

CREDIT TRANSFER

POLICY AND PROCEDURE

PP15

PURPOSE

Southern Cross Education Institute (SCEI) is committed to providing up to date and relevant information regarding Credit Transfer (CT) to all Students prior to enrolment and whilst enrolled with SCEI.

The objective of the Credit Policy is to ensure that an individual's prior learning achieved through formal training is appropriately recognised. This policy and the corresponding procedure provide a process for assessing credit transfer applications, as well as granting and recording subsequent course credits.

SCOPE

This policy applies to all prospective and current students.

DEFINITIONS

Certification Documentation	Certification Documentation is the set of official documents that confirms that a qualification has been completed and awarded to an individual
Course of Study	A structured program of education consisting of one or more VET units of study leading to and AQF award
Credit Transfer	A process of the RTO accepting and acknowledging credit for units of competency that are: <ul style="list-style-type: none"> • AQF certification documentation issued by another RTO • AQF authorised issuing organisation such as University • Authenticated VET transcripts issued by a Registrar
eCoE	electronic Confirmation of Enrolment
Formal Learning	Any learning that occurs place through a structured program of instruction and is linked to the attainment of a formal qualification or award, such as certificates, diplomas or higher education degree
International student	A person (whether within or outside Australia) who holds a student visa as defined by the ESOS Act but does not include students of a kind prescribed in the ESOS Regulations.
National Code	The National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018

PRISMS	The Provider Registration and International Student Management System (PRISMS) is the system used to process information given to the Secretary of DEST by registered providers.
Qualification	An AQF qualification endorsed in a Training Package or accredited in a VET accredited course
RTO	Registered Training Organisation
SCEI	Southern Cross Education Institute
Student	Active, on-campus student with a current course of enrolment with Southern Cross Education Institute. Includes a person (whether within or outside Australia) who holds a student visa as defined by the ESOS Act, but does not include students of a kind prescribed in the ESOS Regulations

POLICY

SCEI will:

1. provide students with CT outcomes for units of competency within a Qualification based on identified equivalence in content and learning outcomes from previous recognised studies
2. grant CT for a unit of competency where a student provides suitable evidence that they have successfully completed an identical / equivalent unit of competency at another Registered Training Organisation (RTO). In some cases, licensing or regulatory requirements may prevent a unit of competency being awarded through a CT process.
3. not be obliged to issue a Qualification or Statement of Attainment that is achieved wholly through the CT of units of competency completed at another RTO or RTOs.
4. distinguishes that providing CT for previous studies is not a Recognition of Prior Learning (RPL) process. RPL is a form of wholistic assessment of competence based on experience and training, while CT is recognising the equivalence of formal studies previously undertaken and successfully completed. For more information, please refer to PP80 - RPL Policy and Procedures.
5. ensure an approved CT application will not unfairly advantage or disadvantage any prospective or current student. Students will not be required to repeat any unit of competency in which they have already been assessed as competent (unless a regulatory or licensing condition e.g., industry licensing scheme requires this).
6. require students to provide verified evidence of attainment of relevant units of competency required for their CT Application.
7. CT can be granted for
 - a. Unit/s of competency with the same unit code and unit title
 - b. Superseded and equivalent unit/s of competency
8. list on the CT form the superseded and equivalent units of competency available for CT toward a new unit of competency. For CT to be granted the unit must be deemed equivalent as published on the National Training Register www.training.gov.au.
9. use Management discretion when providing CT for units superseded (and equivalent) more than once
10. will not grant a CT if a superseded unit is deemed 'non-equivalent' on the National Training Register, and the superseded unit will not be included on the CT form. In these cases, the student may be directed to apply for RPL.
11. is unable to provide Credit Transfer for Units of competency listed as Deleted on the National Training Register www.training.gov.au

PROCEDURE

1. Application

- 1.1. All prospective students are made aware either in print or electronic form of the ability to apply for course credit. (via the Application to Study Form as well as through the Student Handbook, SCEI website, brochures, course information)
- 1.2. Applications for credit transfer must be completed on the FOR25 Credit Transfer Application form. This form guides the Credit Transfer process.
- 1.3. CT will only be issued when the Student's enrolment includes at least one other unit of competence; students cannot enrol only for CT
- 1.4. Students who apply for CT must provide verifiable evidence of their previous results. Evidence can be:
 - 1.4.1. an original or a certified Certificate/Statement of Results or Statement of Attainment (must indicate the code and title of the units of competency, date of completion and result); or
 - 1.4.2. students who have completed their studies from 2015 onwards can give access to SCEI to view their transcript of results via the USI Portal. This can be done by following the USI registry instructions: [Giving permission to my training organisation](#)
- 1.5. All applications are to be submitted to Student Administration.
- 1.6. Students must apply for credit transfer upon enrolment but no later than the 2nd week of the first term of study in their enrolled course.
- 1.7. **Diploma of Nursing:** CT for HLTENN units is granted only for students who complete a Diploma of Nursing program accredited by the Australian Nursing and Midwifery Accreditation Council (ANMAC) and approved as 'an approved program of study' by the Nursing and Midwifery Board of Australia (NMBA) in accordance with the Enrolled Nurse Accreditation Standards

2. Verification of Documents

- 2.1. By signing the FOR25 Credit Transfer Application form the student gives a permission for SCEI to verify their Qualification or Statement of Attainment.
- 2.2. Under special circumstances where SCEI is not able to verify the copies with the issuing provider, other options will be considered by SCEI.

