

PP1.12 – Credit Transfer Policy & Associated Procedures

Policy area	Training and Assessment
Standards	Outcome Standards for RTOs, Standard 1.7 National Code 2018, Recruitment of an overseas student, Standard 2 –2.1 (2.1.1),2.3, 2.4, 2.5
Responsibility	CEO/PEO, Academic Manager, Student Service Manager
Classification	Internal/External

1. Purpose

The purpose of this policy is to ensure that Sydney City College of Management (SCCM) recognises and grants credit transfers in accordance with the Standards for RTOs 2025. This allows students to receive formal recognition for units of competency they have previously achieved, supporting efficient pathways to further study and avoiding unnecessary duplication of learning.

2. Definitions

- **Credit Transfer (CT):** The recognition of a unit of competency where a student has already been assessed as competent by another Registered Training Organisation (RTO) or authorised body.
- **AQF Certification Documentation:** Official certification issued by an RTO, including a Testamur, Record of Results (Transcript), or Statement of Attainment.
- **Nationally Recognised Training (NRT):** Training that leads to qualifications or statements of attainment recognised across Australia.
- **Equivalent Unit:** A unit of competency that, while having a different code or title, has been deemed equivalent by the Training Package mapping on the National Training Register (www.training.gov.au).

3. Policy Statement

3.1 Scope

- This policy applies to all students enrolling/enrolled in SCCM qualifications who have previously completed nationally recognised units of competency.

3.2 Principles

- SCCM will grant a credit transfer where:
 - The unit is identical in code and title, or
 - The unit has a different code or title but is deemed equivalent in the Training Package mapping on the National Training Register.
- If a unit has been superseded and marked as not equivalent, or mapping shows “*is superseded by*” without equivalency, credit transfer will not be granted. Students may instead apply for Recognition of Prior Learning (RPL).
- Credit transfer decisions are based on the authenticity and equivalency of AQF documentation, not on re-assessment of skills or knowledge.
- A non-refundable \$250 processing fee applies to each application and must be paid at the time of lodgement.
- Credit transfers will be recorded as “CT” on transcripts and student records.
- Where credit transfer reduces course duration for international students, SCCM will update enrolment details in PRISMS in line with ESOS obligations.

4. Credit Transfer Conditions and Requirements

1. Enrolment Requirement

- CT is only available to students who are currently enrolled in an SCCM course. Applications from non-enrolled individuals will not be accepted.

2. Application Timing

- CT applications must be submitted before the commencement of the course.
- Applications received after commencement will not be processed.

3. Units Must Be Within Scope of Registration

- CT will only be granted for units currently listed on SCCM’s scope of registration.

4. Credit Transfer Applies Only to Whole Units

- CT may only be granted for complete units of competency.
- Partial equivalency or partial completion is not eligible. Students may be directed to RPL.

5. Concurrent Enrolment Requirement

- Students must be enrolled in at least one other unit in the course.
- Enrolment solely for the purpose of CT is not permitted.

6. No Currency Requirement

- There is no requirement to demonstrate current skills or knowledge. Recognition is based only on the validity of AQF documentation.

7. Credit Transfer Processing Fee

- A non-refundable processing fee of \$250 applies to each application.
- Applications will not be processed until payment is received.

4. Procedures

Step 1: Application

- Students must complete the Credit Transfer Application Form and lodge it with Student Services prior to the commencement of their course.
- The application must include:
 - Certified copies of AQF certification documentation (testamur, record of results, or statement of attainment), or written consent for SCCM to verify records via the USI Transcript Service.
 - Proof of payment of the \$250 non-refundable processing fee. Applications will not proceed until payment is confirmed.
- Student Services will:
 - Acknowledge receipt of the application within 3 working days, and
 - Forward the application to the Admissions Officer for verification.

Step 2: Verification of Documents

- The Admissions Officer is responsible for verifying the authenticity of submitted documentation. Verification may include:
 - Checking that the issuing RTO was registered to deliver the unit(s) at the time of completion,
 - Contacting the issuing RTO directly to confirm the validity of documents if required,
 - Confirming the unit(s) through the USI Transcript Service with the student's consent.
- The Admissions Officer will make written notes of the verification process, including the outcome, and file them with the application in the student's file.

