



## CREDIT TRANSFER (CT)

This option is for you if you have completed the **same** unit standard from a qualification awarded by Skills or another New Zealand Institution. You don't need to have completed your previous studies to apply for this pathway. We evaluate your completed unit standards by checking your Record of Achievement from NZQA. If the unit standards you have already completed match the ones required for your current programme you do not need to complete them again. Please note, this option is **not** available for applicants who have completed a programme of study overseas.

### IMPORTANT INFORMATION:

**Student Loans/allowances:** If you are considering applying for a student loan or allowance, you can do this after the Credit Transfer process. Once you know how many credits you will be awarded, and the tuition fees you can contact StudyLink to proceed. For more details, visit, [StudyLink](#)

**International Learners:** If you are a non-resident or not a New Zealand citizen, please contact our international department [international@skillsinstitute.co.nz](mailto:international@skillsinstitute.co.nz) before applying for credit transfer. They will clarify how your visa status may be impacted if your study load is reduced due to the credits awarded.

### Criteria:

- Your previous study must have been completed at a New Zealand institution.
- You must be enrolled in one of our programmes, even if you have fewer assessments to complete.

**Fees:** There is no cost for this service.

**Evidence:** Record of Achievement (ROA) from NZQA.

- If your qualification is not listed in your ROA, please provide a certified\* copy of the certificate and academic transcript from your previous qualification showing the completed unit standards.

\*Certified copies must be verified by an authorised person, such as a Justice of the Peace, lawyer, barrister, or Notary Public.

Providing false information will result in the rejection of your application and any further applications.

We may contact you for additional evidence. Please ensure you have access to your email for correspondence.

#### How to apply:

- **Apply for your Programme:** Enrol in the programme you are interested in and provide a copy of your NZQA Record of Achievement. If the unit standard you completed is not showing in your Record of Achievement, please provide a certified copy of your certificate and transcript.

#### Results:

- **Automatic Credit Awarding:** Your credits will be automatically awarded, and you won't need to redo the unit standard.
- **Student Loans / Allowances:** Domestic learners can apply for a student loan and allowances through [StudyLink](#)
- **International Learners:** Please contact our international department at [international@skillsinstitute.co.nz](mailto:international@skillsinstitute.co.nz) and let them know you have had credits awarded. They will check if your visa may be impacted.

**Concerns or Confirmation:** If you have any concerns or want to confirm which unit standards have been awarded, please contact [support@skillsinstitute.co.nz](mailto:support@skillsinstitute.co.nz)

#### Appeal Process You may appeal if you:

- Have gathered more evidence after the final decision.
- Do not agree with the final decision.

**How to appeal:**

- Send an email to [recognition@scgnz.org](mailto:recognition@scgnz.org) within seven working days of receiving notification of a decision.
- Our Appeal Committee will review your appeal and respond within 20 working days. Fees may apply if your application needs to be resubmitted to the assessor.

## CROSS CREDIT (CC)

This option is for you if you have completed a **similar** unit standard from a qualification awarded by Skills or another New Zealand Institution. You don't need to have completed your previous studies to apply for this pathway. One of our assessors will evaluate your programme of study to confirm it matches the outcomes of the programme you wish to enrol in.

Please note, this option is not available for applicants who have completed a programme of study overseas.

Cross credit from one programme to another programme may be granted at full credit for equivalent learning determined on a case-by-case basis.

### IMPORTANT INFORMATION:

**Student Loans/allowances:** If you are considering applying for a student loan or allowance, you can do so after the cross credit process. Once you know how many credits you will be awarded and the tuition fees, you can contact Study Link for further assistance. For more details, visit [StudyLink](#)

**International Learners:** If you are a non-resident or not a New Zealand citizen, please contact our international department [international@skillsinstitute.co.nz](mailto:international@skillsinstitute.co.nz) before applying for cross credit. They will clarify how your visa status may be impacted if your study load is reduced due to the credits awarded.

**Recommendation:** We suggest starting the Cross Credit process at least 1 month before your programme start date. This allows enough time for evaluation and processing.

### Criteria:

- Your previous studies must have been completed in New Zealand and within the last 5 years.
- You must be in New Zealand when applying for Cross Credit.

#### Fees:

- **Admin Fee:** NZ\$200, including GST (non-refundable regardless of outcome) to be paid before your application is reviewed.
- **Credit Fee:** NZ\$20 per credit (including GST) awarded, payable after the evaluation is complete.

**Example:** If 3 unit standards of 10 credits each are awarded, the amount would be 30 x NZ\$20 = NZ\$600.

**Note:** The amount of credit awarded depends on how many outcomes can be matched. We cannot guarantee partial or full success of your application.

#### Required Evidence:

- **Proof of Payment:** NZ\$200 Cross Credit admin fee payment.
- **Official Transcript:** Submit a certified copy of your transcript and certificate of your completed or partially completed programme of study from the last 5 years. The transcript must include:
  - Total number of credits, hours or units required to complete the programme
  - Grades of C or above
- **Programme Level:** The level of your previous programme must be at the same or higher than the programme you wish to enrol in.
- **Important:** We do not accept result notices or letters of confirmation.

\*Certified copies must be verified by an authorised person, for example: a Justice of the Peace, lawyer, barrister, or Notary Public.

- All documents must be in English or translated by a certified translator.

**Note:** Providing false information will result in the rejection of your application and any future applications.

#### How to apply for Cross Credit

- **Contact us:** Email [recognition@scgnz.org](mailto:recognition@scgnz.org) to let us know you wish to apply for Cross Credit and provide the name of the programme you are seeking credits for.
- **Initial Steps:** Our team will contact you to assist with providing the necessary evidence and paying the admin fee. Please ensure you have access to your email for correspondence.

- **Assessment:** An assessor will evaluate your application and provide feedback within 30 working days.
- **Outcome Notification:** You will be contacted via email regarding the evaluation outcome. If successful, you will be informed about the credits awarded and the final payment amount. Payment must be made in full.
- **Enrolment:** Once payment is made, apply to your chosen programme through our website. One of our staff members will be in touch. Provide the Cross Credit approval letter. Our team will adjust your tuition fee if necessary and report the credits to NZQA.
- **Student Loans / Allowances:** Domestic learners can apply for student loan/allowances through [StudyLink](#)
- **International Learners:** Please contact our international department at [international@skillsinstitute.co.nz](mailto:international@skillsinstitute.co.nz) and let them know you have had credits awarded. They will check if your visa may be impacted.

**Extension or Cancellation:** To cancel or request more time to complete your application, please contact [recognition@scgnz.org](mailto:recognition@scgnz.org). Decisions will be made at the discretion of Skills on a case-by-case basis.

**Appeal Process** You may appeal if you:

- Have gathered more evidence after the final decision.
- Do not agree with the final decision.

**How to appeal:**

- Send an email to [recognition@scgnz.org](mailto:recognition@scgnz.org) within seven working days of receiving notification of a decision.
- Our Appeal Committee will review your appeal and respond within 20 working days. Fees may apply if your application needs to be resubmitted to the assessor.