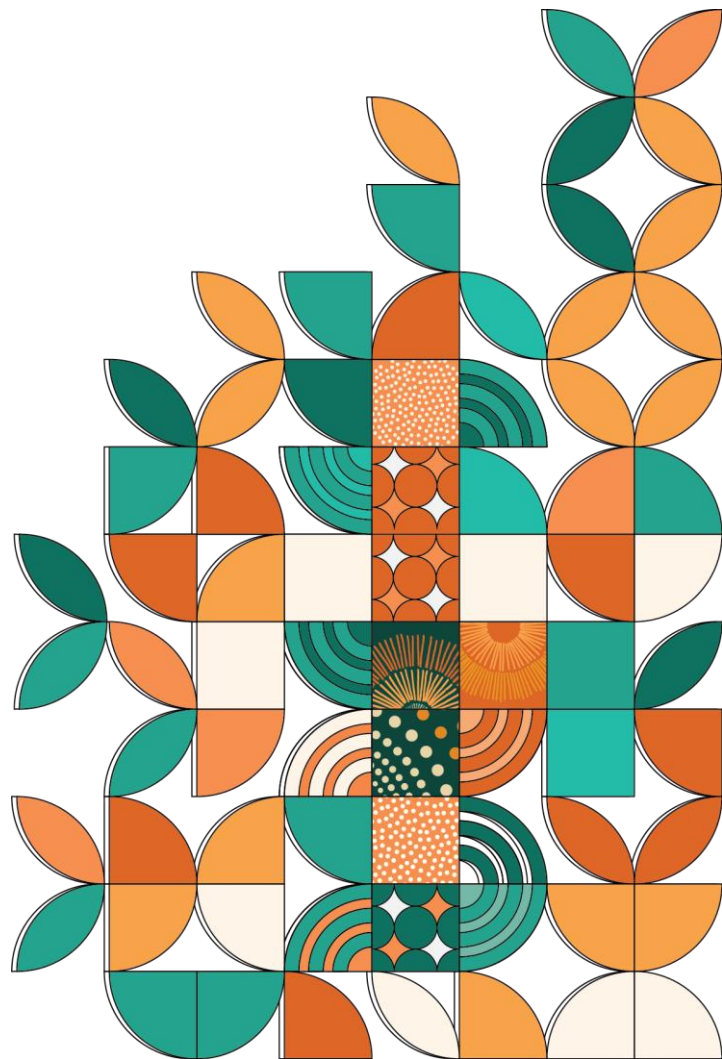


Credit Transfer Procedure



SECTION 1

1. Purpose

- 1.1 This procedure outlines the steps for applying, assessing, and granting Credit Transfer (CT) (commonly referred to as National Recognition) at the Institute of Health and Nursing Australia (IHNA). It ensures compliance with the Standards for Registered Training Organisations (RTOs) 2015 and other relevant Australian regulatory bodies' legislation.

2. Scope

- 2.1 This procedure applies to all current and prospective students of IHNA who wish to apply for credit transfer for the courses and units of competency listed on IHNA's Scope of Registration. This policy also applies to all the staff involved in the credit transfer process.

3. Definitions

- 3.1 Refer to IHNA's Glossary of Terms.

SECTION 2

4. Procedure

- 4.1 The IHNA student recruitment and admissions team will provide information about Credit Transfer (CT), including details on the Credit Transfer Application form, application process, and evidence requirements. The necessary information is also available on IHNA's website, in the Credit Transfer (CT) section.
- 4.2 Students can only apply for credit transfer for units or qualifications listed on IHNA's scope of registration. Students must complete the required admission and enrolment process before applying for Credit Transfer (CT).
- 4.3 Admissions Officer will provide all prospective students with the Credit Transfer policy and procedure prior to enrolment and ensure students are informed of their rights to seek credit transfer.
- 4.4 Students are encouraged to apply for credit transfer as outlined below;

Credit Transfer Applications

- a) Domestic students (both funded and fee-for-service) may apply for credit transfer upon enrolment or at any time, but applications must be submitted prior to the commencement of delivery for the unit of competency for which credit is sought.
- b) International students undertaking IHNA programs must apply for credit transfer prior to

Confirmation of Enrolment (CoE) issuance or program commencement to ensure accurate course planning and CoE duration calculations.

c) Offshore students must apply for credit transfer prior to program commencement to ensure accurate study planning and scheduling.

