicable)

The student must acknowledge acceptance of the Credit Transfer outcome.

6.5) Recording

Where Credit Transfer is granted:

- Result recorded in SMS as **CT**
- Evidence stored in student file
- Course duration and fee adjustments documented
- AVETMISS reported correctly as Credit Transfer outcome

6.6) Appeals

If a student disagrees with a Credit Transfer decision, they may access the appeal process set out in the Feedback, Complaints & Appeals Policy.

7) FEES

Pegasus International College does not charge a fee for processing Credit Transfer applications.

Where Credit Transfer reduces the amount of training required:

- Course fees will be adjusted proportionally.
- A revised fee schedule will be issued.

8) RECORDS MANAGEMENT

The following records are retained:

- Application form
- Certified evidence
- Verification notes (if applicable)
- Outcome letter/email
- Student acceptance
- SMS record entry

Records are retained in accordance with the College's Records Management arrangements under the 2025 Standards.

9) LEGISLATIVE AND STANDARDS COMPLIANCE

This policy aligns with the following:

Standards for RTOs 2025

- **Standard 1.7** — VET students who have completed an equivalent training product are supported to obtain a credit transfer.
- **Standard 2.1** — VET students have access to clear and accurate information concerning the organisation, the relevant training product, and students are made aware of any changes that may affect them.
- **Standard 2.7** — Feedback and complaints management addresses concerns and informs continuous improvement of the NVR registered training organisation.
- **Standard 2.8** — Effective appeal processes are available to VET students where decisions of the NVR registered training organisation or a third party adversely affect the student.
- **Standard 4.1** — An NVR registered training organisation operates with integrity and maintains accountability for the delivery of quality services.
- **Standard 4.2** — Roles and responsibilities of NVR registered training organisation staff and third parties are clearly defined and understood.
- **Standard 4.3** — Any risks to VET students, staff and the organisation itself are identified and managed.
- **Standard 4.4** — An NVR registered training organisation undertakes systematic monitoring and evaluation of the organisation to support quality delivery and the continuous improvement of services.

Failure to comply with this policy can have serious consequences, including but not limited to:

- **For the RTO** — non-compliance can result in adverse audit findings, regulatory enforcement, loss of accreditation, and reputational damage.
- **For staff members** — staff who knowingly or negligently fail to comply with this policy and any associated legislative or regulatory requirements may face disciplinary action.
- **For students** — non-compliance can result in unnecessary repetition of training, incorrect certification, and adversely affect their training outcomes.

10) CONTINUOUS IMPROVEMENT

- Feedback from staff, students, complaints, appeals and audits will be used to inform improvements to Credit Transfer practices and the effectiveness of our verification and decision-making processes.
- An internal audit is to be conducted at least once per year to assess our compliance with this policy and the relevant legislative and regulatory requirements. The audit schedule is outlined in our Continuous Improvement Schedule and areas for improvement are documented in our Continuous Improvement Register.
- A review of this policy is to be conducted at least once a year to ensure ongoing alignment with the Standards for RTOs 2025 and operational needs.
- Internal audit review questions for self-assurance purposes should include:
 - How do you ensure students are made aware of their right to apply for Credit Transfer?
 - How do you authenticate the evidence underpinning Credit Transfer decisions?
 - How do you ensure Credit Transfer decisions are accurate, consistent and AVETMISS-compliant?

11) RELATED DOCUMENTS

- Credit Transfer Application Form
- Recognition of Prior Learning (RPL) Policy
- Feedback, Complaints & Appeals Policy
- Privacy Protection Policy
- Fees and Charges Policy
- Record Keeping & Access Policy
- Continuous Improvement Register
- Continuous Improvement Schedule
- Student Handbook