RTO National Recognition (Credit Transfer) Procedure

Purpose:

The following procedure is to be applied by the Centre of Professional Learning and Education (CPLE) upon receipt of a student's *Credit Transfer Application Form.* The purpose of this procedure is to assess the eligibility of a student to receive recognition of previous learning outcomes that align with the Australian Qualifications Framework (AQF) requirements and guidelines set by, the Industry Skills Council and Australian Skills Quality Authority (ASQA).

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. Students are to refer to CPLE's Student Handbook for further information about the National Recognition (Credit Transfer) Process.

This procedure 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.

Procedure:

Step 1 We will provide sufficient information to students and potential students to inform them of opportunities for alternative pathways via national recognition and the recognition (credit transfer) policy. Ideally, this information should be provided to candidates prior to enrolment.

Step 2 To apply for credit transfer, the applicant must complete and submit the following documentation to CPLE:

- Credit Transfer Application Form;

- Certified copy of the qualification certificate or statement of attainment; and

- Enrolment application for the training program applicable to the units of competency for which national recognition is requested.

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Step 3 On receipt of the application, CPLE Trainers and/or Assessors will check the qualification certificate or statement of attainment for authenticity and grant national recognition (credit transfer) for the equivalent units of competency that have been completed at any other Registered Training Organisation recognised within the Australian Qualifications Framework (AQF).

Step 4 Where the units of competency do not align with the units of competency requested, further information is to be sought in the form of the Training Package mapping guide if available and alternative assessment methods through Recognition of Prior Learning (RPL) is to be offered.

Step 5 Verified copies of qualification certificate and statements of attainment must be used as the basis for granting national recognition (credit transfer) must be kept on the student record.

Step 6 The completed *Credit Transfer Application Form* must be signed by the student and either a CPLE Trainer and/or Assessor or RTO Manager and retained on the student's record.
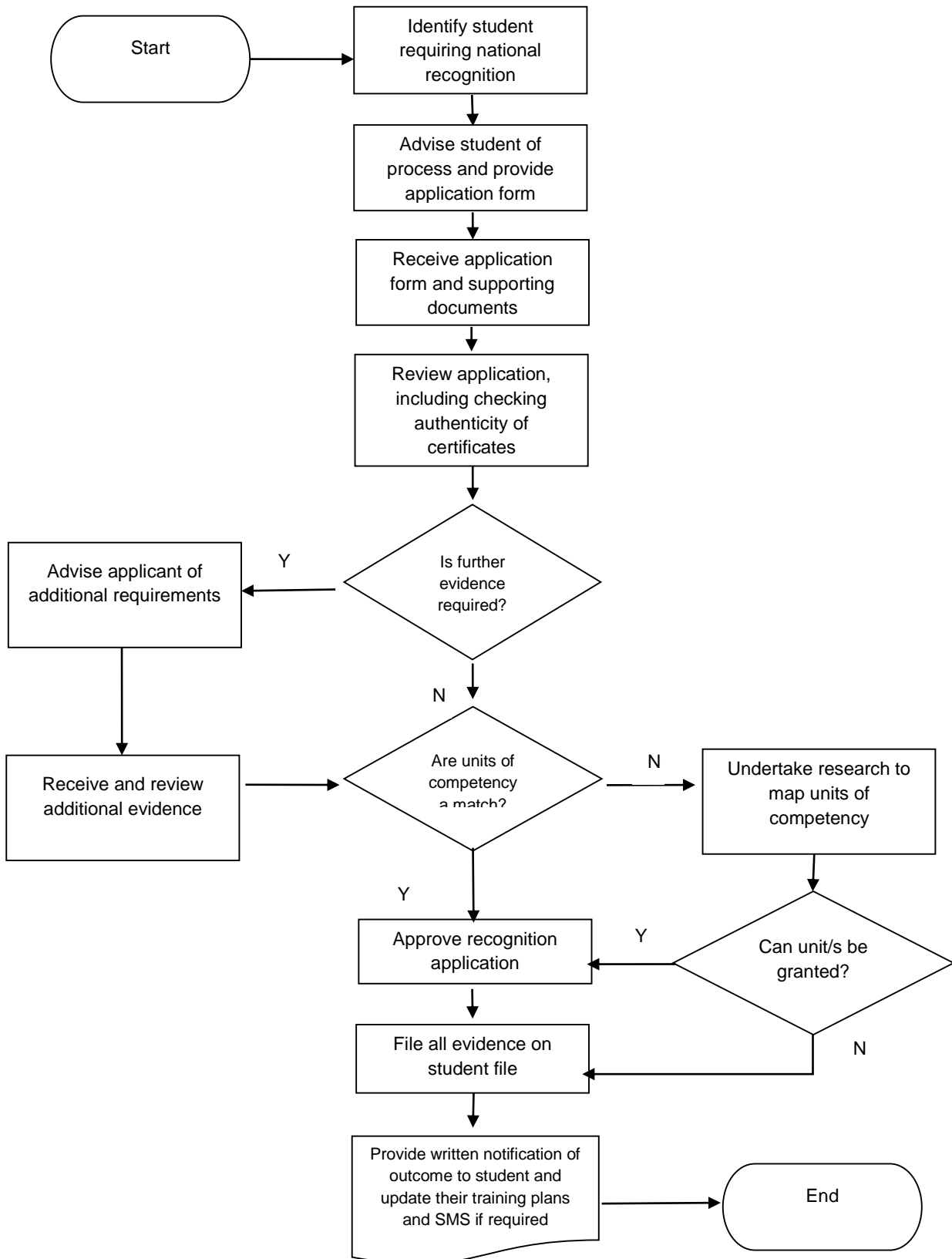
Step 7 Trainers and/or Assessors are to assess and determine the eligibility of the application for national recognition (credit transfer) in accordance with the Australian Qualifications Framework (AQF) and Training Package requirements.

