



CREDIT TRANSFER AND RECOGNITION PRIOR LEARNING (RPL) POLICY AND PROCEDURE

Purpose

Signature Training College (STC) acknowledges the requirement as a Registered Training Organisation to recognise the awards issued by other RTOs. This is limited to outcomes that are drawn from the national skills framework being units of competency awarded and accurately identified in statements of attainment and qualifications.

Policy

This policy implements a procedure for STC to process any student's applications for course credit and document any results, including student verification of the outcome. It will provide a process that ensures that students receive written verification of the outcome of the course credit application and records are kept with student files.

It also ensures that any changes to course duration that occur from granting a course credit, after a Student Visa is granted, are reported to the appropriate government agency(s).

Definitions

'Course Credit' is defined by the National Code 2007 as follows:

Exemption from enrolment in a particular part of the course as a result of previous study, experience or recognition of a competency currently held. This includes academic credit and recognition of prior learning.

'Recognition of Prior Learning' (RPL)

The acknowledgment of skills and knowledge that have been gained through training, work, or life experiences into formal competencies. The assessment of RPL is made from the evidence provided against the units of competency (elements and performance criteria) as described in the relevant endorsed Training Package. To support this type of application evidence of where and how the skills were obtained are required. I.e. A certificate where the codes do not match but are of similar skills and knowledge would require an ability to assess the learning outcomes against the learning outcomes of the current course.

'Credit Transfer' (CT)

Credit Transfer is the recognition of learning achieved through formal education and training. Under the Standards for Registered Training Organisations, qualifications and statements of attainment issued by any RTO are to be accepted and recognised by all other RTOs. Credit Transfer allows the unit of competency previously achieved by a student to be recognised



when they are enrolling in a related course where those units can assist them in meeting the requirements for a qualification.

It is important to note that **credit transfer is not recognition of prior learning (RPL)**. RPL is assessment and is addressed within the Recognition policy.

The granting of exemption or credit by a Registered Training Organisation to students for units of competency depends under completion of those units under accredited training. These unit codes must identically match the units that you are applying for credit.

When unit codes and titles are different

If credit transfer is being sought for a unit of competency which has a different title or code, then it is necessary to establish the equivalence status between the unit held and the unit being sought. In many cases this information can be found in the mapping guide published on the National Training Register www.training.gov.au. Our administrative officer will obtain this information and validate claims of equivalence. Administrative officer should note that the mapping notes within the National Training Register are sometimes very clear and in general will use language such as “Not equivalent” or “Is superseded by and is equivalent to”. In some cases, there will appear to be no direction and this may be because the unit is new and has no previous version of the unit. In some cases, it will say words to the effect: “Is superseded by:” without any clarification about the equivalence status. In these cases, the new unit should be considered as not equivalent. If in doubt, admin staff are to seek the advice of the Chief Executive Officer/Principal or the related industry skills council.

If there is no such mapping available of the unit is deemed not equivalent, then we are not to recognise the unit through credit transfer. In these circumstances, the applicant should be referred for RPL in accordance with our Recognition policies and procedures. Under no circumstances is a comparison between units to be used as the basis for issuing credit transfer. If the skills council has not determined it to be equivalent, then it is not. Subjective comparisons by the RTO are not valid.

Evidence requirements

An applicant will be required to present his or her statement of attainment or qualification for examination by STC. These documents will provide the detail of what units of competency the applicant has been previously issued. Applicants must provide satisfactory evidence that the statement of attainment or qualification is theirs and that it has been issued by an Australian RTO. Statements of attainment or qualifications should be in the correct format as outlined in the Australian Qualifications Framework. The applicant is required to submitted



copies only which are certified as a true copy of the original by a Justice of the Peace (or equivalent).

Credit Transfer guidelines

The following guidelines are to be followed when an application for credit transfer is received:

- Any student is entitled to apply for credit transfer in a course or qualification in which they are currently enrolled.
- Students may not apply for credit transfer for units of competency or qualification which are not included in our scope of registration.
- Whilst students may apply for credit transfer at any time, they are encouraged to apply before commencing a training program. This will reduce unnecessary training and guide the student down a more efficient path to competence.
- The student does not incur any fees for credit transfer and we do not receive any funding when credit transfer is granted.
- Credit transfer may only be awarded for whole units of competency. Where a mapping guide identifies a partial credit, this will not be considered for credit transfer and the applicant will be advised to seek RPL.
- Credit transfer will only be issued when the student's enrolment includes at least one other unit of competency for which the student is participating in training or is seeking recognition. Student may not enrol only for credit transfer.
- The recognition of a unit of competency under a credit transfer arrangement is not contingent on the applicant demonstrating their currency. If the unit has been previously awarded and equivalence can be demonstrated, then the unit can be recognised. The currency of the applicant is not a factor to be considered.

