VET- 01 VET Credential Verification and Integrity Policy and Procedure

Version 1.0

1.0 Rationale

This policy and procedure serves to protect the ongoing integrity of Trainer credentials and credit transfer results. This policy ensures that AE routinely monitors the validity and cancellation of credentials relied upon by Trainers & Assessors, as well as the validity and cancellation of credentials relied upon by Students when securing a Credit Transfer.

The AE scope of registration refers to the Vocational Education and Training (VET) qualifications, accredited courses, skill sets and explicit units of competency that AE is approved to deliver as listed on the scope of registration listed on training.gov.au.

For the purposes of this policy the term “training product” refers to any qualification, accredited course, skill set and explicit unit of competency that AE is approved to deliver as listed on the scope of registration available at training.gov.au.

This policy does not replace existing policies in this area, rather it outlines each phase of the training product lifecycle and links to the existing policy and procedures, relevant legislations, standards, and internal procedures including roles and responsibilities.

2. Scope

This policy applies to all aspects of AE Vocational Education and Training (VET) operations, including but not limited to admissions, credit transfer applications, recognition of prior learning applications, teaching and learning and award issues.

3. Regulatory Context

This policy is aligned with all relevant regulatory frameworks including but not limited to:

- *National Vocational Education and Training Regulator (Outcome Standards for NVR Registered Training Organisations) 2025*
- Standards for Registered Training Organisations Compliance Requirements (2025)
- Standards for Registered Training Organisations Credentials Policy (2025); and
- any and all other relevant regulatory and contractual requirements applicable to the training product.

4. Roles and Responsibilities

Specific duties, processes and their responsible officers are outlined below as per section **7. Procedure.** The below table is not an exhaustive list of potential responsible parties that must

adhere to this policy and serves only to outline the overarching responsibilities and expectations of the specified officers.

If a staff member, contractor or third party is unsure as to their responsibilities under this policy they should consult with the relevant Course Coordinator or the Head of VET.

Role	Responsibilities
Provost	• Ensuring the overall quality of assessments and compliance with the policy. • Providing guidance and support to faculty and staff in implementing the policy.
VET Quality and Compliance Committee	• Review and approval of policy, procedure, and amendments. • Provision of input and advise on other such matters as dictated by the relevant Terms of Reference in the Acknowledge Education Governance Framework
Risk and Compliance Committee	Examine, review and make recommendations on matters of risk and compliance. This may include: • providing input and recommendations • monitoring execution of agreed continuous improvement actions in relation to policies, processes; and • other such matters as dictated by the relevant Terms of Reference in the Acknowledge Education Governance Framework
Head of VET	• Policy owner and responsible officer. • Implementation of the policy across VET operations. • Addressing any concerns or issues related to compliance and quality including liaising with Human Resources regarding compliance applicable onboarding procedures.
Head of Risk and Compliance	• Ensuring that the policy is implemented and followed across all aspects of AE operations. • Monitoring and auditing the assessment practices and processes to ensure compliance with the policy. • Identifying any gaps or areas of improvement in the assessment procedures. • Addressing any compliance related issues or concerns.
Course Coordinators	• Complying with the policy guidelines and requirements • Ensuring that the policy is being followed and implemented effectively. • Providing guidance and support to faculty and staff in implementing the policy. • Providing recommendations and feedback where applicable • Collaborating with the Provost, Head of VET, and/or Head of Risk and Compliance where applicable to implement this policy

5. Related policies and procedures

This policy must be read in conjunction with:

- Acknowledge Education Governance Framework
- Recruitment Policy (Group)
- 1.2.3 Awarding Credit Transfer (CT) and Recognised Prior Learning (RPL) in VET Programs Policy and Procedure
- 1.4.2 VET Student Assessment Outcomes and Unit Results Management Policy
- 1.1.1 Admissions and Enrolment Policy and Procedure

Where a policy listed above has been succeeded by another policy the successor will apply.

6. Policy

To align with ongoing sector-wide qualification integrity regulatory action by the Australian Skills Quality Authority (ASQA) to reduce the threat from non-genuine providers and bad-faith operators, AE routinely monitors the currency and cancellation (as applicable) of:

A. Credentials relied upon by Students for the purposes of Credit Transfer and Recognition of Prior Learning applications.
B. Credentials relied upon by Trainers & Assessors to demonstrate appropriate qualification under the Standards for Registered Training Organisations Credentials Policy (2025); and

This policy and procedure provides practical guidance as to ongoing monitoring of qualification currency, and remedial actions in the event of credential cancellation.

AE acknowledges that the cancellation of a qualification from another provider does not necessarily indicate individual misconduct by the Student or Staff Member.

