

## RPL AND CREDIT TRANSFER PROCEDURE

### RELEVANT STANDARD(S):

National Vocational Education and Training Regulator (Outcome Standards for NVR Registered Training Organisations) Instrument 2025 – Standards 1.6 and 1.7

### Credit Transfer Procedure

<b>PURPOSE</b>	This process serves as the guide and reference document for the Credit Transfer Process of Valkyrie First Aid. Changes to this procedure must only be made upon approval of the CEO.
<b>ROLE UNDERTAKING TASK</b>	Student Services
<b>DOCUMENT UPDATE</b>	20/04/2026

### Credit Transfer

No.	Person/s Responsible	Steps to take
1	Student Services	<ol style="list-style-type: none"> <li>(1) VET students are informed about Credit Transfer during pre-enrolment. Credit Transfer policy information is also accessible via Valkyrie First Aid's website and student handbook. Students may apply for credit transfer at any stage of their engagement with Valkyrie First Aid, including prior to enrolment, during enrolment, or at any time while undertaking the course.</li> <li>(2) Student Services will conduct a pre-enrolment interview using the Pre-Enrolment Assessment Form, which includes a Credit Transfer eligibility assessment.</li> <li>(3) Student Services will send the Credit Transfer Form to VET students who pass the Credit Transfer eligibility assessment.</li> <li>(4) VET students who do not pass the Credit Transfer eligibility assessment are advised accordingly and recommended to complete the course via Training and Assessment.</li> </ol>
2	VET student	<ol style="list-style-type: none"> <li>(1) Complete the Credit Transfer Form</li> <li>(2) Provide an authenticated copy of certificates relating to the credit transfer application. Authentication can be done through:               <ol style="list-style-type: none"> <li>a. Providing a copy of the certificate and allowing the RTO to confirm authenticity via the VET student's USI</li> <li>b. Providing certified true copies</li> <li>c. Providing a copy of the certificate and having Student Services review the original</li> </ol> </li> <li>(3) Submit the completed application form and the required authenticated copy of certificates to Student Services.</li> </ol>

3	Student Services	<p>(1) Ensure all fields in the Credit Transfer Form are filled out correctly.</p> <p>(2) Authenticate the VET student's certificate/s. This can be done by any of the following methods:</p> <ol style="list-style-type: none"> <li>a. Confirm the details of the certificate via the VET student's USI</li> <li>b. Confirm that certificates provided are certified true copies</li> <li>c. Confirm the details of the certificate by sighting the original document and contacting the issuing organisation or viewing the VET student's USI Transcript (if provided permission and access by the VET student)</li> <li>d. Mark the authenticated copies with the following information:             <ol style="list-style-type: none"> <li>i. Authenticated by</li> <li>ii. Date authenticated</li> <li>iii. Authentication method</li> </ol> </li> </ol> <p>(3) Where credit cannot be authenticated*, advise the VET student accordingly and recommend completing the unit via training and assessment.</p> <p>(4) Where credit transfer is confirmed, indicate so in the VET student's enrolment form.</p> <p>(5) Ensure that the VET student's Enrolment Form and VET student record reflects relevant Credit Transfer information. E.g. indicate which units are credited.</p> <p>(6) Process enrolment. See <i>Enrolment Procedure</i> for details.</p> <p>*Students may appeal a rejected RPL decision through Valkyrie First Aid's <b>Complaints and Appeals Policy</b>.</p>
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## VERSION CONTROL

Version Control Table					
Date	Summary of Modifications	Modified by	Version	Date of Implementation	Next Review Date
20/04/2026	Document creation	Valkyrie First Aid	v. 1.0	8/04/2026	7/04/2027

## RTO INFORMATION

RTO INFORMATION	
Document Name	Credit Transfer Procedure v1.0
RTO/Company Name	Valkyrie First Aid
ABN	16 665 496 702
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