Credit transfer Procedure

The following procedure is to be applied by STC upon receipt of an application for credit transfer:

Step 1 All students are made aware of the ability to apply for course credit via a RPL or CT application throughout the enrolment and induction process of the course. This is supported with information provided in the 'Student Handbook.'

Step 2 To apply for course credit, the applicant must complete and submit relevant documentations to STC by the 2nd week of the first term of study in their enrolled course.

Step 3 Students are required to submit their application with supporting evidence as required and outlined in the applications:



Credit Transfer

A 'Credit Transfer Form' must be accompanied by nationally recognised Certificates and/or with detailed Statement of Attainments indicating the units successfully completed including unit codes and titles and dates of completion.

Students who have completed a Nationally Recognised qualification / unit that have the exact same code as a unit currently enrolled will be eligible for credit transfer for the particular unit(s). The student must provide the original certificate to be sighted by STC to verify the Credit Transfer. More details are covered in Credit transfer (Credit Transfer section).

Recognition of Prior Learning

Where students have gained relevant skills and knowledge other than undertaking accredited training for the unit, a student may be eligible for Recognition of Prior Learning. Students must complete an application form and submit to Student Administration with supporting evidence as required. This evidence must be clearly identifiable and support the applicant's case for Recognition of Prior Learning by addressing the relationship of evidence to the Unit of Competency credit is being sought.

Where RPL is being applied for the students must include all relevant evidence of work experience and where learning has occurred.

All applications are to be submitted to Student Administration and include original documents to be sighted and copied by Student Administration. Applications will not be accepted unless all required information is included.

Step 1 Applications are received by Administrative Officer in the first instance and the application and supporting documentation is copied and placed into the student file. Where originals are required to be sighted the Administration Officer will sight the originals and indicate on copies that originals have been sighted and return originals to the student. STC shall at no time accept original certificates.

Step 2 The application is then forwarded to the Principal (or assigned trainer & assessor) to be assessed and outcomes determined will be communicated to Training Manager. Where any application for course credit is received by STC, either RPL or CT, STC is to assess the application and provide an outcome to the application within 14 working days of receiving it, or as soon as practical where further information is



required to determine the outcome. However, a different timeframe may also be set after discussion with the applicant.

Where either of the above, Credit Transfer or Recognition of Prior Learning, applications are received the following must occur:

- Training Manager must adjust the student's CoE to reflect any reduction in the period of study the student is enrolled.
- STC needs to provide the student a 'Confirming Outcome of Credit Application' letter. The students must sign this letter to indicate agreement with the outcomes of Credit Transfer or Recognition of Prior Learning applications and a copy is to be kept on the students file by Administration Officer.

Roles and responsibilities for implementation of Course Credit transfer and RPL Policy and Procedure

1. Chief Executive Officer is responsible for the approval of the document.
2. RTO Manager and Academic and Compliance Manager is responsible for the implementation of the Signature Training College prevention, counselling, intervention and education strategies,
3. Training Manager must adjust the student's CoE to reflect any reduction in the period of study the student is enrolled.
4. Trainer and Assessor assess the unit of competency previously achieved by a student to be recognised when they are enrolling in a related course where those units can assist them in meeting the requirements for a qualification.
5. Admissions Officer to update PRISMS regarding the cancelation of CoE due to Unsatisfactory Course Progress
6. Accounts Officer is responsible for processing the refund and sending it to the Financial Accountants



