



Driver Academy
AUSTRALIA

Credit Transfer Policy and Procedures

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Version Control

Item	Summary of update	Version	Review date
1	New comprehensive Policy and Procedures document created to replace old, outdated policy suite.	v2.0	23/02/2026
2			

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Copyright

Copyright, Intellectual Property, Professional Lien and Moral Rights

1. Ownership of Intellectual Property

All intellectual property rights, including copyright and any other proprietary or statutory rights, in all documents, materials, works, deliverables, methodologies, templates, frameworks, training and assessment materials, reports, data, and other content created, authored, developed, or supplied by AIS (the *Works*), whether in draft or final form, remain the sole and exclusive property of AIS, unless expressly agreed otherwise in writing.

No right, title, or interest in the Works is transferred to the Client except as expressly set out in the Client Services Agreement and this copyright notice.

2. Entity-Specific Use and Non-Transferability

Any licence or right granted under this Agreement to use the Works is granted solely to the specific legal entity identified as the Client in the Client Services Agreement.

The licence:

- is personal to that entity; and
- must not be assigned, transferred, sublicensed, novated, shared, or otherwise made available to any other entity, including (without limitation) related bodies corporate, partners, shareholders, directors, officers, contractors, affiliates, successors, stakeholders, joint venture participants, or any other third party, whether now or at any time in the future, without the prior written consent of AIS, which may be granted or withheld in AIS's absolute discretion.

Any unauthorised transfer, sharing, or use of the Works by another entity constitutes a material breach of the Client Services Agreement and an infringement of AIS's intellectual property rights.

3. Professional Lien

AIS retains a professional lien over all Works created or supplied under the Client Services Agreement and this copyright notice.

Notwithstanding any other provision of the Client Services Agreement:

- AIS is not required to release, licence, assign, or provide final or editable versions of any Works; and
- the Client acquires no right to use, reproduce, publish, distribute, or rely upon the Works, until all outstanding invoices, fees, disbursements, and any accrued interest owing to AIS have been paid in full.

This lien survives termination or expiry of the Agreement.

4. Limited Licence (If Applicable)

Subject to full payment of all amounts owing, AIS may grant the Client a non-exclusive, non-transferable, non-sublicensable, revocable licence to use the Works solely for the purpose expressly agreed in writing and only for the benefit of the Client entity named in the Client Services Agreement.

Any use outside that agreed purpose or by any other entity constitutes an infringement of AIS's intellectual property rights.

5. Moral Rights and Integrity of Works

AIS does not waive and expressly reserves all moral rights (as defined in the *Copyright Amendment (Moral Rights) Act 2000 (Cth)*) in respect of all Works created by AIS under the Client Services Agreement and this copyright notice.

Without limiting the foregoing, the Client must not, without the prior written consent of AIS (which may be granted or withheld in AIS's absolute discretion):

- a) fail to attribute AIS as the author of the Works, or falsely attribute the Works to another person;
- b) amend, adapt, edit, alter, distort, crop, reformat, translate, excerpt, or otherwise modify the Works; or
- c) (c) do, or omit to do, any act in relation to the Works that would, or may reasonably be expected to, be prejudicial to AIS's honour, professional reputation, or standing.

6. Conditions on Consent

Where AIS provides consent under this notice, such consent may be subject to **reasonable conditions**, including but not limited to:

- mandatory attribution wording;
- quality control and audit requirements;
- version control and approval processes;
- restrictions on context, audience, format, or medium of use; and
- immediate withdrawal of consent if conditions are breached.
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7. No Implied Consent

Nothing in this Agreement, any Client Services Contract, Statement of Work, or related document operates as a consent by AIS to any act or omission that would infringe AIS's moral rights or intellectual property rights, except to the extent expressly agreed in writing by AIS.

8. Survival

This clause survives termination or expiry of any Agreement and continues in full force and effect.

