S2C TRAINING

RTO ID 45605

Credit Transfer and RPL

Student information · Updated 22 October 2026

You should not have to repeat learning you have already done. There are two ways we recognise it: credit transfer and Recognition of Prior Learning (RPL).

Credit transfer

Credit transfer recognises a unit or qualification you have already completed with any registered training organisation.

- It applies where a unit you hold is part of the qualification you enrol in, or can be counted towards it under the qualification's rules.
- It is **free**. Your course fee is not reduced for units we credit.
- Apply through your onboarding form by uploading your certificate or your USI transcript.
- We check certificates with the organisation that issued them. A USI transcript does not need this check.
- One of our credentialled assessors confirms the unit is equivalent. If it is, you are granted the credit with no further assessment, and the unit is listed on your record of results.
- If we cannot verify a document or grant credit, we tell you why in writing. You can then apply for RPL or complete the unit, and you can appeal the decision.

Recognition of Prior Learning (RPL)

RPL is an assessment of the skills and knowledge you already have from work, service, study or life against the requirements of a qualification or unit. It is open to every student.

Before you enrol

1. Complete the free Skills Check on our website.
2. Meet your course advisor for a consultation. They explain the process and ask for supporting evidence, such as your resume, training records, service records, position descriptions, work statements and references.
3. A credentialled trainer and assessor checks your eligibility and identifies any gap training you may need.
4. You receive a written proposal with your options and fees.

Your course advisor does not assess your evidence or decide your outcome. **An RPL outcome is never guaranteed.** It depends on the formal assessment, and you may need some gap training.

After you enrol: the formal assessment

- A credentialled S2C Training trainer and assessor assesses your evidence against each unit, always against the current qualification.

- They check that your evidence is valid, sufficient, your own and current. They may confirm records and references with employers or record holders (such as Defence), hold a competency conversation with you, or ask you to show your skills.
- You upload your evidence to your RPL learning plan in aXcelerate, which collects it. It does not assess you. Every decision is made by your assessor.
- If a conversation asks you to recount difficult service or emergency experiences, your assessor will tell you beforehand, offer breaks and, where possible, offer other ways to provide the evidence.
- You receive the outcome in writing, with any gap training needed and how to appeal.

Your part

Submit evidence that is genuinely yours and accurate. A declaration that evidence is your own is not enough on its own, so we confirm it in other ways. Fabricated or false evidence is academic misconduct and is dealt with seriously.

Fees and refunds

RPL fees are on each course page and in your proposal. The usual refund terms apply (see **Fees, Payments and Refunds**). For RPL, a unit is started, and no longer refundable, when your assessor begins assessing your evidence against it.

Appeals

If you disagree with a credit transfer or RPL decision, you can appeal it at no cost. See **Complaints and Appeals**.

More information

This is a plain-English summary for students. If anything here differs from our Credit Transfer and RPL Policy, the policy applies. Email info@s2c.edu.au and we will send you the full policy.

Contact us: info@s2c.edu.au · (07) 3555 7703 · 2 Heaslop Street, Woolloongabba QLD 4102 · www.s2c.edu.au

S2C Training is a trading name of Served to Cert Pty Ltd, ABN 85 634 533 903, RTO ID 45605.