

Recognition of Australian Quality Framework Qualifications (Credit Transfer)

Organisational Area

RTO

Authorisation

This Policy was reviewed and adopted by the Park Orchards Community House & Learning Centre Incorporated (POCH&LCI) on 7th April 2025.

Review date

This policy will be reviewed every three years sooner if required.

Scope

This policy applies to the Manager, VET Coordinator and any Staff at POCH&LCI who enrol students in Vocational Education and Training. This policy also applies to Trainers and Assessors and to applicants and students at POCH&LCI.

Objective

POCH&LCI is committed to operating in accordance with the practices defined by the Australian Qualifications Framework (AQF) relating to the recognition of Qualifications and Statements of Attainments awarded by other Registered Training Organisations (RTOs).

The objective of this policy is to ensure that the POCH&LCI potential, or existing students, are aware and able to have recognised by POCH&LCI, any relevant AQF qualifications or Statements of Attainment that they already hold, issued by any RTO including POCH&LCI.

Policy

Credit transfer is an administrative process, where a training provider recognises and accepts Australian Qualifications Framework (AQF) qualifications and statements of attainment issued by another registered training organisation (RTO).

It allows a client (student) to obtain credit for already, successfully, completed formal training which is equivalent to a component in a current program the student is enrolled in. The student may have been formally trained by the RTO they are currently enrolled with or by another RTO where the component is recognised as equivalent by the current RTO.

To be granted credit transfer the student must provide evidence of successful completion of the component, generally in the form of a training certificate or transcript. Where credit transfer is granted, no training needs to take place in that component of the program. For the student, it may reduce the time it takes to complete their program of study. *Refer AVETMISS Fact Sheet Reporting credit transfer and recognition of prior learning outcomes*

POCH&LCI will recognise AQF qualifications and Statements of Attainment issued by any other RTO where a student requests a Credit Transfer or Recognition of Prior Learning towards nationally recognised units of

competency offered by POCH&LCI. The student will be required to submit verified copies of any certification issued by another RTO, including copies of full certificates issued and statements of attainments.

POCH&LCI reserves the right to verify all information submitted requiring recognition. If there has been a name change, e.g., marriage, then legal evidence of name change is also required.

A student applying for Credit Transfer for an accredited courses based on ~~certificate/statement of attainment~~ previously completed units of competency issued by other Registered Training Organisations must complete a *Credit Transfer Application Form* and submit the following as evidence.

- Certificate issued by the Registered Training Organisation which carries the logo and provider number of the Registered Training Organisation OR an authenticated VET transcript through the USI website.
- The certificate/transcript must have the Nationally Recognised Training (NRT) logo for any nationally accredited course.
- The certificate/transcript must identify units of competency or the National Course Code.
- The certificate must have an authorised signatory of the Registered Training Organisation.
- The certificate/transcript must have the completion date of the course.

In the case that the student has not yet received the course certificate but has completed the units, evidence in the form of Statement of Attainment must be submitted.

The student must have a valid Unique Student Identifier (USI) or evidence of an USI exemption before any credit transfer results can be recorded.

The student will not incur any tuition fees for units for which they receive Credit Transfer.

Definitions

Australian Qualifications Framework (AQF) – 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.

AVETMISS - The Australian Vocational Education and Training Management Information Statistical Standard (AVETMISS) provides a national framework for the consistent collection and dissemination of Vocational Education and Training (VET) information throughout Australia by the National Centre for Vocational Education Research (NCVER).

NRT Logo – Nationally Recognised Training logo – refer to NRT logo specifications for use of logo.

National Recognition - Recognition by a Registered Training Organisation (RTO) of the AQF qualifications and statements of attainment issued by all other RTOs, thereby enabling national recognition of the qualifications and statements of attainment issued to any person.

Credit Transfer - Credit transfer is an administrative process, where a training provider recognises and accepts Australian Qualifications Framework (AQF) qualifications and statements of attainment issued by another registered training organisation (RTO). It allows a client (student) to obtain credit for already, successfully, completed formal training which is equivalent to a component in a current program the student is enrolled in.

Qualification - A Qualification is a formal certification issued by a relevant approved body, in recognition that a person has achieved learning outcomes or competencies relevant to identified individual, professional, industry or community needs.

Statement of Attainment - Statements of Attainment will be issued to students who have completed accredited units/modules or skills sets within AQF qualifications or a short course accredited by a course accrediting body, which does not meet the requirements of a full AQF qualification.

Unique Student Identifier (USI) - A USI is a reference number made up of numbers and letters. It creates a secure online record of your nationally recognised training. The USI is linked to the National Vocational Education

and Training (VET) Data Collection, and this means an individual's nationally recognised training and qualifications gained anywhere in Australia, from different training organisations, will be kept all together.

VETtrak – Vocational Education and Training Student Management System (SMS). Computer application used to record, manage, report and store student data.

Related Documents

Assessment Policy
Certificate Issuing Policy
Certificate Issuing Procedure
Credit Transfer Application Form
Information for Prospective Students
Privacy Policy
Prospective Student Information
Recognition of Australian Quality Framework Qualifications (Credit Transfer) Procedure
Student Enrolment Checklist
Student Enrolment Policy
Student Enrolment Procedure
Student Feedback Policy
Student Feedback Procedure
Student Handbook Student
Student Training Plans Procedure

Document Locations

Policies and Procedures Manual
Website

Related Legislation

Standard for Registered Training organisations (RTOs) 2025

Area of Compliance

ASQA 2025 Standards outcome 1.6 and 1.7

Date reviewed	Version	Details of changes (if any)	Date of next review
June 2005	1	Original document	
May 2015	2	Updated to new format Updated Park Orchards Learning Centre to Park Orchards Community House & Learning Centre	May 2018
August 2015	3	New template General review	August 2018
21/10/2015	4	Add information on Application Form	21/10/2018
18/10/2018	5	Add website as location	18/10/2021
14/07/2020	6	Added USI required prior to recording results, renamed application form, renamed application form	14/07/2023
01/03/2022	7	Updated to ASQA	
11/09/2023	8	Annual review	11/09/2026

Date reviewed	Version	Details of changes (if any)	Updated by	Approved by	Date of next review
11/09/2023	9	Updated definition of Credit Transfer and added that no tuition fees will be charges.	L Denman	C Harris	01/03/2025
7/04/2025	10	Update to 2025 ASQA Standards	C Harris	L Denman	7/04/2028

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