

## Credit Transfer

The Institute of Education and Training acknowledges the requirement as a Registered Training Organisation to recognise the awards issued by other RTOs. 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 qualifications.

### What is national recognition?

National recognition (commonly referred to as Credit Transfer) is the recognition of learning achieved through formal education and training. Under the Standards for Registered Training Organisations, qualifications and statements of attainment issued by any RTO are to be accepted and recognised by all other RTOs. 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.

### When unit codes and 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). Our administrative staff will obtain this information and validate claims of equivalence. Administrative 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National Training Register are sometimes very clear and in general will use language such as “Not equivalent” or “Is superseded by and is equivalent to”.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 In some cases it will say words to the effect: “Is superseded by:” without any clarification about the equivalence status.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, administrative staff are to seek the advice of the Executive Director / 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 applicant should be referred 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.

### **Evidence requirements**

An applicant will be required to present his or her statement of attainment or qualification for examination by the Institute of Education and Training. These documents will provide the detail of what units of competency the applicant has been previously issued. Applicants must provide satisfactory evidence that the statement of attainment or qualification is theirs and that it has been issued by an Australian RTO. Statements of attainment or qualifications should be in the correct format as outlined in the Australian Qualifications Framework, Second Edition, 2013. The applicant is required to submitted copies only which are certified as a true copies of the original by a Justice of the Peace (or equivalent).

### **National recognition guidelines**

The following guidelines are to be followed when an application for national recognition 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. 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. Student 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.

Policy: Credit Transfer	Approved By: CEO	Document Approved: 1 <sup>st</sup> October 2015
Version 1.0	Date of last amendment :	Amendment approved by: Document Review Date: 1 <sup>st</sup> October 2018