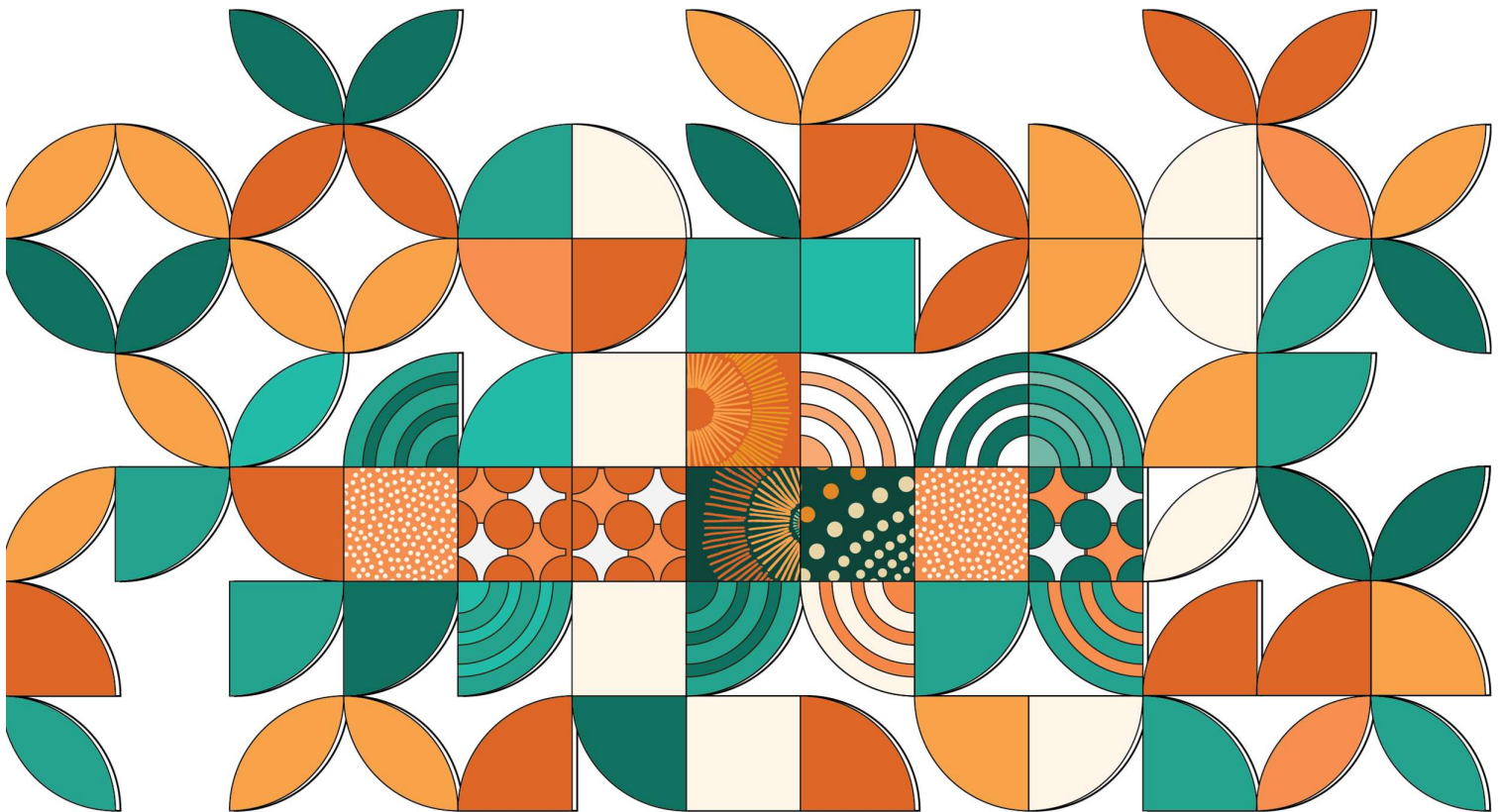


Credit Transfer Policy



SECTION 1

1. Purpose

- 1.1 The Institute of Health and Nursing Australia (IHNA) is committed to recognising the awards issued by any Registered Training Organisations (RTOs), TAFE Colleges, or other accredited institutions. This Credit Transfer (CT) Policy aims to outline the principles and processes for granting credit to students. This policy ensures compliance with the 2025 Standards for RTOs, Outcome Standards for Registered Training Organisations and other relevant legislation.

2. Scope

- 2.1 This policy 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. Policy Statement

- 4.1 Credit Transfer (commonly referred to as National Recognition) is the recognition of learning achieved through formal education and training. A key principle of the national VET system is the recognition and transferability of nationally endorsed qualifications, skill sets, and units of competency across Australia, regardless of where they were issued. Students should not be required to repeat any unit or module in which they have already been deemed competent unless specific regulatory or licensing requirements (including industry licensing schemes) necessitate it.
- 4.2 If a student provides appropriate and valid evidence of completing a unit (s) or module at any TAFE Colleges or other registered training institutions (RTOs) or authenticated VET transcripts issued by the Registrar (USI), IHNA must grant credit for that unit (s) or module.
- 4.3 IHNA grants credit to learners for units of competency and/or modules, unless prohibited by licensing or regulatory requirements, based on the following evidence:
- 4.4 AQF certification documentation issued by another RTO or an authorised AQF issuing organisation, or

