



Credit Transfer Application Form

SDG College Pty Ltd recognises prior formal learning through Credit Transfer, in accordance with the requirements of the Standards for Registered Training Organisations (RTOs) 2025.

Credit Transfer refers to the recognition of units of competency or qualifications that have been previously completed through a Registered Training Organisation (RTO) or other nationally recognised training provider.

Full Name:

SDG College location:

Best Contact Number:

Key Conditions for Credit Transfer

The following conditions apply to all Credit Transfer applications:

- Credit Transfer will be granted for units of competency that are identical or deemed equivalent to those within the student's enrolled course
- Qualifications and Statements of Attainment issued by any Registered Training Organisation (RTO) will be accepted and recognised where verified as authentic
- Students may apply for Credit Transfer at any stage, however, they are strongly encouraged to apply prior to commencement of training
- Credit Transfer is only applicable for units that are included within the organisation's scope of registration
- Credit Transfer is granted for whole units of competency only, not partial completion
- There are no fees charged for Credit Transfer applications
- The organisation does not claim funding for units granted through Credit Transfer

Verification and Evidence Requirements

To ensure compliance and authenticity, all applications must include:

- A certified copy of the Qualification or Statement of Attainment
- A USI transcript (where required) or evidence that allows verification of results
- Identification details where required to confirm authenticity

SDG College Pty Ltd reserves the right to:

- Verify qualifications with the issuing RTO
- Validate authenticity through the USI Registry system
- Request additional documentation where necessary

Applications will not be approved where evidence cannot be verified as authentic or where equivalence to the unit of competency cannot be established.

Enrolment Requirement

Credit Transfer is processed in conjunction with a student's enrolment.

Students must be enrolled in a course that includes at least one unit of competency for which training and/or assessment will be undertaken.



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Where a student is not yet enrolled, a Student Enrolment Application Form must be completed and submitted along with the Credit Transfer Application.

Application Process

To apply for Credit Transfer, students must submit:

- Completed Credit Transfer Application Form
- Certified copy of Qualification or Statement of Attainment
- Student Enrolment Form (if not already enrolled)

Applications should be submitted to administration prior to course commencement where possible.

Assessment and Outcome

All applications will be:

- Reviewed by qualified staff
- Assessed against training package requirements
- Processed within a reasonable timeframe
- Applications will be processed within 10–15 working days, subject to receipt of complete and verifiable documentation.
- Approved Credit Transfer outcomes will be recorded in the Student Management System and reflected in the student's academic record.

Students have the right to:

- Apply for Credit Transfer at any time
- Receive a fair and timely assessment outcome
- Access the Complaints and Appeals process if they are not satisfied with the decision

Students will be notified of the outcome in writing. SDG College Pty Ltd ensures that all Credit Transfer applications are assessed fairly, consistently and in accordance with the Outcome Standards for RTOs 2025.

Course title of current or intended enrolment:

Institution where previous training relevant to this application was conducted:

On what basis is Credit Transfer being claimed?



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Units already held		Credit Transfer Sought		Official use only
Unit Code	Unit Title	Unit Code	Unit Title	Approved / Not approved / Remarks /

This section: SDG College Use Only

Provide a summary of how the evidence submitted for the credit transfer application was authenticated.

Declaration

I confirm that I have read and understand the Application Information and Conditions outlined herein. I also certify that all the information provided in this application form is true and correct to the best of my knowledge.

Full Name	
Signature	
Date	

Approved by: (Staff Member details)

Name:	Date:
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