4.5 There are no fees for applying for CT, and the IHNA receives no financial benefit from granting credit transfer.

4.6 Students must submit a completed Credit Transfer Application Form along with certified copies of the relevant AQF certification documentation issued by TAFE Colleges or other registered training institutions (RTOs) or authenticated VET transcripts issued by the Registrar (USI). The completed CT application form must be signed by the student

4.7 Upon receiving the application, Admissions Officer will verify the submitted documentation to ensure authenticity and completeness. Before granting credit based on qualification, statement of attainment, or record of results, the Admissions Officer will authenticate and verify the information by either directly accessing the USI transcript online or contacting the issuing organisation to confirm the document's validity and authenticity.

4.8 The Admissions Officer is solely responsible for managing the credit transfer process, including:

- a) receiving and verifying applications and supporting documentation for authenticity.
- b) liaising with the Academic Team as required for unit equivalency determinations.
- c) recording granted credits in the Student Management System; (Student support team will administer the credits on SMS for Domestic funded students)
- d) adjusting course schedules where applicable; and
- e) If a credit transfer granted results in a change to the course duration, the Admissions Officer will issue a revised offer letter reflecting the adjusted duration and update the student's invoice accordingly
- f) notifying students in writing of their credit transfer outcomes within ten (10) working days of approval.
- g) Once the validation and approval process is completed, the student will receive credit for the matching unit(s).

4.9 When assessing credit transfer applications, the Admissions Officer must consider any licensing, regulatory, or industry-specific requirements relevant to the unit or qualification to ensure compliance with professional standards.

4.10 When unit codes and titles are different, IHNA will follow:

- a. If national recognition is sought for a unit of competency with a different title or code (superseded), it is necessary to establish the equivalence between the unit held and the unit being sought. This information is often found in the mapping guide published on the National Training Register (www.training.gov.au). The IHNA academic team will check and validate this information.
 - b. The mapping notes within the National Training Register usually provide clear guidance using terms such as "Not equivalent" or "Is superseded by and is equivalent to". If there is no clear direction, it may be because the unit is new with no previous version. If it says "Is superseded by:" without clarification about equivalence, the new unit should be considered not equivalent.
 - c. IHNA grants Credit Transfer for a superseded unit of competency if the training package designates it as equivalent, without requiring formal mapping of unit outcomes. This process streamlines learning, reducing the time needed to complete a qualification or skill set. Although formal mapping is not mandatory, IHNA will adopt a best-practice approach by conducting a mapping analysis for units that have been superseded multiple times but remain equivalent, ensuring the ongoing relevance, integrity, and quality of competency assessments.
- 4.11 Instead, if the sought unit is not equivalent, IHNA will refer the student for the Recognition of Prior Learning (RPL) in accordance with IHNA's RPL policy and procedure (For detailed information, refer to the RPL Policy and Procedure and the IHNA website Recognition of Prior Learning (RPL) section). It is important to note that providing credit for previous studies differs from Recognition of Prior Learning (RPL).
- 4.12 Credit transfer for HLTENN units is exclusively available to students who have successfully completed a Diploma of Nursing program accredited by the Australian Nursing and Midwifery Accreditation Council (ANMAC) and approved by the Nursing and Midwifery Board of Australia (NMBA). To determine the ANMAC-approved programs of study, IHNA will refer to the current information published on the [Ahpra website](#).
- 4.13 For the Diploma of Community Services (Case Management), students from Australian Community Workers Association (ACWA) accredited courses are eligible for up to 40% Credit Transfer (CT). When processing CT applications, IHNA will assess each request in accordance with ACWA requirements to ensure compliance and academic integrity.
- 4.14 For Skills First funding students, IHNA will process credit transfers in the Student Management

System only after the student commences a Non-Credit Transfer unit in their enrolled course. This ensures compliance with the Victorian VET Student Statistical Collection Guidelines, where a Credit Activity Start Date must be recorded before granting a credit transfer.

