

## RTO National Recognition (Credit Transfer) Policy

### Purpose:

The Centre of Professional Learning and Education (CPL) has established and implemented this policy to support the Australian Skills Quality Authority (ASQA) Standards for Registered Training Organisations (RTO) 2015. This policy ensures students can access credit transfer assessment pathways that can be used for the award of credit in a training program or qualification, leading to the partial or full completion of the requirements for that training program or qualification.

### Introduction:

The Centre of Professional Learning and Education acknowledges the requirement as a Registered Training Organisation (RTO) to recognise the awards issued by other RTO's. This is limited to outcomes that are drawn from the national skills framework being units of competency awarded and accurately identified in statements of attainment and qualification transcripts.

*This policy supports within clauses 3.5 of the Standards for Registered Training Organisations (RTO's) 2015*

### Authorisation:

This policy shall be endorsed and issued under the authority of the Deputy Chief Executive Officer and the RTO Manager.

### Policy:

CPL is committed to providing all students and potential students with a fair and accessible process for their assessment pathways, including credit transfer. Under the Standards for Registered Training Organisations, qualification transcripts and statements of attainment issued by any RTO are to be accepted and recognised by all other RTO's. National recognition allows the unit of competency previously achieved by a student to be recognised when they are enrolling in a related course, where those units can assist them in meeting the requirements for a qualification. It is important to note that **national recognition is not recognition of prior learning (RPL)**. RPL is assessment and is addressed within the Recognition policy.

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### Credit Transfer

Credit Transfer seeks to match the learning outcomes of previous completed training programs and qualifications that are recognised within the Australian Qualifications Framework (AQF) for which students are seeking recognition. Trainers and/or Assessors will then assess these learning outcomes that were previously achieved by the student's formal education and training process.

### Evidence requirements

Students applying for credit transfer must complete a *Credit Transfer Application Form* during the enrolment process. Students are required to present his or her statement of attainment or qualification transcript for examination by a CPLE Trainer and/or Assessor. This evidence will provide the detail of what units of competency are eligible to be issued with a credit transfer outcome. Students must provide satisfactory evidence that the statement of attainment or qualification transcript is theirs and has been issued by an Australian RTO. Statements of attainment or qualifications transcripts should be in the correct format as outlined in the Australian Qualifications Framework, 2<sup>nd</sup> edition, 2013. The student is required to submit copies only which are certified as a true copies of the original by a Justice of the Peace (or equivalent).

### When unit codes and unit titles are different

If national recognition is being sought for a unit of competency which has a different title or code, then it is necessary to establish the equivalence status between the unit held and the unit being sought. In many cases this information can be found in the mapping guide published on the National Training Register [www.training.gov.au](http://www.training.gov.au). Trainers and/or Assessors will obtain this information and validate claims of equivalence. Trainers and/or Assessors staff should note that the mapping notes within the National Training Register are sometimes very clear and in general will use language such as "Not equivalent" or "Is superseded by and is equivalent to". In some cases there will appear to be no direction and this may be because the unit is new and has no previous version of the unit. In some cases it will say words to the effect: "Is superseded by:" without any clarification about the equivalence status. In these cases the new unit should be considered as not equivalent. If in doubt, Trainers and/or Assessors are to seek the advice of the RTO Manager or the related industry skills council. If there is no such mapping available of the unit, it is deemed not equivalent then we are not to recognise the unit through national recognition. In these circumstances, the student should be referred to apply for RPL in accordance with our Recognition policies and procedures. Under no circumstances is a comparison between units to be used as the basis for issuing national recognition. If the skills council has not determined it to be equivalent, then it is not. Subjective comparisons by the RTO are not valid.

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### National recognition guidelines

The following guidelines are to be followed when an application for credit transfer is received:

- Any student is entitled to apply for national recognition in a course or qualification in which they are currently enrolled.
- Students may not apply for national recognition for units of competency or qualification which are not included in our scope of registration.
- Whilst students may apply for national recognition at any time, they are encouraged to apply before commencing a training program or qualification. This will reduce unnecessary training and guide the student down a more efficient path to competence.
- The student does not incur any fees for national recognition and we do not receive any funding when national recognition is granted.
- National recognition may only be awarded for whole units of competency. Where a mapping guide identifies a partial credit, this will not be considered for national recognition and the applicant will be advised to seek recognition.
- National recognition will only be issued when the student's enrolment includes at least one other unit of competency for which the student is participating in training or is seeking recognition. Students may not enrol only for national recognition.
- The recognition of a unit of competency under a national recognition arrangement is not contingent on the applicant demonstrating their currency. If the unit has been previously awarded and equivalence can be demonstrated then the unit can be recognised. The currency of the applicant is not a factor to be considered.

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## Definitions:

### Unit of Competency

A unit of competency is the specification of knowledge, skills, and the application of that knowledge and skill, to the standard of performance expected in the workplace.

### Recognition of Prior Learning

Recognition of prior learning is an assessment process that involves assessment of an individual's relevant prior learning (including formal, informal and non-formal learning).

### Australian Qualifications Framework

The AQF is the national policy for regulated qualifications in Australian education and training. It incorporates the qualifications from each education and training sector into a single comprehensive national qualifications framework.

## Responsibilities:

### Chief Executive Officer

- To make decisions based on the rights of students in relation to the requirements of this policy

### RTO Manager

- To uphold the rights of students in relation to the requirements of this policy

### CPLE Administration

- To collate evidence of documentation submitted to CPLE by students

### Trainers and/or Assessors

- To assess the evidence of the documentation
- To make informed decisions about credit transfer eligibility
- To process eligible credit transfer outcomes and inform students

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## Attachments & Forms:

1. Credit Transfer Application Form

## Related Documents:

RTO-QMS-PRO-	RTO National Recognition (Credit Transfer) Procedure
RTO-QMS-POL-	RTO National Recognition (Recognition of Prior Learning) Policy
RTO-QMS-PRO-	RTO National Recognition ( Recognition of Prior Learning) Procedure
	Student Handbook

## References:

1. Australian Qualifications Framework 2<sup>nd</sup> Edition 2013
2. National Register of VET ( <https://training.gov.au/> )

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## Review Specifications:

### OFFICE USE ONLY

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### VERSION HISTORY

Version	Date of effect	Brief summary of change
1	13.07.2018	Initial Document

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