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CREDIT TRANSFER POLICY AND ASSOCIATED PROCEDURES

PURPOSE OF THE POLICY

Credit transfer acknowledges a student's prior formal learning by awarding credit for equivalent units of competency previously completed. This process promotes efficient progression through a course by avoiding unnecessary duplication of training, while maintaining the integrity of nationally recognised qualifications.

This policy outlines Sydney College of Professional Education (SCPE)'s commitment to ensuring that credit transfer decisions are fair, transparent, and applied consistently. It ensures students who have successfully completed an equivalent training product are supported in receiving appropriate recognition, in accordance with Standard 1.7 of the Standards for RTOs 2025.

POLICY STATEMENT

SCPE recognises and grants credit transfer for the successful completion of equivalent units of competency. Credit transfer will be based on valid AQF certification or authenticated VET transcripts and assessed using a standardised and transparent process. All students are informed of credit transfer opportunities at pre-enrolment, during orientation, and via the Student Handbook. Students may apply for credit transfer at any time, however, they are requested in pre-enrolment information to apply before commencing training.

SCPE only offers credit transfer for units of competency or qualification(s) which are included on its scope of registration.

Credit transfer may only be awarded for whole units of competency and credit transfer will only be issued when the learner's enrolment includes at least one other unit of competency for which the learner is undertaking training or is seeking recognition of prior learning. Student currency is not a consideration in awarding credit transfer

SCOPE

This policy applies to all prospective and current students applying for credit transfer into a qualification or course on SCPE's scope of registration.

DEFINITIONS

- **Credit Transfer**: Recognition of prior completion of an equivalent training product, demonstrated by AQF certification documentation or an authenticated VET transcript.
- **Equivalent Unit of Competency**: A unit deemed equivalent on the National Training Register (training.gov.au) under superseded or current qualifications.

PROCEDURE

Step 1: Application
Students apply using the Credit Transfer Application Form and provide:

- AQF documentation (Statement of Attainment, Record of Results, Qualification OR
- Authenticated VET Transcript via USI portal

All documents must be in English and certified if hard copies are submitted.

Step 2: Verification
To prevent fraud and ensure the integrity of qualifications, all credit transfer evidence must be verified. Where possible, verification should be completed using the student's USI VET transcript. If this is not available, administrative staff must follow the detailed steps below to confirm authenticity.

Acceptable Evidence	Verification Method
USI VET Transcript	Access via USI Organisation Portal with student permission.
Statement of Attainment or Qualification	Contact issuing RTO and confirm authenticity
Record of Results	Cross-check unit codes and results; verify with issuing provider.
Certificate from Closed RTO	Use ASQA Student Records Request Service. https://www.asqa.gov.au/students/student-record

How to confirm authenticity without a USI

Step	Action
Step 1	Search the issuing training organisation on https://training.gov.au to confirm the provider was active and had appropriate scope at the time the training product was issued.

Step 2	Contact the issuing RTO directly by phone or email to verify the authenticity of the certificate.
Step 3	If verification is provided via email, print and retain the email with the application. Initial and date the copy. If verification is by phone, record the date, time, contact person, and verification outcome on the certificate copy.
Step 4	Ensure all authenticated evidence and the credit transfer application are stored securely in the student's file.
Step 5	If the RTO does not cooperate, advise the student to request assistance from the issuing RTO. Allow seven days for a response. If no response is received, close the application.
If RTO is closed	If the training organisation is no longer active or contactable, submit a request to ASQA using the Student Records Request service https://www.asqa.gov.au/students/student-record. Advise the student this process may take 3–4 weeks.

Step 3: Decision and Notification

- Applications are assessed within 10 business days
- Students are notified in writing of the outcome
- Credit is granted for full equivalent units only
- If denied, reasons and appeal information are provided

For international students where the registered provider grants course credit that reduces the overseas student's course length, the provider must:

a) inform the student of the outcome in writing, and
b) ensure the Confirmation of Enrolment (CoE) is adjusted in PRISMS.

Step 4: Recordkeeping

- Verified evidence and signed forms are retained on the student file
- Student management system is updated
- PRISMS records are updated

PROCEDURE SUMMARY TABLE

Step	Action	Responsible	Timeframe
1	Provide credit transfer information during pre-enrolment and orientation.	Student Administration Officer	At pre-enrolment and during orientation

2	Student completes Credit Transfer Application Form and submits certified evidence or USI access.	Student	As early as possible after enrolment; ideally within 5 business days
3	Verify AQF documents or access USI transcript. If not available, contact issuing RTO or use ASQA closed RTO service.	Student Administration Officer	Within 5 business days of receiving application
4	Assess the evidence and determine whether credit can be granted for equivalent units.	Student Administration Officer / Trainer and Assessor	Within 5 business days of verification
5	Notify the student of the outcome in writing, including reasons and appeal options (Use Credit Transfer Application Outcome Notification Template).	Student Administration Officer	Within 3 business days of decision
6	Record outcome in student file and update student management system to reflect recognised credit, adjusted course duration and fees.	Student Administration Officer	Within 2 business days of notification
8	For international students, update the Confirmation of Enrolment (CoE) in PRISMS to reflect any change to course duration resulting from the granted credit transfer. Ensure the student is aware of any visa implications.	Student Administration Officer	Within 2 business days of credit being granted
9	Retain verified evidence and signed application form on file.	Student Administration Officer	Immediately upon finalisation of the application

POLICY IMPLEMENTATION

The Credit Transfer Policy is communicated to students through pre-enrolment materials, orientation, the Student Handbook, and the RTO's website. Staff are trained to apply the policy consistently.

MONITORING AND EVALUATION

This Policy and Procedure will undergo an annual review, or sooner if required, to ensure it remains relevant and effective in guiding the operations and strategies or as needed to reflect any changes in the regulatory environment or operational practices.

Credit transfer decisions are periodically reviewed to ensure fairness and consistency. Monitoring includes internal audits, staff review meetings, and student feedback. Feedback will be collated and analysed and

discussed at the monthly management meetings, for noting or action with any necessary changes documented in a Continuous Improvement Form and in the Continuous Improvement Register.