3. Processing Applications

- 3.1. All credit transfer applications and supporting evidence will be provided to the Training and/or Course Coordinator for consideration. The Course Coordinator may delegate the review of the application to an appropriately qualified Trainer and Assessor.
- 3.2. Applications for credit transfer will be assessed on the evidence provided and in accordance with the principles of assessment and rules of evidence.
- 3.3. Students will be advised of the outcome of their application within 14 days of their application being received by Student Administration.

(Only applicable to Diploma of Nursing)

- 3.4. SCEI will award CT for specific units (e.g., CHCDIV001, CHCDIV002, HLTAID011, HLTINF006, HLTWHS002, CHCPRP003) if a student provides verified documentation.
- 3.5. If a unit is mapped to SCEI's course structure and to a Professional Practice Experience (PPE) and students have completed the PPE, students must submit a professional practice logbook to gain competency.

- 3.6. When a unit is mapped to SCEI's course structure and to multiple PPEs, a gap assessment will be conducted, and students may be required to attend extra lab sessions and complete the necessary PPEs to demonstrate competency.

4. Outcome of Application

- 4.1. Once the application has been assessed, the outcome must be recorded on the FOR25 Credit Transfer Application form and submitted to the Administration Manager.
- 4.2. The Administration Manager will inform the student of the outcome by completing LET12 Confirming Outcome of Credit/RPL letter. The letter will be emailed to the student and a copy retained in the Student Administration File.
- 4.3. Upon receipt of the LET12 Confirming Outcome of Credit/RPL letter, the student must sign the letter to indicate they have received it and acknowledge the outcome.
- 4.4. The student must return the signed letter to Student Administration, where Student Administration will:
 - 4.4.1. File the letter in the Student Administration File
 - 4.4.2. Upload a copy to the Student Management System
 - 4.4.3. Record granted CT in the Students Management System as an Outcome 60 against the relevant unit/s of competency for the student
 - 4.4.4. Print a new training plan, with the credits and amended course duration where applicable. A copy of the new training plan is kept in the Student Administration file and uploaded to the Student Management System.
- 4.5. All documentation related to the credit transfer application, processing and outcome must be kept in the Student Administration file and uploaded to the Student Management System.
- 4.6. If the application for credit transfer is denied, the LET12 Confirming Outcome of Credit / RPL application must include the reasons for not granting credit.
- 4.7. If the student is dissatisfied with the decision of SCEI, the student may appeal following SCEI's PP11 Complaints and Appeal Policy and Procedure.

5. International Students

- 5.1. A full time study load must be maintained by adjusting the student's course schedule and duration for completion of the course of study.
- 5.2. If the credit transfer is granted before the student visa has been granted the Enrolment Officer will record the refined course duration in the eCoE issued for the student
- 5.3. If the credit transfer has been granted after the student has been issued a student visa, and it will reduce the course duration, the Enrolment Officer will record a change to the course duration in PRISMS, cancel the original eCoE and issue a new eCoE
- 5.4. If the credit transfer has been granted after the student has been issued a student visa, and it will not affect the course duration, the Enrolment Officer will notify Student Administration to have the student's file updated with the course credit.

6. Fees

- 6.1. There are no fees associated with applying for a CT.
- 6.2. Fee for Service Students will have their Tuition Fees reduced by the cost of the units of competency for which they have been provided CT

RELATED DOCUMENTS

FOR25 Credit Transfer Application form
LET12 Confirming Outcome of Credit/RPL application
PP04 Enrolment Policy and Procedure
PP11 Complaints and Appeals Policy and Procedure
PP77 Assessment Policy and Procedure
PP80 RPL Policy and Procedure

LEGISLATIVE CONTEXT

Australian Qualifications Framework
ASQA General Direction: Retention requirements for completed student assessment items 2013
National Code of Practice for Providers of Education and Training to Overseas Students 2018
Standards for NVR Registered Training Organisations 2025; Standard 1.7, Part 2 Division 2, 12
2017 Standard VET Funding Contract Skills First Program; Clause 5 and Clauses 5, 7 and 11 of Schedule 1

RESPONSIBILITIES

- Marketing Manager
- Business Development Officer
- Course Coordinators
- Administration Manager
- Administration Team

Author	QA Manager
Approved by	Chief Executive Officer
Effective date	9 January 2019
Reviewed	July 2025
Version	8
Review date due	July 2026