- 4.15 For International students, If the credit transfer is granted before the student visa has been granted the Admission Officer will record the revised course duration in the eCoE issued for the student.
- 4.16 If the credit transfer has been granted after the student has been issued a student visa, and it will reduce the course duration, the Admission Officer will record a change to the course duration in PRISMS, cancel the original eCoE and issue a new eCoE
- 4.17 If the credit transfer has been granted after the student has been issued a student visa, and it will not affect the course duration, the Admission Officer will notify Student Administration to have the student's file updated with the course credit.
- 4.18 Once credit transfer has been applied and granted for domestic and international students, it cannot be reversed. Students are responsible for ensuring that their credit transfer application accurately reflects their intended enrolment and progression plan.
- 4.19 Where credit transfer is not granted due to non-equivalence, students must be advised in writing of their right to apply for Recognition of Prior Learning (RPL) as an alternative pathway.
- 4.20 If the core unit is deemed essential for demonstrating required skills and knowledge—particularly those relating to course-level outcomes—the student will be advised that attendance in scheduled classes is still required, despite the credit granted.
- 4.21 The student will be informed of this requirement in writing, including the rationale and its alignment with course outcome expectations.
- 4.22 An overview of the CT process flowchart has been included in Appendix 1.

5. Appeal

- 5.1 Students have the right to appeal any decision made under this procedure. Appeals must be lodged in writing in accordance with the Students Complaints and Appeals Policy and Procedure within five (5) working days of the decision being communicated.

6. Record Keeping

- 6.1 All associated documents related to the Credit Transfer (CT) process are stored in the IHNA's student management system Knowledge Hub (KH) under the respective student's profile

documents section.

- 6.2 All data is saved for 7 years according to IHNA's Student Data and Records Management Procedure.

