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
Standard 1.7 of the 2025 Standards for RTOs 2015 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 (TGA):
a. If the Current Unit is equivalent to the Old Unit and it was awarded within 2 years, the TGA information may be retained with the application and the Credit Transfer can be granted.
b. If the Current Unit is equivalent to the Old Unit and it was not awarded within 2 years and the student can prove vocational competence in that field, evidence may be retained with the application and a Credit Transfer can be granted.

Procedures
c. If the Current Unit is equivalent to the Old Unit and it was not obtained within 2 years and the student can prove vocational competence in that field, a Credit Transfer cannot 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.
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.
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. If from a USi Transcript, through the QR code on it.