7. Procedure

7.1 Student Credential Verification

7.1.1 Where a student has made an application for Credit Transfer or Recognition of Prior Learning using a qualification or statement of attainment issued by another provider AE will confirm the currency and non-cancellation of the qualification by:

(a) Cross-checking the Training.gov.au listing for the RTO, in particular entries under the “Regulatory Action” header
(b) Checking the Qualification Integrity Regulatory Action register currently available at www.asqa.gov.au/for-students/qualification-integrity-regulatory-action (current as at 11 June 2026).
(c) Where available, staff may also use the QR code on an authenticated USI VET transcript in combination with the above-mentioned verification measures.

7.1.2 Where a graduating student has units of competency with a "Credit Transfer" result, the verification steps detailed in 7.1.1 must be repeated prior to the issue of any award to ensure cancellation has not occurred since the application was made.

7.1.3 Where a student has units of competency with a "Recognition of Prior Learning" result, and the student has made their application using evidence from a qualification or statement of attainment issued by another provider the verification steps details in 7.1.1 must be repeated prior to the issue of any award to ensure cancellation has not occurred since the application was made.

7.1.4 In the event of a qualification being cancelled, all affected units of competency with a result of "Credit Transfer" or "Recognition of Prior Learning" will be revoked by AE. AE will determine appropriate remedial options which may include further training and assessment. Any associated fees will be applied in accordance with AE's Fees and Refund Policy and with consideration of the individual circumstances.

7.1.5 AE will ensure that any revocation of Credit Transfer or Recognition of Prior Learning outcomes is undertaken in a fair, evidence-based, and documented manner in accordance with the Principles of Assessment and Rules of Evidence.

7.1.6 In the event of a credential being cancelled due to a non-genuine provider and/or bad-faith operator the student will be assumed to not be at fault.
7.1.7 Students may access AE's complaints and appeals process where they wish to challenge any decision made under this procedure.

7.2 Trainer & Assessor Credential Verification and Ongoing Monitoring

7.2.1 Trainers & Assessors are required to provide copies of their qualifications in the regular course of onboarding with AE. At this time, Human Resources (HR) will verify the authenticity of these qualifications as part of the onboarding process.

7.2.2 In addition to verifying the authenticity of a qualification or statement of attainment issued by another provider AE will confirm the currency and non-cancellation of the qualification by:

(a) Cross-checking the Training.gov.au listing for the RTO, in particular entries under the "Regulatory Action" header

(b) Checking the Qualification Integrity Regulatory Action register currently available at www.asqa.gov.au/for-students/qualification-integrity-regulatory-action (current as at 11 June 2026).

(c) Where available, staff may also use the QR code on an authenticated USI VET transcript in combination with the above-mentioned verification measures.

7.2.3 Until the authenticity and non-cancellation of a qualification has been confirmed a Trainer must not be scheduled to train or assess.

7.2.4 In addition to verifying the currency of a TAE qualification or statement of attainment issued by another provider at onboarding, AE will routinely confirm the

ongoing currency and non-cancellation of the qualification by repeating the steps in 7.2.2 each year during periodic trainer profile review to ensure that cancellation has not occurred since onboarding.

7.2.5 In the event of a TAE qualification being cancelled:

(a) The Trainer will immediately cease training and assessing
(b) Any past assessment adjudications made by the Trainer will be referred to the Course Coordinator and Head of VET for review and if necessary, re-assessment.
(c) The Trainer will be referred to remedial training to replace the now cancelled qualification and will be supported in the completion of this training. This remedial training will be at the Trainer's own cost.

7.2.6 In the event of a credential being cancelled due to a non-genuine provider and/or bad-faith operator the Trainer will be assumed to not be at fault.

7.3 Record-Keeping and Evidence

The staff member completing the process is responsible for ensuring required records are created and saved in the approved location. The Course Coordinator, Head of VET, VET Quality and Compliance Committee may review records as part of monitoring, internal audit, review or continuous improvement activities.

Records created through this procedure must be accurate, complete and stored and in accordance with AE recordkeeping requirements. Records and evidence may include:

(a) Copies of qualifications, statements of attainment and/or USI transcripts
(b) Emails, letters and meeting notes
(c) Application materials including but not limited to
    a. Employment application and pre-employment checks
    b. Credit Transfer and/or Recognition of Prior Learning applications
(d) Relevant cancellation and regulatory decision listings as posted on the ASQA website or Training.gov.au register.

8. Policy and Procedure Review Request Process

Staff and/or Students may request the review of a VET Department process where they identify that the process may be unclear, inefficient, inconsistent, difficult to implement, no longer fit for purpose, or may present a compliance, quality or student-experience risk. Staff and Students can raise requests for policy and procedure reviews with the relevant Course Coordinator who will refer the request to the Head of VET for further review at their discretion

9. Definitions

Terms in the document are defined as per the VET Standing Definitions.

10. Policy Information

Policy name:	VET Credential Verification and Integrity Policy and Procedure
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11. Change Log

Date	Version	By	Notes
June 2026	1.0	EHB	Policy & Procedure Creation