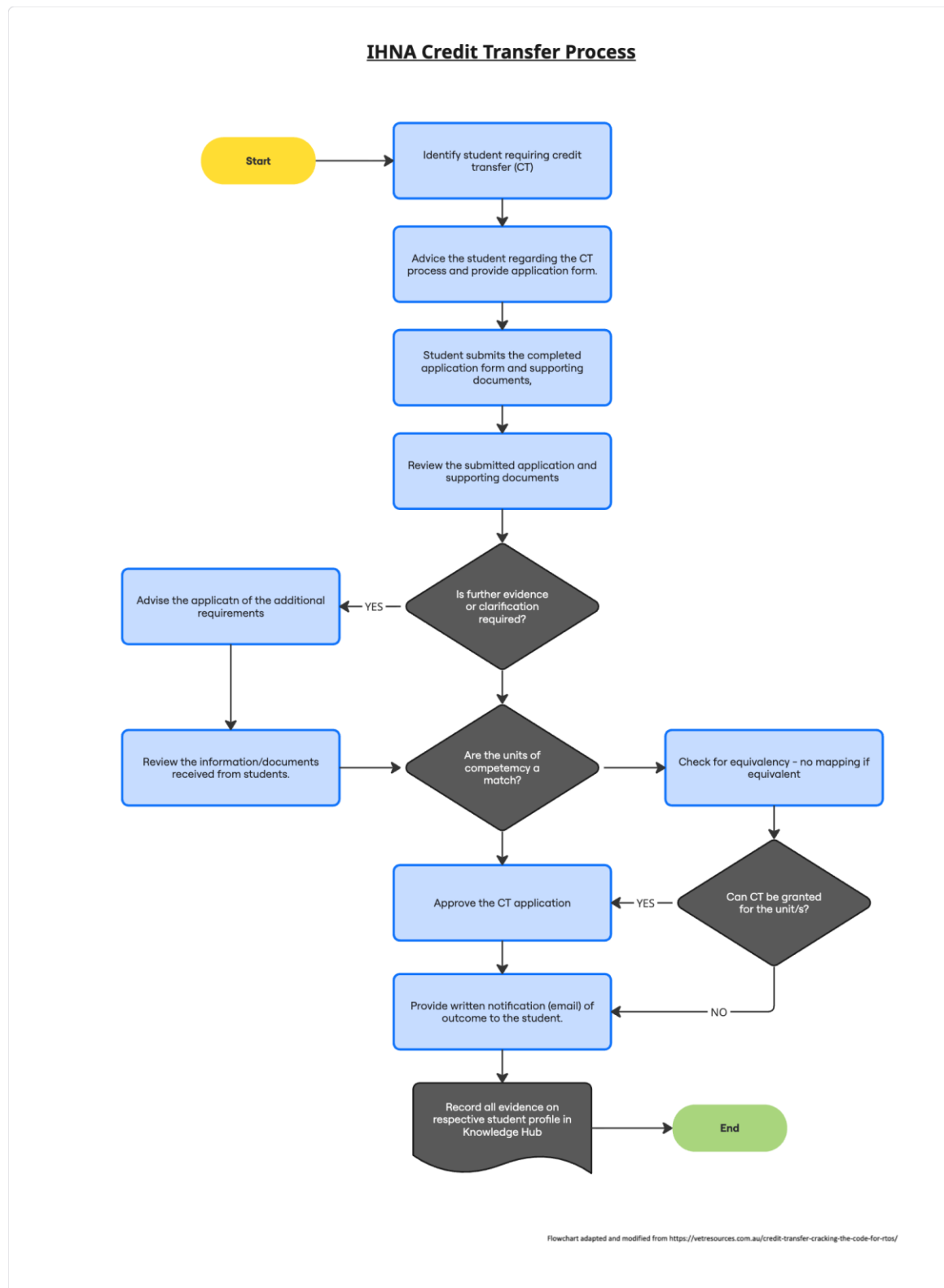
7. Ongoing Review

- 7.1 To ensure ongoing compliance and continuous improvement, IHNA will actively monitor changes in standards and legislations from the Australian Skills Quality Authority (ASQA) and other relevant regulatory bodies. Any necessary updates to this procedure will be incorporated and reflected in the continuous improvement register.

8. Responsibility

- 8.1 The Chief Executive Officer (CEO)/delegate is responsible for implementing this procedure.
- 8.2 Head of Admissions is responsible for communicating and implementing this procedure. The Head of Admissions is responsible for ensuring all admissions staff are trained annually in the correct administration of credit transfer, including policy updates, authentication processes, and advising students on CT and RPL options. This empowers staff to answer student inquiries and effectively guide them through the CT process. Prospective students are informed about the CT opportunity before enrolling in a program. This allows them to consider utilising CT effectively.

Appendix 1. An overview of the CT process flowchart at IHNA



SECTION 3

9. Associated Information

Related Internal Documents	• Credit Transfer Procedure • Admission and Enrolment Policy • Admission and Enrolment Procedure • Certification Issuing and Recognition of Qualifications and Statements of Attainment Policy • Certification Issuing and Recognition of Qualifications and Statements of Attainment Procedure • Pre-Training Review (PTR) Policy • Pre-Training Review (PTR) Procedure • Students Complaints and Appeals Policy • Students Complaints and Appeals Procedure • Continuous Improvement Register • IHNA Credit Transfer (CT) Application Form
Related Legislation, Standards, and Codes	• National Vocational Education and Training Regulator Act 2011 • 2025 Standards for RTOs- Outcome Standards • Education Services for Overseas Students Act 2000 (ESOS Act) • National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code) • Enrolled Nurse Accreditation Standards 2017 • Nursing and Midwifery Board of Australia (NMBA) • Australian Core Skills Framework • Australian Qualifications Framework • Relevant State and Commonwealth contracts and eligibility documents (VET Student Loans, Skills First Program, Department of Training and Workforce Development (DTWD), Smart and Skilled) • Victorian VET Student Statistical Collection Guidelines
Date Approved	15/08/2025
Date Endorsed	18/08/2025
Date of Effect	19/08/2025
Date of Review	30/07/2028
Approval Authority	Approved by Executive Management Committee and Endorsed by Academic Board
Document Custodian	Head of Admissions
IHNA DocID	IHNA-CTP1-1.1
Department	Admissions Department
2025 Standards for RTO	Outcome Standard for Registered Training Organisations - Quality Area 1 – Training and Assessment - Standard 1.7 – Credit Transfer

10. Change History

Version Control		Version 1.1
Version No.	Date	Brief description of the change, including version number, changes, who considered, approved, etc.
V.1.0	29/07/2024	Separated and revised the Credit Transfer (CT) procedure based on the extracted information from the Certification Issuing and Recognition of Qualifications and Statements of Attainment Policy and Procedure, approved in the meeting
V.1.1	05/08/2025	-Revised the Policy to align with the 2025 Standards for RTOs. -Update COE impact for international student applying for credit transfer