Contents

Purpose.....	5
Definitions.....	5
Scope.....	5
Responsibilities.....	5
Alignment.....	6
Policy.....	7
Principles.....	7
Eligibility.....	8
National Recognition Guidelines.....	8
Procedures.....	9
Initial Inquiry and Information.....	9
Submission of Credit Transfer Application.....	9
Verification of Evidence.....	9
Assessment of Equivalency.....	9
Approval and Granting of a Credit.....	9
Recording and Reporting Credit Transfers.....	10
Appealing Decisions.....	10
Publication.....	10
Policy Governance.....	10

Purpose

The purpose of this policy is to outline the principles and procedures for the recognition of previously completed qualifications or units of competency through the Credit Transfer (CT) process by Driver Academy Australia (The Academy). Credit Transfer allows learners to receive credit for equivalent units of competency they have previously completed, reducing duplication of learning and allowing them to progress through their training more efficiently.

Definitions

- **ASQA** means Australian Skills Quality Authority, the national VET regulator and the RTO's registering body.
- **Compliance Standards** refers to the Compliance Standards for National Vocational Education and Training Regulator (NVR) Registered Training Organisations (RTOs) Instrument 2025.
- **Credit Transfer (CT)** refers to a process that provides learners with recognition for units of competency previously completed with another RTO or within the same RTO, without the need for further assessment. Units may be superseded, but deemed equivalent and the competency requirements map.
- **Equivalent Units** refers to units of competency that are deemed identical or equivalent in content, outcomes, and standards, as determined by the training package or mapping information.
- **National Recognition** refers to the recognition of qualifications and statements of attainment issued by any RTO that are registered on the National Register.
- **Outcome Standards** refers to the Outcome Standards for National Vocational Education and Training Regulator (NVR) Registered Training Organisations (RTOs) Instrument 2025.

Scope

This policy applies to all Academy staff involved in the enrolment, training, and assessment of learners, including trainers, assessors, administration, and compliance staff. It covers all units of competency within the Academy's scope of registration and applies to prospective and current learners seeking credit transfer for previously completed units.

Responsibilities

- Chief Executive Officer / Training Manager
- RTO Manager
- Trainers and Assessors
- Learners

Alignment

Outcome Standards for National Vocational Education and Training Regulator (NVR) Registered Training Organisations (RTOs) Instrument 2025*

**Please note: the information below, including number formatting, while inconsistent, is a direct reflection of the regulatory instruments and number formatting as endorsed by the regulator ASQA.*

Outcome Standards:

Standard 1.7

VET students who have previously completed an equivalent training product are supported to have their training recognised.

Performance Indicator:

The RTO demonstrates:

1. VET students are offered opportunities to seek credit transfer and are made aware of the RTO's policies for this
2. credit transfer is based on evidence of prior completion of an equivalent training product demonstrated by AQF certification documentation or an authenticated VET transcript (unless prevented by licensing or regulatory requirements or the training product)
3. decisions about credit transfer are fair, consistent and transparent, and are documented.

Standard 2.1

VET students have access to clear and accurate information concerning the organisation, the relevant training product, and students are made aware of any changes that may affect them.

Performance indicator:

An RTO demonstrates:

- a. all information provided to VET students by the organisation or any third parties is clear, accurate and current;
- b. how it identifies which information VET students require prior to their enrolment and how that information is communicated to VET students prior to their enrolment;
- c. the following information is easily accessible to VET students:
 - i. the training product code and title, duration, modes of delivery, training delivery, location, training commencement dates, scheduling, any requirements to commence or complete the training product including assessment requirements, whether any licencing or occupational licence requirements apply, and details of any third party arrangements that apply to the delivery of the training;
 - ii. the training support services and wellbeing support services that are available to the VET student, and how the student can access those services;
 - iii. all fees, costs and charges associated with the provision of the training product which VET students may incur, including payment terms and conditions, any applicable refund policies and the availability of any relevant government training entitlements and subsidies;
- d. any obligations or liabilities which may be imposed on VET students undertaking the training product, including any obligations requiring VET students to acquire any materials, equipment or IT, any costs and processes associated with withdrawing from training, and costs and processes associated with obtaining a Student Identifier, and any requirements for VET students to undertake work placements;
 - i. the organisation provides all VET students with documentation prior to enrolment or before any fees are required to be paid which sets out:

- ii. the training which the organisation or third parties will provide the VET student;
 - iii. all fees, costs and charges which the VET student will be required to pay; and
 - iv. any obligations or liabilities which may be imposed by the organisation or third parties on the VET student; and
- e. that it informs VET students, as soon as practicable, of any changes to training products or the organisation's operations that may affect VET students, including any changes relating to the transition of superseded, deleted, or expired training products.

Standard 2.2

VET students are advised, prior to enrolment, about the suitability of the training product for them, taking into account the student's skills and competencies.

Performance Indicator:

An RTO demonstrates:

1. taking into account the requirements of the training product – it has procedures in place to review, prior to enrolment, the skills and competencies of prospective VET students, including their language, literacy and numeracy proficiency and digital literacy; and
2. based on the outcome of the review – it provides advice to each prospective VET student about whether the training product is suitable for them.

Standard 4.1

A registered training organisation operates with integrity and maintains accountability for the delivery of quality services.

Performance Indicator:

An RTO demonstrates:

- a. the organisation and its governing persons are fit and proper persons, having regard to the Fit and Proper Person Requirements made under section 186 of the Act, as in force from time to time;
- b. its governing persons are suitable persons to oversee the operation of the organisation;
- c. its governing persons act diligently and make informed decisions which facilitate compliance with this instrument [these Standards] and any other instrument [the Compliance Requirements] made under section 185 of the Act, as in force from time to time; and
- d. the governing persons lead a culture of integrity, fairness and transparency in the organisation's delivery of services.

Policy

The Academy is committed to recognising the achievements of learners who have completed equivalent units of competency at other Registered Training Organisations (RTOs) or with The Academy itself. The Credit Transfer process ensures that learners are granted credit for equivalent learning outcomes, thereby supporting efficient progression through their chosen qualification and licensing requirements for state licensing authorities (e.g. SA Registrar of Vehicles for the Department of Infrastructure and Transport).

Principles

The Academy will implement a Credit Transfer based on the following principles:

- **Fairness:** The Academy will provide clear and accessible information to all learners regarding the Credit Transfer process, eligibility criteria, and documentation requirements.

- **Transparency:** The Academy will ensure that the Credit Transfer process is straightforward and conducted promptly upon receipt of a valid application.
- **Validity:** Credit Transfer decisions will be based on the equivalency of previously completed units as per the training package and national training register www.training.gov.au
- **Compliance:** The Credit Transfer process will adhere to the Outcome Standards and all relevant legislative and regulatory requirements.

Eligibility

Learners may apply for Credit Transfer if they have completed units of competency that are equivalent to the current units delivered by The Academy.

Credit Transfer is only available for units that have been previously assessed as competent and are listed on an authenticated Statement of Attainment (SOA) or Qualification / Record of Results issued by a registered RTO such as The Academy. All SOAs and Records of Results will have to be verified via the USI register, a USI transcript, or via the issuing RTO.

Credit Transfers will only be evaluated and considered if an applicant holds an equivalent with a minor change (e.g. the unit code goes from ending “A” to a “B”) or the unit has been superseded by a direct equivalent unit.

Credit Transfers uses formal evidence such as a SOA, Qualification and / or Record of Results from an RTO prior commencing training with the Academy. Once verified with the issuing RTO, credit is awarded. Alternately, the learner can give The Academy permission to access their USI Registry information to confirm available credit transfers.

In order to be awarded a credit transfer, the learner is required to indicate on their enrolment form if they would like to apply for credit transfer and submit copies of the relevant Statement of Attainment or Qualification and Record of Results.

Credit Transfers will not be granted for partially completed units or units deemed non-equivalent.

