



**AUSTRALIAN
TRADE
SKILLS**

STANDARD 3 – PROVIDE CREDIT FOR PRIOR STUDIES (CLAUSE 3.5)

Standards for RTOs 2015

PROVIDE CREDIT FOR PRIOR STUDIES (CLAUSE 3.5)

[Standard 3 – Clause 3.5]

1.0 Policy

- 1.5. The purpose of this policy and procedure is to ensure that Australian Trade Skills accepts and provides credit to learners for units of competency and/or modules where these are evidenced by an AQF certifications document issued by another RTO or AQF authorised issuing organisation, or a authenticated VET transcript issued by the Registrar.

2.0 Responsibility

- 2.1 The CEO and Training management are responsible for the implementation of this procedure and to ensure that staff are aware of its application and implement its requirements

3.0 Requirements

- 3.1.1 Qualifications and Statements of Attainment issued by any other Registered Training Organisation must be recognised in Credit Transfer and Recognition of Prior Learning applications.
- 3.1.2 National Recognition means that:
- students will be granted Credit Transfer in a course as a consequence of having completed the same unit(s) with a Registered Training Organisation, or
 - students who have completed units which are not identical with units being currently applied for will have these units considered as part of an assessment for Recognition of Prior Learning
- 3.1.3 National Recognition, Credit Transfer and Recognition of Prior Learning information must be included in information provided to students prior to enrolment
- 3.1.4 All staff must be provided with information about the National Recognition application process and assist students in completing applications.
- 3.2 Learners must not be required to repeat any unit or module in which they have already been assessed as competent, unless a regulatory requirement or license condition (including industry licensing schemes) requires this. Where a learner provides suitable evidence they have successfully completed a unit or module at any RTO, your Australian Trade Skills must provide credit for that unit or module.
- 3.3 Credit must be granted not only for studies completed at an RTO, but at any authorised issuing organisation, such as a university. In such cases, an analysis as to the equivalence of the study completed with the relevant unit/s or module/s would need to be completed before any credit could be granted.
- 3.4 Before providing credit on the basis of a qualification, statement of attainment or record of results, the authenticity of the information in the document must be verified (e.g. by contacting the organisation that issued the document and confirming the content is valid).
- 3.5 Australian Trade Skills is not obliged to issue a qualification or statement of attainment that is achieved wholly through recognition of units and/or modules completed at another RTO or RTOs.

- 3.6 In some cases, licensing or regulatory requirements may prevent a unit or module being awarded through a credit process.
- 3.7 Note that providing credit for previous studies is not a recognition of prior learning (RPL) process. RPL is a form of assessment of the competence of a person, while providing credit is recognising the equivalence of studies previously undertaken and completed successfully.

4.0 Definitions

- 4.1 National Recognition is recognition by a registered training organisation of the AQF qualifications and statements of attainment issued by all other registered training organisations, thereby enabling national recognition of the qualifications and statements of attainment issued to any person.
 - 4.1.1 Credit transfer applies to situations where students have completed units; identical to those they are currently enrolled in, at another TAFE Provider or Registered Training Organisation.
 - 4.1.2 Variations in the version number of units reflect minor changes not related to outcomes and are therefore accepted for credit transfer.

5.0 Procedure

Credit Transfer

- 5.1.1 The existence of this Credit transfer procedure is mentioned in the learner handbook.
- 5.1.2 Applicants for Credit Transfer must complete the student Credit Transfer application form, attach a copy of a verified Award or Statement of Attainment and submit the application to the Training Manager.
- 5.1.3 The Training Manager must check the Award or Statement of Attainment and grant Credit Transfer for identical units that have been identified as being completed at another Registered Training Organisation.
- 5.1.4 Verified copies of Qualifications and Statements of Attainment used as the basis for granting Credit Transfer must be placed in the student files
- 5.1.5 The completed Credit Transfer record must be signed by the student and the Training Manager
- 5.1.6 Granting of Credit Transfer must be recorded as a unit outcome in the students file. The context will be detailed in the Cross-credit document and filed in the student's folder.
- 5.2 Student's individual training plans will be adjusted to reflect any Credit transfer granted.
- 5.3 Students may use Australian Trade Skills appeal procedures if dissatisfied with the outcome of their credit transfer application
- 5.4 Note: The process for dealing with applications for **Recognition of Prior Learning** is described in Standard 1 of this document.

6.0 Resources & Forms

- 6.1 Application for Credit Transfer form
- 6.2 Learner Handbook
- 6.3 Cross credit document

7.0 Revision history

Revision	Date	Description of modifications
1		
2		
3		
4		