

National Recognition Policy and Procedure

Credit transfer | Effective 8 September 2026

1. Recognition of completed study

You may apply for credit transfer before enrolment or during your course. Credit transfer, also called national recognition, recognises verified completion of an identical or equivalent training product. It applies to domestic, government-funded and overseas students and can reduce the study you need to complete.

EQC only enrolls students aged 18 or older, with no under-18 exceptions. This is our admission rule, separate from government funding eligibility.

Credit must fit the destination course, its packaging rules and EQC's registration scope. We do not award partial-unit credit. Recognition of prior learning (RPL) is a separate assessment of skills and experience. Where credit is unavailable, we can discuss RPL, gap training or completing the unit; you do not have to buy RPL.

2. How to apply

Send the National Recognition Application Form, or the same information in writing, to Student Services. Identify your destination course, the units requested and your evidence. Attach extra unit schedules as needed. For help or another format, contact Student Services: team@equinimcollege.com | 1800 338 883.

Provide suitable AQF certification, such as a Statement of Attainment or a qualification with its record of results, **or an authenticated VET transcript**. Both a testamur and a Statement of Attainment are not required in every case. A testamur alone may not identify completed units.

For a USI transcript, arrange viewing permission through the USI service or supply a verifiable transcript link. **Never send your USI password.** An unverified screenshot or copy may need further checking. Missing entries, including study before 2015, do not automatically prevent credit: ask about other verifiable records.

3. Timing and missing information

We identify missing information promptly and confirm when your application and evidence are sufficient. Our written outcome is due within **20 business days of receiving a fully completed application and sufficient evidence**. This is EQC's service commitment. If delayed, we explain why, give a revised date and keep you informed.

4. How we check your application

The assessor nominated by the Manager Operations checks that the evidence belongs to you and is authentic. Verification may involve the issuer or authorised USI access. We record the source, method, date and result. Where relevant, we check the issuer's registration and scope when the award was issued; current scope alone is not enough.

A provider's closure or deregistration does not automatically invalidate an award. We consider other reliable official evidence if the issuer cannot be contacted. We explain discrepancies and give you an opportunity to respond before an adverse decision. Cancelled or fraudulent awards cannot support credit.

For each unit, we record the source unit, destination unit, evidence and equivalence decision. Credit is granted for verified identical or equivalent completed products unless licensing, regulatory or training-product requirements prevent it. Credit transfer does not reassess an already verified equivalent achievement.

5. Superseded units and alternatives

An older or superseded unit code is not an automatic reason for refusal. We check the published equivalence relationship and relevant course documentation. Where a longer chain of superseded units needs clarification, we document the comparison and reasons.

If equivalence cannot be established, we explain the gap and discuss suitable options. RPL must use valid assessment against current requirements. We will not relabel valid credit as RPL to charge a fee or claim a subsidy.

6. Your outcome and review rights

You receive a written unit-by-unit outcome: granted, refused or awaiting information; reasons; evidence considered; remaining study; and duration or fee changes. A partial approval identifies each unit. We update your study plan and records and notify relevant teaching and finance staff.

You may challenge a refusal or adverse decision under our Complaints and Appeals Policy. Student Services can help you lodge an appeal and access independent review. We use an uninvolved reviewer and provide written reasons and review options. Read related policies at technologycourses.com.au/policies-procedures.

7. Fees and included services

Credit transfer is free, including applying and checking credentials. EQC currently charges no administration fees. We explain any revised course fee or refund under your agreement and applicable rules. No single percentage reduction applies to every program.

Three included assessment attempts per unit and approved NSW refund protections remain unchanged. Any separate RPL or training fee must be lawful, disclosed and agreed before you commit; an included service cannot become a paid extra.

8. Government-funded students

Recognition and funding eligibility are separate decisions. A funding restriction does not erase valid credit. We check your actual program, commencement cohort, fee rules and agreement before explaining changes to your fee, training plan or funded place. We do not charge or claim funding for credited training where prohibited.

For NSW Smart and Skilled, we apply the relevant credit/RPL fee adjustments and refund overpayments as required. EQC's approved refund terms continue: full student-fee refund before training starts, unused-training portion after commencement, and any amount paid above the applicable fee if you exit with a lower qualification. More favourable existing contractual and statutory rights remain available.

For WA and Queensland funding, the applicable contract, cohort and departmental rules determine fee, training and reporting treatment. We clarify uncertainty with the relevant authority before making a disputed claim or promising eligibility. We explain effects on your study rather than asking you to interpret internal reporting codes.

9. Overseas students

We provide a written credit decision for you to accept and keep your acceptance for two years after you cease to be an accepted student. We explain reduced course duration and complete required Confirmation of Enrolment and PRISMS actions. Seek Home Affairs or registered migration adviser advice about visa effects.

10. Privacy, records and responsibilities

We use your information to decide and administer recognition and meet applicable reporting obligations. Access is limited to people who need it for their role, subject to lawful disclosure. See our Privacy Policy for access and correction requests.

Student Services handles enquiries and notices. The Manager Operations nominates the assessor and oversees consistent decisions. Teaching, finance and reporting staff update your plan, charges and records. We retain applications, evidence, verification, reasons, notices and related actions under applicable legal, funding and records requirements.

Credit transfer does not authorise an award without meeting all course, certification and registration requirements. We retain required completion evidence and check award integrity before certification.

11. Document information

Version 26.09.1, effective 8 September 2026. Responsible role: Manager Operations. Review at least annually and when requirements change. This policy explains our national recognition and credit transfer procedure.

Read with the National Recognition Application Form v26.09.1, Complaints and Appeals, Accessibility, Fees/Refunds and Privacy policies. Current RTO Standards, National Code and applicable state funding requirements continue to apply. For help or another format, contact Student Services:

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