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CWA RPL & Credit Transfer Policy and Procedures

Policy:

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

- accept a maximum of 40% RPL awarded from an education provider or course which is not CWA accredited based on study.
- accept a maximum of 40% Credit Transfer awarded from an education provider or course which is not CWA 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ASQA clarifies position on credit transfer for superseded equivalent units of competency as follows:

When a student presents a superseded equivalent unit of competency for credit transfer for the purpose of reducing the amount of learning required to achieve a qualification or skill set, as the training package has determined the unit of competency to be superseded equivalent, a provider can grant credit for that unit without needing to map unit outcomes.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

- During the enrolment, a student is required to submit certification, record of results from his/her previous education through SGSCC's online registration portal.
- The RTO Assistant Manager and/or International Program Manager will determine the eligibility for Credit Transfer when processing the student's application.

2. Assess the Credit Transfer:

- When assessing the Credit Transfer, the RTO Assistant Manager/International Program Manager needs to consider the following factors:
 - The same units might have different codes under different training packages.
 - Where required, units of competencies should be downloaded from training.gov.au (National Training Information System- NTIS) to compare the competency standards and equivalence.
- If the student is eligible to be granted the Credit Transfer, the RTO Assistant Manager/International Program Manager will verify the certification documentation issued by other education providers against the USI transcript. If the unit(s) have not been listed in the

SGSCC - St George & Sutherland Community College Inc.

127-129 Sutherland Road Jannali, NSW 2226

P: 02 9528 3344 • E: enquiries@sgscc.edu.au • W: sgscc.edu.au

RTO: 7091 • CRICOS Provider No: 03122K • NDIS Registered Provider: 4050004600 • ABN: 89 753 440 576

USI transcript, the RTO Assistant Manager/International Program Manager needs to obtain student's consent to verify the qualification and academic transcript with the issuing institution or registered training organisation via email.

- The RTO Assistant Manager/International Program Manager will contact the issuing organisation via email to verify whether the Statement of Attainment/Academic Transcript and certificate are genuine and authentic.
- Once the issuing organisation confirms that the certification and academic transcripts are genuine and authentic, the RTO Assistant Manager/International Program Manager will grant the credit.

3. Credit Transfer Recording and Notifying:

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


Contact Information

For any inquiries related to recruitment and enrolment, contact:

George Da Silva – Program Manager International

SGSCC - St George & Sutherland Community College

 127-129 Sutherland Road, Jannali, NSW 2226

 (02) 8543 7407

 gdasilva@sgscc.edu.au

 sgscc.edu.au