

Credit Transfer Policy & Procedure

Purpose

The purpose of this policy is to outline Sydney Metro College's approach to ensuring students are provided with credit for units of competency and/or modules where they are evidenced by:

- AQF certification documentation issued by another Registered Training Organisation (RTO) or Australian Qualification Framework (AQF) issuing organisation such as a university.
- Authenticated VET transcripts issued by the Registrar.

Credit Transfer Policy

Credit Transfer Overview: All students are encouraged to apply for credit for previously completed studies. To apply for Credit Transfer, students must complete a Credit Transfer Application Form at the time of enrolment and provide the necessary supporting documents.

Authentication of Evidence: All evidence submitted as part of a Credit Transfer application will be authenticated by contacting the issuing organisation to verify the validity of the documents.

Eligibility for Credit Transfer:

- **Certified AQF Documents:** Students can receive credit for a unit or module if they provide certified copies of AQF certification documents issued by another RTO or an authorised issuing organisation, and the unit is listed in their course of enrolment at Sydney Metro College.
- **Equivalent Studies:** If the evidence of previous study was completed at another RTO, university, or authorised issuing organisation, an analysis will be conducted to determine the equivalence of the completed study with the relevant units in the student's enrolment at Sydney Metro College.

Fees:

- **Administration Fee:** \$250 per application, credited towards your enrollment fees upon successful completion.
- **Per Unit Fee:** \$100 for each successfully credited unit.

Impact on Course Duration: If credit is granted after the acceptance of a place in a course or upon commencement of studies, and this affects the duration of studies, it will be recorded in PRISMS, and a Certificate of Enrolment (CoE) variation will be created.

Credit Transfer Procedure

1. **Form Submission:**
 - Complete the Credit Transfer Application Form and submit it to the Academic Department along with supporting documents.
2. **Evaluation:**
 - The Academic Department will evaluate the application and authenticate the submitted evidence by contacting the issuing organisation.
3. **Study Plan:**
 - Once the application is approved, a study plan will be created and forwarded to Admissions.
4. **Outcome Notification:**
 - Students will be informed of the outcome of their Credit Transfer application in writing.
5. **PRISMS Recording:**
 - If credit is granted after course acceptance or commencement and affects the study duration, it will be recorded in PRISMS, and a CoE variation will be created.

Application of Credit Transfer after Course Commencement:

- If credit is granted after the acceptance of a place in a course or upon commencement of studies, and this affects the duration of studies, it will be recorded in PRISMS, and a Certificate of Enrolment (CoE) variation will be created. An administration fee of \$250 must be paid for the application to be assessed, and a \$100 fee applies for each unit successfully credited.