Version Control and Accountable Officers

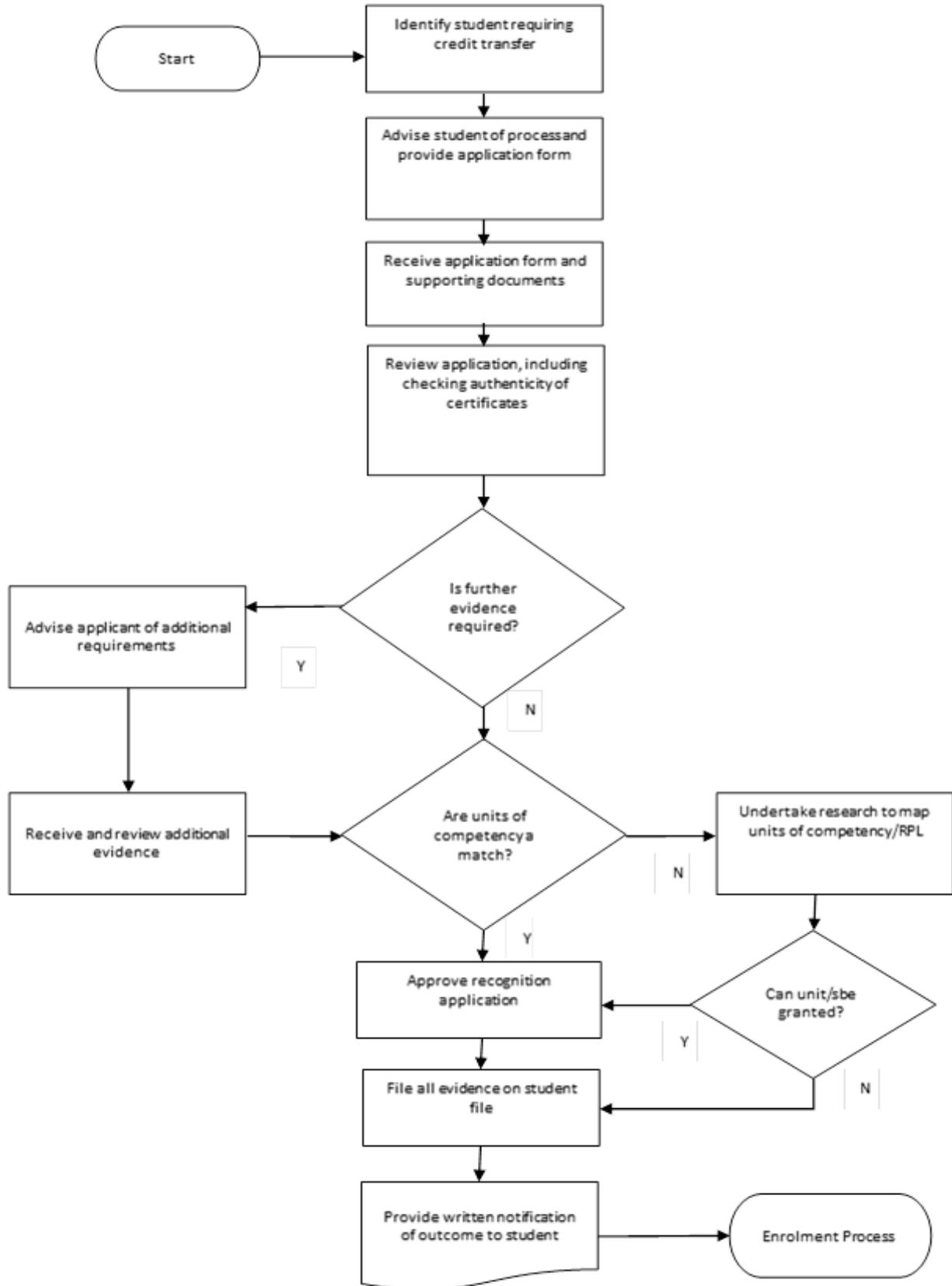
It is the joint responsibility of the Implementation Officer and Responsible Officer to ensure compliance with this policy.

Responsible Officer	Training Manager Trainer(s) and Assessor(s)
Implementation Officer	Chief Executive Officer RTO Manager Academic and Compliance Manager
Last Approval	13/11/2025
Review Date	13/11/2027
Approved by	Chief Executive Officer
Associated Documents	
Admissions Policy and Procedure Fees Policy and Procedure Fee Schedule (International students) International Student Enrolment Form Letter of Offer Letter of Release for International Students Privacy Policy and Procedure Records Management Policy and Procedure Student Code of Conduct Complaint and Appeals Policy and Procedure.	
Version Control	
Version 2.2	

OFFICE USE ONLY			
Written/reviewed by	Authorised for release by	Version number	Signature of authorising person
Jeevanjot Minhas	Jeevanjot Minhas	2.2	Jeevanjot Minhas
VERSION HISTORY			
Version:	Date of Effect:	Brief Summary of Change:	
1.0	23/03/2021	Initial release	
2.0	14/03/2022	Policy rewritten	
2.1	16/02/2024	Update of Authorised Signatory	
2.2	12/11/2025	Formatted to comply with style guide and control copy required	



Credit Transfer Process





Recognition Prior Learning Process

