

Credit Transfer and RPL

S2C Training (RTO ID 45605)

In plain terms: This policy explains how S2C Training recognises learning you've already done - either by crediting qualifications you already hold (credit transfer) or by formally assessing your existing skills and experience (Recognition of Prior Learning, or RPL) - so you don't have to repeat learning you've already completed.

Who this applies to

- All prospective and enrolled students.
- All training products delivered by S2C Training.

The two ways your prior learning can be recognised

Credit transfer: Recognition of a unit or qualification you've already completed, based on verified, equivalent AQF certification - granted without any further assessment.

Recognition of Prior Learning (RPL): A formal assessment that evaluates your existing skills, knowledge and experience (from work, study or life) against the requirements of a unit or qualification.

S2C Training actively promotes both, and tells you they're available in its pre-enrolment information, the Student Handbook, and at enrolment.

Credit transfer - how it works

- Credit transfer is available where you hold an equivalent unit or qualification evidenced by verified AQF certification.
- You apply through the enrolment onboarding form, uploading the relevant qualification and/or USI transcript. These attach to your portfolio.
- S2C Training verifies the certification is authentic (including, where possible, through your USI transcript) and decides whether the unit you completed is equivalent to the one you're enrolling in.

- If equivalence is confirmed, credit transfer is granted without further assessment, and the unit outcome is recorded in aXcelerate.
- You're advised of the outcome. If credit transfer isn't granted, you're told the reason and given the option to apply for RPL or complete the unit.

RPL - how it works

RPL is available to every student and runs in two phases: a pre-enrolment eligibility phase, then the formal assessment phase after you enrol.

Phase 1 — Pre-enrolment eligibility (before you enrol)

You submit an initial RPL enquiry and skills check through the S2C Training website, covering your career history, background, previously held qualifications and study, and your future education goals.

1. A course advisor uses this to book an RPL consultation with you.
2. During the consultation, the advisor works out whether you could potentially qualify for RPL and asks for supporting evidence. This may include an up-to-date resume/CV, training records, ADF service records, position descriptions, work statements and references.
3. Your evidence and the advisor's initial assessment go to the relevant trainer and assessor, who does a final eligibility check and identifies whether any gap training would be needed.
4. Once your pathway is established, you're given a formal proposal setting out your options. All of this happens before you enrol and before the formal RPL process begins.

Phase 2 — Formal RPL assessment (after you enrol)

1. If you accept the proposal and enrol, you undertake the formal RPL assessment, conducted by the relevant trainer and assessor for the areas being assessed.
2. S2C Training uses a dedicated system, RPL Assess, to manage the whole evidencing process — evidence submission and gathering, collation, systematic mapping to unit requirements, and recording assessor judgements and reports.
3. Your evidence is assessed against the unit requirements for validity, sufficiency, authenticity and currency. The assessor may gather more evidence (for example through questioning or practical demonstration) and identifies any gap training required.
4. Gap training is training and assessment provided to cover any

- competency requirements not met through your RPL evidence.
5. Once the assessor's judgement is finalised, RPL Assess compiles all the evidence, which is uploaded into aXcelerate, and the unit outcome is recorded there.
 6. You're advised of the outcome in writing and of your right to appeal under the Complaints and Appeals Policy.

Fees

- RPL fees are published on the S2C Training website for each qualification, alongside the course fees.
- RPL is also offered through a formal proposal setting out your options and the associated fees before you enrol and undertake the formal RPL process.
- Fees for RPL and credit transfer are applied in line with S2C Training's published fee information and the Fees, Payments and Refunds Policy.

Your responsibilities as a student

1. Submit the initial skills check.
2. Attend the RPL consultation.
3. Provide supporting evidence.
4. Undertake the formal RPL assessment.

If you disagree with a recognition decision

You have the right to appeal a credit transfer or RPL decision under S2C Training's Complaints and Appeals Policy. You'll be told about this right when your outcome is communicated to you.

Records and how long they're kept

S2C Training keeps the following for **7 years** (in aXcelerate):

- Skills check enquiry and consultation records
- RPL proposal and eligibility check
- RPL evidence, mapping, assessor judgements and reports
- Credit transfer applications and certification evidence
- Recognition decisions and outcome notifications

Recorded unit outcomes are kept for **30 years** as AQF certification records.

For a full copy of this policy, please contact student support by emailing your request to info@s2c.edu.au.