Step 8 Students will be issued an *Assessment Feedback Form* with the outcome of their application from a Trainer and/or Assessor or RTO Manager. Trainers and/or Assessors are to update the students training plan and record the result outcome in the the Student Management System (SMS) VETtrak.

Step 9 Where the previously attained qualification certificate or statement of attainment is not eligible and does not meet the AQF or the National VET Register, unit of competency standards you will be directed to either apply for Recognition of Prior Learning (RPL) or will be required to undertake the whole unit/module as per enrolment.

RTO National Recognition (Credit Transfer) Procedure

Communities@Work

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┌──────────┐          ┌──────────────────┐
│  Start   │ ───────▶ │ Identify student  │
│          │          │ requiring national│
└──────────┘          │ recognition       │
                      └──────────────────┘
                              │
                              ▼
                      ┌──────────────────┐
                      │ Advise student of │
                      │ process and provide│
                      │ application form  │
                      └──────────────────┘
                              │
                              ▼
                      ┌──────────────────┐
                      │ Receive application│
                      │ form and supporting│
                      │ documents         │
                      └──────────────────┘
                              │
                              ▼
                      ┌──────────────────┐
                      │ Review application,│
                      │ including checking │
                      │ authenticity of    │
                      │ certificates       │
                      └──────────────────┘
                              │
                              ▼
┌──────────────────┐    Y    ◇──────────────◇
│ Advise applicant │ ◀────── │ Is further     │
│ of additional    │         │ evidence       │
│ requirements     │         │ required?      │
└──────────────────┘         ◇──────────────◇
        │                          │ N
        ▼                          ▼
┌──────────────────┐         ◇──────────────◇   N   ┌──────────────────┐
│ Receive and review│ ─────▶ │ Are units of   │ ───▶ │ Undertake research│
│ additional evidence│        │ competency     │      │ to map units of   │
└──────────────────┘         │ a match?       │      │ competency        │
                             ◇──────────────◇       └──────────────────┘
                                   │ Y                     │
                                   ▼                       ▼
                      ┌──────────────────┐   Y   ◇──────────────◇
                      │ Approve recognition│ ◀─── │ Can unit/s be  │
                      │ application        │      │ granted?       │
                      └──────────────────┘      ◇──────────────◇
                              │                       │ N
                              ▼                       │
                      ┌──────────────────┐ ◀──────────┘
                      │ File all evidence │
                      │ on student file   │
                      └──────────────────┘
                              │
                              ▼
                      ┌──────────────────┐       ┌──────────┐
                      │ Provide written   │ ────▶ │   End    │
                      │ notification of    │       │          │
                      │ outcome to student │       └──────────┘
                      │ and update their   │
                      │ training plans and │
                      │ SMS if required    │
                      └──────────────────┘
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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.
Student Management System	A student management system collates a student's record with their training provider.

Responsibilities:

Deputy Chief Executive Officer
- To make decisions based on the rights of students in relation to the requirements of this policy & procedure

RTO Manager
- To uphold the rights of students in relation to the requirements of this policy & procedure

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
2. Credit Transfer Assessment Feedback Form

Related Documents:

RTO-QMS-POL-	RTO National Recognition (Credit Transfer) Policy
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 2nd Edition 2013 (AQF)
2. National Register of VET (https://training.gov.au/)
3. Industry Skills Council (AISC)
4. Australian Skills Quality Authority (ASQA)

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Review Specifications:

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