

Policy Statement:

For the purpose of ACWA course accreditation requirements, SGSCC will:

- accept a maximum of 40% RPL awarded from an education provider or course which is not ACWA accredited based on study.
- accept a maximum of 40% Credit Transfer awarded from an education provider or course which is not ACWA accredited.
- Accept a maximum of 40% RPL awarded on prior work experience.

During the enrolment, SGSCC is required to determine the Credit Transfer for each individual student as soon as receiving the student's AQF certification documentation issued by any other RTO or AQF authorised issuing organisation or authenticated USI transcript.

Once the Credit Transfer is granted, SGSCC must inform the student of the reduced course duration and simultaneously notify any change in course duration in PRISMS after the overseas student's visa is granted.

Note:

ASQA clarifies position on credit transfer for superseded equivalent units of competency as follows:

When a student presents a superseded equivalent unit of competency for credit transfer for the purpose of reducing the amount of learning required to achieve a qualification or skill set, as the training package has determined the unit of competency to be superseded equivalent, a provider can grant credit for that unit without needing to map unit outcomes.

(Source: <https://www.asqa.gov.au/news-events/news/asqa-clarifies-position-credit-transfers>)

Procedure:**1. Student submits copies of transcript and awards during the enrolment:**

1.1 During the enrolment, student is required to submit certification, record of results from his/her previous education through SGSCC's online registration portal.

1.2 Workskills Assistant Manager and/or International Manager will determine the eligibility for Credit Transfer when processing the student's application.

2. Assess the Credit Transfer:

2.1 When assessing the Credit Transfer, the Workskills Assistant Manager/International Manager needs to consider the following factors:

- i. The same units might have different code under different training packages.
- ii. Where required, units of competencies should be downloaded from training.gov.au (National Training Information System- NTIS) to compare the competency standards and equivalence.

2.2 If the student is eligible to be granted the Credit Transfer, the Workskills Assistant Manager/International Manager will verify the certification documentation issued by other education provider against the USI transcript. If the unit(s) have not been listed in the USI transcript, the Workskills Assistant Manager/International Manager needs to obtain student's consent to verify the qualification and academic transcript with the issuing institution or registered training organisation via email.

2.3 The Workskills Assistant Manager/International Manager will contact the issuing organisation via email to verify whether the Statement of Attainment/Academic Transcript and certificate are genuine and authentic.

2.4 Once the issuing organisation confirms that the certification and academic transcripts are genuine and authentic, the Workskills Assistant Manager/International Manager will grant the credit.

3. Credit Transfer Recording and Notifying:

- 3.1 The Workskills Manager/International Manager will enter the Credit Transfer outcome in the student academic records on the VETtrak (Student Management System).
- 3.2 Retain the scanned copies of the Credit Transfer evidence (including record of result/academic transcript, authenticating outcome) on the Student's file in VTDocs.
- 3.3 Send a letter to the student notifying the outcome of the Credit Transfer assessment.

Person Responsible:

- WorkSkills Assistant Manager
- International Manager

Related Document:

- Credit Transfer Authentication and Consent form



Credit Transfer
Authentication & Cc