- 4.5 Authenticated VET transcripts provided by the Registrar.
- 4.6 IHNA will also consider licensing or regulatory requirements including Nursing and Midwifery Board of Australia (NMBA), Community Work Australia, formerly the Australian Community Workers Association (ACWA) the nature of the training product, the scope of practice, as well as course alignment, before granting credit transfer.
- 4.7 For credit transfer towards nursing qualifications, IHNA will conduct a thorough mapping to ensure the unit aligns with the scope of nursing practice, meets current industry expectations, and complies with relevant licensing or regulatory standards.
- 4.8 Credit must be granted for studies completed at an RTO or any other authorised issuing organisation. For non-equivalent units of competency, the applicant will be recommended to apply through the Recognition of Prior Learning (RPL) assessment.
- 4.9 Before granting credit based on qualification, statement of attainment, or record of results, the information must be authenticated by accessing the USI transcript online or contacting the issuing organisation to verify the document's validity. There is no fee to apply for a credit transfer.
- 4.10 IHNA will exercise the following caution when using a student's USI transcript to validate training achievements to grant credit:
- 4.11 Treat printed or emailed PDF versions of a USI transcript provided by a student with the same level of caution as hard-copy certificates issued by RTOs.
- 4.12 The online version, accessible directly by RTOs, offers a higher level of assurance and is recommended for credit transfer purposes.
- 4.13 If there are any concerns about the authenticity of the credentials, always contact the organisation that delivered the training for verification.
- 4.14 Report any suspected fraudulent activity related to a USI transcript to the USI Office.
- 4.15 Since the availability of the USI transcript depends on the AVETMISS reporting cycle, IHNA may need to rely on hard-copy certificates issued by RTOs to verify recently completed training.
- 4.16 International students must apply for credit transfer during the admission process. Where credit is granted, IHNA will adjust the student's Confirmation of Enrolment (CoE) to reflect any reduction in course duration, in line with National Code Standards 2 and 3 and students are advised to consider potential visa implications before applying.
- 4.17 Where credit transfer is granted, IHNA will reduce the course duration accordingly and adjust tuition fees for the credit units to reflect the revised enrolment period.

- 4.18 IHNA will not issue full qualifications or Statements of Attainment solely based on Credit Transfer (CT) or Recognition of Prior Learning (RPL) for training that has been entirely delivered and assessed by another RTO. Credit Transfer applies exclusively to equivalent, nationally recognised units.
- 4.19 Credit Transfer is granted where a learner provides verifiable evidence of having completed equivalent units of competency from another RTO or AQF-authorized issuing body. No further assessment is conducted in this process. Unless restricted by training package rules or licensing requirements, IHNA also ensures that learners undertaking assessment (including RPL) are provided with opportunities that are flexible, valid, and fair as required by the Principles of Assessment and Rules of Evidence under the Standards for RTOs.
- 4.20 IHNA is committed to providing a fair and supportive credit transfer process, which includes:
- a. Equity and Fairness: The credit transfer process will be applied consistently and fairly to all students.
 - b. Transparency: Credit transfer information will be readily available to students and staff.
 - c. Quality Assurance: All credit transfer decisions will be based on sufficient and authentic evidence to ensure the integrity and quality of qualifications.
 - d. Compliance: The credit transfer process will comply with the 2025 Standards for RTOs, Outcome Standards for RTOs and other relevant legislation and regulatory requirements.
- 4.21 Diploma of Nursing: Credit Transfer (CT) for HLTENN units is awarded exclusively to students who have successfully completed a Diploma of Nursing program accredited by the Australian Nursing and Midwifery Accreditation Council (ANMAC) and recognised as an 'approved program of study' by the Nursing and Midwifery Board of Australia (NMBA) in compliance with the Enrolled Nurse Accreditation Standards.
- 4.22 When a student submits a superseded unit of competency for credit transfer, and it is designated as equivalent in the training package, IHNA may grant credit without requiring a formal mapping of unit outcomes. This process facilitates a reduction in the learning required to attain a qualification or skill set.
- Note: While formal mapping is not mandatory in these cases, IHNA may implement a best-practice approach by conducting a mapping analysis. This is particularly relevant for units that have been superseded multiple times but remain classified as equivalent, ensuring the ongoing

relevance and integrity of competency assessments¹

- 4.23 IHNA recognises the value of student’s existing valuable knowledge and skills gained through various pathways. It is important to note that credit transfer (national recognition) is not recognition of prior learning (RPL). If applicants do not achieve a qualification that meets the national recognition requirements, they are required to complete an RPL assessment. IHNA will assess the existing various types of prior skills obtained by an individual through previous or current training, work experiences and/or life experiences towards the chosen program of study (For detailed information, refer to the Recognition of Prior Learning (RPL) Policy and Procedure).

5. Ongoing Review

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

6. Responsibility

- 6.1 The Chief Executive Officer (CEO)/delegate implements this policy.
- 6.2 The National Training Manager/Course Manager and the Course Coordinator are responsible for communicating and implementing this policy. The National Training Manager, Course Managers, and Course Coordinators ensure all relevant recruitment, administrative and academic staff are familiar with the CT policy and procedures. 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.

SECTION 3

7. 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
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	• Pre-Training Review (PTR) Procedure • Continuous Improvement Register
Related Legislation, Standards, and Codes	• National Vocational Education and Training Regulator Act 2011 • 2025 Standards for RTOs_Outcome Standards for Registered Training Organisations • 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) • Community Work Australia course accreditation guidelines • 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)
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	Academic Director
IHNA DocID	IHNA-CTP1- 2.0
Department	Learning and Teaching
2025 Standards for RTOs	Outcome Standards for Registered Training Organisations - Quality Area 1

8. 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	26/07/2024	Separated and revised the Credit Transfer (CT) policy 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	28/02/2025	Changed Standards for RTOs 2015 to 2025 Standards for RTOs, Outcome Standards for Registered Training Organisations
V.2.0	15/08/2025	Clarification on CoE for International Students: A clearer process is introduced. Minor edits to content and process diagram.