

RTO Credit Transfer (CT) Policy and Procedure

Purpose

This policy ensures existing and potential students of the Centre of Professional Learning and Education (CPLE | 88148) can access credit transfer assessment pathways in recognition of previously completed training and assessment.

Introduction

CPLE acknowledges the requirement as a Registered Training Organisation (RTO) to recognise the awards issued to students 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 clause 3.5 of the Standards for Registered Training Organisations (RTO's) 2015

Authorisation

This policy shall be issued and endorsed under the RTO Manager.

Policy

CPLE 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 Credit Transfer is not Recognition of Prior Learning (RPL). RPL is assessment and is addressed within the RTO Recognition of Prior Learning Policy and Procedure.

CREDIT TRANSFER (CT)

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. CPLE staff 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 along with a *Release of Personal Information Form* for the sake of verification. Students are required to present their statement of attainment or qualification transcript for examination by CPLE staff. This evidence will provide the detail of which units of competency are eligible to be issued with a credit transfer outcome.

Document Type	Doc Ref No	Version No	Date of Effect	Due for Review	Page
Policy	RTO-PRG-POL-018	2.0	07.12.2021	May 2023	1 of 5

MASTER DOCUMENT – UNCONTROLLED WHEN PRINTED UNLESS SIGNED IN RED

Students must provide satisfactory evidence that the statement of attainment or qualification transcript is theirs and has been issued by an Australian RTO. Original and official statements of attainment and/or qualifications must be provided to CPLE upon enrolment for the sake of verification. Alternatively, an official USI transcript can also be submitted to CPLE as evidence of previous completion.

WHEN UNIT CODES AND UNIT TITLES ARE DIFFERENT

If credit transfer 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.

CPLE staff will obtain this information and validate claims of equivalence. CPLE 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, CPLE staff 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 with CPLE unable to recognise the unit through the credit transfer process.

In these circumstances, the student should be referred to apply for RPL in accordance with the RTO Recognition of Prior Learning Policy and Procedure. Under no circumstances is a comparison between units to be used as the basis for issuing credit transfer. If the unit has not determined it to be equivalent, then it is not. Subjective comparisons by CPLE are not valid.

CREDIT TRANSFER GUIDELINES

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

- Any student is entitled to apply for credit transfer in a unit or qualification in which they are currently enrolled.
- Students may not apply for credit transfer recognition for units of competency or qualification which are not included in CPLE scope of registration.
- Whilst students may apply for credit transfer at any time, they are encouraged to apply before commencing a training and assessment within a unit 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 credit transfer and CPLE do not receive any funding when recognition is granted via this process.
- Credit transfer may only be awarded for whole units of competency. Where a mapping guide identifies a partial credit, this will not be considered for credit transfer and the student will be advised to explore the RPL process or training and assessment pathways.

Document Type	Doc Ref No	Version No	Date of Effect	Due for Review	Page
Policy	RTO-PRG-POL-018	2.0	07.12.2021	May 2023	2 of 5

MASTER DOCUMENT – UNCONTROLLED WHEN PRINTED UNLESS SIGNED IN RED

- Credit transfer 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 credit transfer.
- The recognition of a unit of competency under a credit transfer 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.

CREDIT TRANSFER PROCESS

1. CPLE will provide sufficient information to students and potential students to inform them of opportunities for alternative pathways via RPL and Credit Transfer pathways. Ideally, this information should be provided to candidates prior to enrolment.
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; OR
 - Original copy of the qualification certificate or statement of attainment OR
 - Official USI transcript with the required units listed within the document
 - Release of Personal Information form granting CPLE permission to verify the qualification certificate or statement of attainment with the issuing RTO.
 - Enrolment documentation for the qualification applicable to the units of competency for which credit transfer is requested.
3. On receipt of the application, CPLE staff will check the qualification certificate or statement of attainment for authenticity and grant 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).
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.
5. Verified copies of qualification certificate and statements of attainment must be used as the basis for granting credit transfer must be kept on the student record.
6. The completed *Credit Transfer Application Form* must be signed by the student and CPLE staff and retained on the student's record.
7. CPLE trainers and assessors are to assess and determine the eligibility of the application for credit transfer in accordance with the Australian Qualifications Framework (AQF) and Training Package requirements.
8. Students will be issued a *Credit Transfer Feedback Form* with the outcome of their application from a CPLE trainer and assessor. CPLE trainers and assessors are to update the students training plan and record the result outcome in the Student Management System (SMS) VETtrak.

Document Type	Doc Ref No	Version No	Date of Effect	Due for Review	Page
Policy	RTO-PRG-POL-018	2.0	07.12.2021	May 2023	3 of 5

MASTER DOCUMENT – UNCONTROLLED WHEN PRINTED UNLESS SIGNED IN RED

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 students will be directed to either apply for Recognition of Prior Learning (RPL) or will be required to undertake the whole unit via training and assessment pathways.

Responsibilities

RTO Manager

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

CPLE Administration

- To collate evidence of documentation submitted to CPLE by students
- To process enrolments, invoices, and completions applicable to training and assessment services provided to candidates under this policy and procedure.

CPLE Trainers and 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

Attachments & Forms

1. RTO-PRG-FOR-013 Credit Transfer Application Form
2. RTO-PRG-FOR-014 Credit Transfer Feedback Form

Related Documents:

1. ORG-QMS-POL-001 Purpose, Mission and Values
2. RTO-PRG-POL-012 RTO Recognition of Prior Learning Policy and Procedure

References

1. ISO 9001:2015 Quality Management System
2. ISO 3100: 2018 Risk Management
3. ISO 45001: 2018 Occupational Health and Safety
4. AS ISO/IEC 27004:2018 Information Security Management
5. Standards for Registered Training Organisations (2015)

Document Contact

GRC Administration

P: (02) 6293 6500

E: grc@commsatwork.org

Document Type	Doc Ref No	Version No	Date of Effect	Due for Review	Page
Policy	RTO-PRG-POL-018	2.0	07.12.2021	May 2023	4 of 5

MASTER DOCUMENT – UNCONTROLLED WHEN PRINTED UNLESS SIGNED IN RED

Review Specifications

OFFICE USE ONLY			
Written/reviewed by	Authorised for release by	Version number	Signature of authorising person
Carla Scalia	Carla Scalia	2	Carla Scalia
VERSION HISTORY			
Version:	Date of Effect:	Brief Summary of Change:	
2.0	07 December 2021	Update to existing document	

Document Type	Doc Ref No	Version No	Date of Effect	Due for Review	Page
Policy	RTO-PRG-POL-018	2.0	07.12.2021	May 2023	5 of 5

MASTER DOCUMENT – UNCONTROLLED WHEN PRINTED UNLESS SIGNED IN RED