

## Credit Transfer Policy and Procedure

### Policy Purpose

As defined by the AQF, Credit Transfer is a process that provides students with agreed and consistent credit outcomes for components of a qualification based on identified equivalence in content and learning outcomes between matched qualifications. The purpose of this policy and procedure is to outline Landscape Skills and Qld Small Business Courses' ("Landscape Skills") approach to accepting and providing credit to learners for units of competency and/or modules where these are evidenced as per the 2025 Standards for RTOs.

### Scope

This policy covers all Landscape Skills policies and procedures and all training function activities.

### Definitions

|              |                                                                                                |
|--------------|------------------------------------------------------------------------------------------------|
| Current Unit | The Unit of Competency that is current and in the current course the student is enrolled in    |
| Old Unit     | The Unit of Competency shown on the student's Statement of Results or Statement of Attainment. |

### Policy Statement

2025 Standards for RTOs will be adhered to and followed by Landscape Skills.

### Responsibilities

The Compliance team is responsible for ensuring the Credit Transfer Policy is implemented.

### Procedures

If a student requests a Credit Transfer or is required to be given a Credit Transfer under a funding contract, the student must be able to produce the AQF Certification for this or the equivalent unit. This can include but is not limited to a Statement of Results or Statement of Attainment or a USi Transcript.

a. If the USi Transcript does not show the Unit of Competency and the Statement of Results/Statement of Attainment is not available, Landscape Skills will assist the student to apply to ASQA to obtain the results.

b. If evidence of the Credit Transfer units is still unattainable, Landscape Skills will choose different electives to be completed within the qualification under the funding contract. Any core units will be completed on a Fee for Service basis then given Credit Transfer.

If the Unit of Competency is the exact same Unit Code and Unit Name, a Credit Transfer will be applied.

If the Unit of Competency (Unit code and Unit Name) is not identical to the Unit of Competency being applied for the process to be followed is: Find the Current Unit on [www.training.gov.au](http://www.training.gov.au) (TGA). If the Current Unit is equivalent to the Old Unit, the TGA information may be retained with the application and the Credit Transfer can be granted.

If the student is funded through the Qld State Government through any Program, a Credit Transfer needs to be awarded for any core or elective units that can be imported into that qualification as per the packaging rules. Any electives that are not listed in that qualification must be relevant to job outcomes as listed in the packaging rules.

### Procedures

By way of further clarification a. any units that are core units in the current qualification = Credit Transfer

b. any units that are elective units listed in the packaging rules as possible electives = Credit Transfer

c. any electives that can be chosen from any package that aren't listed in the packaging rules for the current qualification, must be relevant to the job outcome of that qualification as listed in the packaging rules.

Additionally, if an employer requires a student to be trained in electives within our course, they can provide the RTO with a signed letter on their letterhead confirming the credit transfers are not required as the employment outcome is preferred.

The evidence of the Credit Transfer, USI Transcript or VET Transcript, is to be supplied prior to training commencing.

Any Credit Transfer evidence provided is authenticated prior to the Credit Transfer being awarded. If from a Statement of Attainment, either through its QR code or by contacting the issuing RTO by email to confirm they issued it. Where a USI Transcript is provided as evidence of Credit Transfer, the transcript must have been generated within 30 days of the Credit Transfer assessment. The RTO may undertake additional verification activities where considered necessary, including contacting the issuing organisation to confirm the authenticity of the qualification or statement of attainment.