

127. Credit Transfer (External)

Version No: 01

Effective Date: 17/03/2025

Prepared by

Linfox Operational Training (Logistics) Pty Ltd

Revision History			
Document No:	SOP 127	Revision No:	1
Doc. Owner:	Linfox Operational Training	Approval Date:	17/03/2025
Approved by:	Manager, Operations Training	Review Date:	17/03/2027
		Page:	Page 1 of 7
This document cannot be modified without the approval of the HR Senior Administrator.			



DOCUMENT CONTROL MANAGEMENT

Document Information

Approved By:	Manager Operations Training	Accountable manager:	Human Resources President
Date Approved:	17/03/2025	Responsible Function:	Operational Training
Version:	01	Next review date:	17/03/2027
Effective Date:	17/03/2025	Document Location:	LOT SharePoint > Training Resources >Supporting Documents >Standard Operating Procedures

Document History

Version	Date Approved	Approved by	Description of Revision
01	17/03/2025	Manager Operations Training	New



Contents

- 1 Purpose..... 4
- 2 Scope and application 4
- 3. Procedure 4
 - 3.1. Guidelines 4
 - 3.3 Appeals 5
 - 3.4 Training plans..... 5
 - 3.5 Certificates 5
- 4 Reporting breaches of this Procedure 5
- 5 Responsibilities of this Procedure..... 6
 - 5.1 Procedure management..... 6
 - 5.2 Procedure implementation 6
- 6 Waivers of this Procedure 6
- 7 Definition 6
- 8 References..... 7



1 Purpose

This Procedure ensures that current and prospective Linfox Operational Training (LOT) (RTO 103554) learners can access credit transfer pathways, acknowledging their prior training and assessment achievements. In compliance with the Standards for Registered Training Organisations 2025, qualification transcripts and statements of attainment issued by any RTO must be accepted and recognised by all other RTOs. This national recognition enables units of competency previously achieved by a learner to be credited towards a related course, where applicable, to meet qualification requirements.

It is important to distinguish between Credit Transfer and Recognition of Prior Learning (RPL). RPL involves an assessment process and is addressed separately; refer to Recognition of Prior Learning RPL Procedure for further information.

2 Scope and application

This Procedure ensures a consistent, transparent, and compliant process for credit transfer within Linfox Operational Training, aligning with national training standards and RTO requirements.

3. Procedure

Learners seeking credit transfer must complete the TSF0182 Credit Transfer Application Form as part of the enrolment process. They must submit their certified copy or original statement of attainment or qualification transcript for review (except where Linfox Operational Training was the issuing RTO). This documentation will identify the specific units of competency eligible for a credit transfer outcome.

Learners must provide satisfactory evidence that the submitted statement of attainment or qualification transcript is authentic, belongs to them, and was issued by an Australian RTO. Original and official attainment and/or qualifications statements must be presented at enrolment for verification. Alternatively, an official USI transcript may be submitted as evidence of prior completion.

3.1. Guidelines

- All learners are eligible to apply for credit transfer for units or qualifications they are currently enrolled in, except where licensing courses specify otherwise.
- Credit transfer can only be applied for units of competency or qualifications that fall within Linfox's scope of registration.
- Applications for credit transfer must be submitted at the time of enrolment.
- No fees are charged to learners for credit transfer applications.
- Credit transfer is awarded only for complete units of competency. Partial credit is not eligible for credit transfer. In such cases, learners will be advised to consider Recognition of Prior Learning (RPL)

Procedure name:	SOP 127 – Credit Transfer (External)	Page 4
Responsible function	Linfox Operational Training	
Version no./Issue date:	V01 / 17/03/2025	
Review Date:	17/03/2027	
UNCONTROLLED WHEN PRINTED		

3.2. Unit codes and unit titles are different

If a credit transfer is requested for a unit of competency with a different title or code, it is essential to verify the equivalence between the unit held and the unit being sought. Linfox will review this information to validate equivalence claims.

The National Training Register typically provides clear guidance, using terms like "Not equivalent" or "Is superseded by and is equivalent to." However, in some instances, no explicit equivalence direction is provided, which may occur if the unit is new and lacks a prior version. If the notes state "Is superseded by:" without clarification regarding equivalence, the new unit should be considered as not equivalent.

If no information is available for the unit, it will be deemed not equivalent, as Linfox cannot recognise it through the credit transfer process. In such cases, the learner will be advised to pursue the Recognition of Prior Learning (RPL) process.

3.3 Appeals

If a learner disagrees with the outcome of their credit transfer application, they should first attempt to resolve the issue informally by discussing it with the State Training Manager. If the matter remains unresolved after informal discussions, the learner can formally appeal the decision by following the Complaints and Appeals Process outlined in SOP 50 Complaints and Appeals.

3.4 Training plans

Learners will be given a copy of the course CT for their records through their training plan if undertaking a traineeship, and a copy will be kept on the learner's file within LOT. As necessary, the duration of their course or traineeship will be adjusted accordingly.

3.5 Certificates

Upon course completion, a certificate or statement of attainment is issued to the learner. The following applies to units granted through credit transfer:

- Credit transfer/s must be included on the certificate or statement of attainment.
- No additional notation is required on the certificate or statement of attainment to indicate that these units were achieved via credit transfer.

4 Reporting breaches of this Procedure

All breaches of this Procedure must be reported to the State Training Manager within the applicable region. The final determination of the measures required to remedy a non-compliance will be determined by the State Training Manager in consultation with the Manager, Operations Training.

Procedure name:	SOP 127 – Credit Transfer (External)	Page 5
Responsible function	Linfox Operational Training	
Version no./Issue date:	V01 / 17/03/2025	
Review Date:	17/03/2027	
UNCONTROLLED WHEN PRINTED		

5 Responsibilities of this Procedure

5.1 Procedure management

Approval of this procedure is vested with the Manager Operations Training.

Reviews of this procedure are the responsibility of the State Training Manager and will be conducted every two years.

The Manager, Operations Training is the Accountable Executive for this procedure, who has accountability for the subject matter of this Procedure and ensuring that the appropriate processes and control systems are in place, and amended as appropriate, to ensure it can operate effectively.

5.2 Procedure implementation

This procedure applies to all LOT employees who by the nature of their role assess competency on behalf of LOT. This includes but is not limited to the national manager, regional managers, state managers, senior trainers, trainers and approved administration staff.

6 Waivers of this Procedure

Waivers of this procedure will only be granted in exceptional circumstances by the Managers, Operations Training

7 Definition

This table defines the terms used throughout this Procedure.

Term	Definition
Registered Training Organisation / RTO	An organisation that ASQA has approved to enable certification for nationally recognised training to members of the public
Nationally Recognised Training	Any program of training leading to vocational qualifications and credentials that are recognised across Australia. These include industry training package qualifications and units of competency as listed on training.gov.au
Australian Skills Quality Authority (ASQA)	The national VET regulator
Vocational Education and Training / VET	Nationally accredited courses that focus on the skills required for a particular job function or trade.



Regulators	National Regulator of VET – ASQA (Australian Skills Quality Authority) – nationally recognised training
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8 References

Legislation

- Standards for Registered Training Organisations 2025

Procedure name:	SOP 127 – Credit Transfer (External)	Page 7
Responsible function	Linfox Operational Training	
Version no./Issue date:	V01 / 17/03/2025	
Review Date:	17/03/2027	
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