National Recognition Guidelines

- Learners enrolled in a course or qualification can apply for credit transfers for units **within the provider's scope of registration**.
- Applications are accepted at any time, but applying prior to starting a course with The Academy is encouraged to avoid unnecessary training and administrative actions.
- Applicants will be charged a fee for each unit for credit transfer. All fees will be disclosed to the client at time of application.
- Credit transfers applies only to full units of competency; partial credits are not eligible, and learners will be advised to seek recognition instead.
- Proof of currency may be required, depending on the unit of competency in question. For example, if the unit is subject to other regulatory licensing such as state regulators (e.g. Registrar of Vehicles), the date when the unit was awarded may need to be taken into consideration. In such a case, the assessor may

require a challenge assessment to be conducted to ensure currency of skills and knowledge for example.

- The context in which the unit was awarded will also be considered. Each unit needs to be awarded in the context of the workplace. If a credit transfer unit has not been issued previously in the current context of the workplace, the candidate may be asked to demonstrate contextual skills and knowledge by the Academy.

Procedures

Initial Inquiry and Information

The Academy will provide learners with information about the Credit Transfer process during enrolment, including how to apply, collate and submit the required documentation, and expected processing times.

A preliminary review of previously completed units may be conducted to determine potential eligibility.

Submission of Credit Transfer Application

Learners must complete the Academy's *Credit Transfer Application Form* and submit it along with supporting documentation, such as certified copies of Qualifications, Records of Results and / or Statements of Attainment (SOA). Applications should be submitted before the commencement of the relevant units with The Academy to ensure timely processing and to avoid duplication of training and unnecessary administration.

Verification of Evidence

The Academy will verify the authenticity of submitted documents through the National Register of VET (www.training.gov.au) or by directly contacting the issuing RTO where necessary. Only original documents, certified copies, or digital transcripts (e.g. USI transcripts) will be accepted as evidence for a Credit Transfer.

Assessment of Equivalency

The Academy will assess the submitted evidence against the Training Package requirements to confirm the equivalency of the previously completed units.

Mapping information from the Training Package will be used to determine whether units are deemed equivalent. If units are not listed as equivalent, the learner may need to undergo Recognition of Prior Learning (RPL) or further assessment, such as gap assessments or challenge assessments or complete the full unit of competency as part of their training plan.

Approval and Granting of a Credit

Once verified, credit will be granted for equivalent units, and the learner's Training Plan will be updated to reflect the Credit Transfer. The learner will be notified of the outcome in writing, including any changes to their course

duration, fees, or training schedule as a result of the Credit Transfer. The training plan will be adjusted accordingly.

Recording and Reporting Credit Transfers

All Credit Transfer decisions and supporting evidence will be recorded in the learner's file and The Academy's aXcelerate Student Management System (SMS).

Any unit granted through Credit Transfer will be marked as 'CT' on the learner's transcript, indicating that the units have been credited without further assessment. Credit Transfer outcomes will be reported to relevant regulatory bodies as required, ensuring accurate data for audit and compliance purposes.

Appealing Decisions

Learners who disagree with the outcome of their Credit Transfer application have the right to appeal the decision in accordance with The Academy's *Complaints and Appeals Policy and Procedures*.

Appeals must be submitted in writing using the *Appeals Form* within 30 days of receiving the decision, outlining the grounds for the appeal.

Publication

This *Credit Transfer Policy and Procedures* document will also be published on the Academy's website (<https://driveracademyaustralia.com.au>) and referenced in The Academy's *Learner Handbook*.

Policy Governance

All credit transfer and broader assessment systems and materials must be reviewed and approved by the CEO / Training Manager and / or RTO Training Manager before publication to ensure compliance with RTO standards and regulatory requirements.

The Academy will regularly monitor its credit transfer processes to ensure ongoing compliance and will promptly address any non-compliant practices or areas of improvement identified, and document this in the *Continuous Improvement Register* accordingly.