

Job Training Institute (JTI)

Recognition of Qualifications and Credit Transfer Policy and Procedure

A. Purpose

- Ensure Job Training Institute Pty Ltd (JTI) recognises and grants Credit Transfer in a fair, transparent and compliant manner.
- Ensure students are not required to repeat learning already formally achieved.
- Ensure compliance with the Standards for Registered Training Organisations (RTOs) 2025, the Australian Qualifications Framework (AQF), ESOS Act 2000, National Code 2018, PRISMS requirements and Privacy Act 1988.

B. Scope

- Applies to all domestic and overseas (CRICOS) students enrolled at JTI.
- Applies to all JTI staff involved in enrolment, training, assessment, quality assurance and compliance.
- Applies to qualifications, units of competency and Statements of Attainment within JTI's scope of registration.

C. Policy Statements

- JTI grants Credit Transfer for AQF units and modules where valid and verified evidence is provided.
- Credit Transfer is granted at no cost where unit codes and titles are identical.
- Equivalent units may be granted credit following documented equivalence analysis.
- JTI does not issue a qualification or Statement of Attainment solely on the basis of Credit Transfer; at least one unit must be completed at JTI.
- Licensing, regulatory or packaging requirements are applied where credit cannot be granted.
- Credit Transfer outcomes are evidence-based, documented and auditable.
- For overseas students, course duration and CoE accuracy are maintained and reported through PRISMS where required.

D. Definitions

- Credit Transfer: Recognition of AQF units or modules previously completed.
- Equivalent Unit: A unit determined to meet the same learning outcomes and assessment requirements.
- AQF Certification Documentation: Qualification testamur, Statement of Attainment or authenticated VET transcript.
- PRISMS: Provider Registration and International Student Management System.

E. Procedures

- Students must be enrolled at JTI to apply for Credit Transfer.
- Students complete the JTI Credit Transfer Form and submit certified AQF documentation.
- JTI verifies authenticity through training.gov.au and/or the USI Registry.
- Identical units are granted credit automatically.
- Equivalent units are assessed through documented equivalence analysis by the QA Team.
- Outcomes are approved by authorised staff and communicated to the student via email.
- Trainers record outcomes in Moodle and QA records outcomes in Vettrak.
- Approved Credit Transfer Forms and evidence are retained in the student file.

F. Overseas Students – PRISMS and CoE Management

- Where Credit Transfer shortens the expected course duration, JTI reports the change in PRISMS and updates the CoE.
- Where Credit Transfer does not shorten course duration, no PRISMS update is required.
- All Credit Transfer outcomes are documented and confirmed to the student in writing.
- Student fees are adjusted in accordance with the approved Credit Transfer outcome.

G. Responsibilities

- Student: Submit Credit Transfer Form and required evidence.
- Trainer/Assessor: Review applications and recommend outcomes.
- Admissions/QA Team: Verify authenticity and maintain records.
- QA Team Leader or Authorised Delegate: Approve and record outcomes.
- Compliance Manager: Monitor compliance with ASQA, ESOS and PRISMS requirements.
- CEO/General Manager: Approve complex or disputed cases.

H. Recordkeeping

- Credit Transfer records are securely stored in the student file.
- Records are retained for a minimum of two years after enrolment ends (ESOS requirement).
- JTI applies a seven-year retention period for audit and governance assurance.
- AQF certification documentation is retained for 30 years in accordance with AQF requirements.
- All records are managed in line with the Privacy Act 1988.

I. Review and Continuous Improvement

- This policy is reviewed annually or following regulatory or legislative changes.
- Credit Transfer outcomes are reviewed in management meetings.
- Improvements are recorded in the Continuous Improvement Register.