

POLICY: Credit Transfer and Recognition of Prior Learning Policy	
Objective	The aim of this policy is to provide applicants and students with a clear understanding of Credit Transfer and Recognition of Prior Learning eligibility, application, and implication.
Policy Name	Credit Transfer and Recognition of Prior Learning Policy
Policy No	LERN06A
Associated Policies and Procedures	STU01A_Enrolment Policy INT01A_CRICOS Enrolment Policy
Associated Documentation	SDS Accredited Course Application Form IDO Accredited Course Application Form SDS Website CT/RPL Page IDO Website CT/RPL Page CT/RPL Application Form CT/RPL Assessor Form SDS RPL Application Package IDO RPL Application Package SDS eCampus Student Hub IDO eCampus Student Hub SDS eCampus Course Induction IDO eCampus Course Introduction SDS Student Handbook IDO Student Handbook
Standard	National Vocational Education and Training Regulator (Outcome Standards for NVR Registered Training Organisations) Instrument 2025 Part 1, Division 3: 1.6 - 1.7 Part 2, Division 1: 2.1
Authorised by	Nicole Watts
Date and Version	V1 26/08/2008 V2 07/09/2011 V3 06/05/2013 V4 01/02/2019 V5 09/09/2025 V6 14/01/2026 V7 24/09/2026

A key pillar of the national VET system is that nationally endorsed qualifications, skill sets, and units of competency are recognition and

portable across the country, regardless of where they were issued.

Information Availability

Contained within the Accredited Course Application Form is a link to information regarding the Credit Transfer (CT) and Recognition of Prior Learning (RPL) eligibility and application instructions. All applicants are required to select whether or not they wish to apply for Credit Transfer or Recognition of Prior Learning. When an applicant selects that they wish to apply, upon submission of their form they will receive an automated email containing a copy of the application form and instructions to complete and return it.

Prospective students can also receive all the information by contacting the School. Current students can find all the information on the Student Hub on the eCampus.

Maximum Awarding

A student may be awarded up to 65% of a qualification as CT and/or RPL, unless the CT/RPL is due to a re-enrolment, course transfer, or course transition.

Credit Transfer

Credit Transfer is the process of awarding credit for a unit or units of competency attained from a Registered Training Organisation which are the same as the unit or units of competency in a Sydney Design School qualification.

Where a student provides suitable evidence of having successfully completed a unit of competency at any Registered Training Organisation, Sydney Design School will provide credit for those units.

In the case of any non-equivalent units of competency, the units of competency will be analysed to determine the equivalence of study with relevant units prior to any credit being granted. Where non-equivalent units apply, an outcome of RPL will be awarded.

Efforts will be made to process an application within 5 business days of receipt. This timeframe cannot, however, be guaranteed as documentation may need to be verified with external organisations where the response time cannot be controlled.

There are no fees associated with a Credit Transfer application.

Applicants are required to supply a completed application form and associated documentation including their supporting evidence (AQF documentation or otherwise) and proof of identity. Evidence will be verified in one of the following ways:

- The original documentation is sighted.
- AQF certification document is authenticated with the relevant issuing organisation.
- VET transcripts are verified through the USI portal.
- The documentation provided has been certified by a Justice of the Peace.

Credit Transfer will not be granted if the supporting evidence was issued by a Registered Training Organisation (RTO) whose registration has since been cancelled by ASQA and the applicant's qualification or Statement of Attainment is affected by that cancellation.

Applicants will be advised of the outcome of their application by email.

Recognition of Prior Learning

Recognition of prior learning is a method of assessment that enables candidates to have their current knowledge and skills formally recognised. Current knowledge and skills may have been acquired at work, non-formal and informal learning.

- Formal learning refers to learning that takes place through a structured education program and can be linked to the attainment of an AQF qualification, statement of attainment or university degree.
- Non-formal learning refers to learning that takes place through a structured program of instruction but does not lead to a qualification or statement of attainment (for example, short courses or professional development programs conducted internally in a business).
- Informal learning refers to learning that results through work experience, hobby or leisure activities.

Once a full application package and all required evidence has been provided, efforts will be made to process an application within 10 business days of receipt. This timeframe cannot, however, be guaranteed due to availability limitations from the applicant or staff when arranging an interview.

A fee of \$495 (GST inclusive) applies to a Recognition of Prior Learning assessment and must be paid at the time of application. This fee is non-refundable and non-transferrable.

Applicants are required to submit a completed application form and associated documentation including proof of identity. After indicating that the applicant wishes to apply for RPL, they will be emailed a full RPL Application Package that details the unit of competency requirements the applicant must demonstrate proof of. After review of the application package and evidence supplied, an interview will be arranged for the applicant to discuss their skills and knowledge with an appropriate, qualified team member.

International Qualifications

If any of the supporting evidence is not in English, an English translation from a professional translator deemed acceptable to Sydney Design School must be provided. Sydney Design School reserves the right to refuse to accept a translation by a translator that it deems unacceptable.

Outcome

The awarding of CT or RPL may result in any of the following outcomes:

- Tuition fee reduction. Where a student receives CT or RPL for one or more competencies within a unit of study but not a whole unit of study, the price of that unit will be calculated proportionally to the percentage of competencies to be completed within the unit.

- Reduced attendance requirements which may or may not reduce the overall duration of the enrolment.
- Reduced assessment requirements.

Studying Units Not Required

Where a student has been granted Credit Transfer or Recognition of Prior Learning for part of a Certificate IV, Diploma, or Advanced Diploma and wishes to still undertake that part of the course, it is at the discretion of Sydney Design School to agree. Access to the classes, resources, Educator support, and assessment submissions where applicable will be offered at a cost of 50% of the unit fee at the time.

International Students

Refer to the CRICOS Enrolment Policy for more information regarding how receiving CT and/or RPL can impact the Student Visa.