Step 3: Establishing Equivalence

- Once authenticity is confirmed, the Academic Manager reviews the unit(s) to determine equivalence.

- The following rules apply:
 - If the unit code and title are identical → CT is granted.
 - If the unit has a different code or title, the Academic Manager checks the mapping information on www.training.gov.au:
 - If listed as “*superseded by and equivalent to*” → CT is granted.
 - If listed as “*not equivalent*” → CT is not granted; student may be advised to apply for Recognition of Prior Learning (RPL).
 - If listed only as “*superseded by*” without reference to equivalency → CT is not granted; student may apply for RPL.
 - If no mapping information exists (e.g., new or unique unit) → CT is not granted.
- The Academic Manager records the decision and reasons in the student’s file and the SMS.

Step 4: Notification and Recording

- The student will be notified of the outcome in writing within 5 working days of the application being lodged.
- The notification will include:
 - The decision (approved/declined),
 - The units granted as CT (if applicable),
 - Reasons for the decision,
 - Next steps if the student wishes to pursue RPL (if CT was not granted).
- Where CT is granted:
 - The Student Management System (SMS) will be updated to reflect the CT outcome.
 - The student’s training plan will be adjusted accordingly.
 - The unit outcome will be recorded as CT (Credit Transfer) on the student’s transcript and academic record.
- If course duration is shortened for international students, SCCM will update PRISMS within the required timeframe.

Step 5: Record Keeping

- The following documentation will be stored securely in the student’s file and uploaded to the Student Management System (SMS):
 - Credit Transfer Application Form,

- Supporting documentation (certificates, statements of attainment, USI transcript evidence),
 - Verification notes from the Admissions Officer,
 - Decision and outcome letter,
 - Any correspondence with the student or issuing RTO.
- Records will be retained for a minimum of five (5) years in accordance with SCCM's Records Management Policy.
 - After the retention period, records will only be destroyed with written CEO approval.
 - A record of destruction (date, method, responsible staff, and CEO sign-off) will be maintained for audit purposes.

5. Roles and Responsibilities

- **Student Services / Admissions Officer** – Provide guidance on the process, verify documentation, maintain records.
- **Academic Manager** – Approve or reject applications, ensure decisions are consistent and compliant.
- **Compliance Manager** – Monitor processes to ensure alignment with SRTOs 2025 and regulatory obligations.
- **Students** – Submit accurate and verifiable documentation in support of their application.

6. Records Management

- All applications, supporting documentation, and outcomes will be recorded in the Student Management System (SMS) and in the student's file.
- Records will be retained for five (5) years in accordance with SCCM's Records Management Policy.
- After retention, records will be securely destroyed with CEO approval.

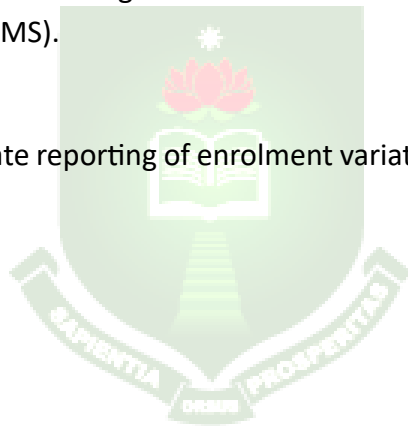
7. Related documents to consider with this policy

- Credit Transfer Application Form
- Credit Transfer Register
- Records Management Policy
- Privacy and Data Protection Policy
- Fees and Charges Policy
- Recognition of Prior Learning (RPL) Policy

- International Student Handbook

8. Reference(s) to Standards

- **Standards for RTOs 2025**
 - **Outcome Standard 1.1** – Learners receive appropriate recognition of prior learning and credit transfer.
 - **Outcome Standard 1.3** – Training and assessment are accessible and transparent.
 - **Outcome Standard 3.2** – RTO acts with integrity and provides accurate information.
- **National Code 2018**
 - **Standard 2.3.2** – International students are informed of credit transfer and RPL opportunities before enrolment.
 - **Standard 8** – Monitoring course duration and progress (including reporting changes in PRISMS).
- **ESOS Act 2000**
 - Requires accurate reporting of enrolment variations for international students.



Document Version Control

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1.0	PP1.12 Credit Transfer Policy and Associated Procedures V1.0	July 2025

