

# Credit Transfer Procedure

## PRO-CT01



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<b>Document Number</b>	PRO-CT01
<b>Version</b>	1.0
<b>Date</b>	08/10/2025
<b>Parent Policy</b>	CPL034 Credit Transfer Policy v2.0
<b>Replaces</b>	POL019 Credit Transfer Policy v2.0 (March 2024)
<b>Owner</b>	Academic Manager
<b>Review Cycle</b>	Annual or upon regulatory change
<b>Next Review</b>	30/06/2026

### 1. Purpose

This procedure operationalises the Credit Transfer Policy (CPL034 v2.0) by defining the step-by-step actions, responsible persons, timelines, and quality controls for processing credit transfer applications at Shafston International College.

### 2. Scope

This procedure applies to all credit transfer applications across all Shafston campuses (Brisbane, Gold Coast, Sydney) for both international (CRICOS) and domestic students.

### 3. Legislative Context

- 2025 Standards for RTOs — Standard 1.6 (RPL and Credit Transfer)
- Australian Qualifications Framework (AQF)
- National Code of Practice for Providers of Education and Training to Overseas Students 2018

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## PRO-CT01



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### 4. Credit Transfer Procedure – Actions

Step	Action	Responsible	Steps / Detail	Timeline	Forms / Ref
1	<b>Pre-enrolment CT Information</b>	Admissions Student Support	<p>1.1 Inform students of their right to apply for credit transfer during pre-enrolment and enrolment.</p> <p>1.2 Advise students that CT is provided at no additional cost.</p> <p>1.3 Explain the difference between CT (formal AQF documentation) and RPL (work/life experience).</p> <p>1.4 Provide the CT Application Form (FRM-CT01).</p>	At enrolment	FRM-CT01 VET Handbook
2	<b>CT Application Submission</b>	Student	<p>2.1 Student completes FRM-CT01 and submits with evidence:</p> <ul style="list-style-type: none"> <li>• Original or certified copy of Statement of Attainment or qualification testamur + transcript; OR</li> <li>• Authenticated VET transcript via USI portal (no certification needed).</li> </ul> <p>2.2 Student signs declaration confirming evidence is genuine.</p>	At or before enrolment	FRM-CT01
3	<b>Authentication</b>	Trainer/ Assessor Admissions	<p>3.1 Verify student identity against documentation.</p> <p>3.2 Authenticate AQF documentation via USI portal where available.</p> <p>3.3 If USI not available, contact issuing RTO to confirm authenticity.</p> <p>3.4 Record authentication method and outcome in student file.</p>	Within 3 BD of receipt	Student file
4	<b>Equivalence Check</b>	Trainer/ Assessor	<p>4.1 Compare unit code and title on student's documentation against Shafston's enrolled units.</p> <p>4.2 If codes match exactly → CT granted.</p> <p>4.3 If codes differ, check training.gov.au mapping:</p> <ul style="list-style-type: none"> <li>• "Superseded by and equivalent to" → CT granted.</li> <li>• "Superseded by" without "equivalent" → NOT equivalent. Refer to RPL.</li> <li>• No mapping available → NOT equivalent. Refer to RPL.</li> </ul> <p>4.4 Do NOT use subjective unit comparison as basis for CT.</p> <p>4.5 Check if any licensing/regulatory restrictions prevent CT for these units.</p>	Within 3 BD of Step 3	training.gov.au
5	<b>CT Decision and Notification</b>	Trainer/ Assessor Student Services	<p>5.1 Record CT outcome (granted/not granted per unit) on FRM-CT01.</p> <p>5.2 Issue CT Feedback to student with outcome.</p> <p>5.3 If CT not granted: explain reason and refer student to RPL (provide FRM-RPL01 and INF-RPL01).</p> <p>5.4 Update student training plan in aXcelerate (SMS).</p>	Within 2 BD of Step 4 PRISMS: within 5 BD	FRM-CT01 aXcelerate PRISMS

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			5.5 For international students: if CT shortens course duration, update CoE via PRISMS. 5.6 Retain completed FRM-CT01 and all evidence in student file.		
6	<b>Appeals</b>	Academic Mgr	6.1 If student disagrees with CT outcome, advise of right to appeal. 6.2 Process appeal per Complaints and Appeals Policy.	Per Appeals Policy	Complaints & Appeals Policy

### 5. Supporting Documents

Document ID	Document Name	Type
CPL034 v2.0	Credit Transfer Policy	Policy
PRO-CT01 v1.0	Credit Transfer Procedure	Procedure
FRM-CT01 v2.0	Credit Transfer Application Form	Form
CPL036 v2.0	Recognition of Prior Learning (RPL) Policy	Policy
PRO-RPL01 v1.0	RPL Procedure	Procedure
FRM-RPL01 v2.0	RPL Request Form	Form
INF-RPL01 v2.0	RPL Student Information Sheet	Information
—	Complaints and Appeals Policy	Policy

### 6. Version History

Date	Summary	Version	Author
16/02/2024	POL019 v1.0 finalised.	1.0	—
19/03/2024	POL019 v2.0: structure and wording changes.	2.0	—
08/10/2025	Complete rewrite as PRO-CT01 v1.0. Separated from policy (CPL034) into standalone procedure. Aligned to 2025 Standards. Added 6-step Actions table. Added authenticated VET transcript. Added explicit equivalence checking via training.gov.au. Added RPL referral pathway for non-equivalent units. Confirmed CT is free of charge. Added PRISMS reporting for international students. Updated all references.	1.0	—