

Purpose

This policy outlines Heed Health Education's commitment to recognising and granting Credit Transfer (CT) for nationally recognised qualifications and statements of attainment issued by other Registered Training Organisations (RTOs).

The purpose is to:

- Ensure students are not required to repeat equivalent learning already attained.
- Promote equity, transparency, and fairness in recognising prior achievements.
- Ensure alignment with the Australian Qualifications Framework (AQF), Standards for RTOs 2025, and the ASQA directive (2024–2025) on imported units and scope integrity.
- Demonstrate through documented evidence how Heed Health Education meets ASQA's requirements in practice.

Scope

This policy applies to:

- All Heed Health Education students and prospective students.
- All staff involved in enrolment, course administration, and compliance.
- All qualifications and units of competency delivered under Heed Health Education scope of registration.

Policy Statement

Heed Health Education recognises AQF qualifications and statements of attainment issued by any other RTO currently registered with ASQA.

In accordance with the Standards for RTOs 2025 (Clause 1.3) and the ASQA directive regarding imported units, Heed Health Education may grant Credit Transfer for imported units included in the qualification packaging rules where:

- The unit forms part of the qualification's packaging rules on training.gov.au.
- Heed Health Education has not advertised, promoted, delivered, or assessed that unit as part of its own training scope; and

- Heed Health Education maintains verifiable evidence demonstrating that this is the case.

Heed Health Education will not issue Credit Transfer or recognition for any unit that:

- Falls outside its scope and is not listed in the packaging rules; or
- Cannot be verified as a legitimate AQF outcome issued by a registered RTO.

Definitions

Term	Definition
Credit Transfer (CT)	Recognition of previous formal learning that aligns directly with the same or equivalent unit.
Imported Unit	A unit from a different training package included within the packaging rules of a qualification on Heed Health Education scope.
Scope of Registration	The list of training products approved by ASQA for delivery, assessment, and issuance by an RTO.
Training.gov.au (TGA)	The official national register of training packages, qualifications, and RTO scopes.

Principles

1. **Authenticity and Verification:** Only verified qualifications or statements of attainment are accepted.
2. **Equity and Fairness:** Credit Transfer decisions are applied consistently and transparently.
3. **Scope Integrity:** Heed Health Education must not advertise, train, or assess outside of its approved scope.
4. **Evidence-Based Compliance:** The RTO must demonstrate this policy in practice through documentary and operational evidence.
5. **Transparency and Accountability:** Students are informed in writing of all decisions and impacts.
6. **Continuous Improvement:** Credit Transfer processes are reviewed annually for compliance and efficiency.

Procedure

Step 1 – Application

Students apply for credit transfer using the Credit Transfer Application Form and provide:

- Certified copies of AQF certification and/or USI transcript.
- Any relevant supporting documentation.

Step 2 – Verification

The Administration Officer verifies authenticity via the USI Registry or directly with the issuing RTO. Verification details (contact name, date, and method) are recorded.

Step 3 – Assessment of Equivalency

The Training Manager reviews:

- Unit code and title for equivalency using training.gov.au mapping.
- Packaging rules for the qualification to determine if the unit is imported and permitted.

If the unit is imported and outside scope:

- The Compliance Manager confirms it meets ASQA's directive.
- Documentation (e.g., qualification packaging rules printout and marketing review evidence) is attached to the application.

Step 4 – Decision and Notification

- Approved applications are recorded as CT (Credit Transfer) in the Student Management System.
- Students receive written notification outlining changes to duration, VSL entitlements, and progression.
- Denied applications are documented with reasons and appeal rights.

Step 5 – Recordkeeping

Evidence retained includes:

- Application form and certified evidence.
- Verification documentation.
- Mapping and packaging rule extract.

- Proof of non-delivery/advertising (see Section 9).
- Correspondence and outcomes.

Records are stored for a minimum of seven (7) years post-completion.

Roles and Responsibilities

Role	Responsibilities
Student	Provide valid documentation and timely responses.
Administration Officer	Verify authenticity and record evidence.
Training Manager	Assess equivalency and imported-unit eligibility.
Compliance Manager	Ensure alignment with ASQA directives and maintain documentary evidence of practice.
General Manager and/or CEO	Approve policy and oversee compliance assurance.

Review and Continuous Improvement

- Annual internal audits review a sample of Credit Transfer applications.
- Findings are recorded in the Continuous Improvement Register.
- Policy and practice updates are actioned following ASQA or AQF amendments.

Demonstrating Compliance in Practice

Heed Health Education demonstrates compliance with this policy through clear, auditable practices that evidence both scope integrity and implementation:

1. Evidence that Heed Health Education Does Not Advertise, Deliver, or Assess Imported Units

Heed Health Education maintains:

- Marketing and Scope Integrity Checklist: Verified each term to ensure no mention of imported units in any advertising, brochure, or website.
- Website and Course Guide Audit Records: Screenshots of all marketing pages stored bi-annually showing imported units are not promoted.

- Training and Assessment Strategy (TAS) Reviews: TAS documents explicitly note imported units as “Credit Transfer only – not delivered by Heed Health Education.”
- Marketing Register: Maintains a record of marketing materials reviewed and signed off by the Compliance Manager.

2. Evidence that Credit Transfers Are Processed Within the ASQA Directive

- Each imported-unit credit transfer includes:
 - The TGA qualification packaging rules extract confirming inclusion.
 - Verification of the issuing RTO’s registration at the time of completion.
 - Documentation that the imported unit was **not delivered** by Heed (cross-checked with TAS and marketing).
- Internal audit sampling confirms these conditions are met and evidence is filed appropriately.

3. Ongoing Monitoring and Continuous Improvement

- Quarterly Scope Integrity Reviews are conducted by the Compliance Manager to ensure continued compliance.
- A Compliance Evidence Folder is maintained, containing:
 - Policy reference documents,
 - Audit checklists,
 - Sample evidence of marketing compliance, and
 - Signed scope confirmation statements.
- Findings feed into the Continuous Improvement Register and form part of ASQA self-assurance activities.

Related Policies

- Appeals Policy
- Enrolment Policy
- Recognition of Prior Learning Policy
- TAS
- Continuous Improvement Register
- Marketing and Scope Integrity Checklist

Compliance Statement

This policy ensures compliance with:

- Standards for RTOs 2025: Clauses 1.1, 1.2, 1.3, 3.1, 3.2, 5.1, 5.3, 7.1
- ASQA 2024–2025 Directive: Credit Transfer for imported units permitted under packaging rules
- VET Student Loans Rules 2016
- National Vocational Education and Training Regulator Act 2011
- Australian Qualifications Framework (AQF)

Document Control

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