

Document Number	POL	NAT	INS	0013
Next Review Date	July 2022			
Document Owner	GM – People and Culture			

NATIONAL RECOGNITION (CREDIT TRANSFER) POLICY

1 Purpose

WesTrac Institute 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.

2 Scope

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.

3 Policy Statements

An applicant will be required to present his or her statement of attainment or qualification for examination by WesTrac Institute. 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.

3.1 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.

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- 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.

3.2 When Unit Codes and Titles are Different

If 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. 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, admin staff are to seek the advice of the Compliance Advisor or Institute Managers

If there is no such mapping available of the unit 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.

4 Responsibilities

All WesTrac Institute employees have responsibilities in the National Recognition process.

5 Further Information

All employees and contractors who require further information or need clarification of anything contained in this Policy should contact the WesTrac Institute Managers

6 Accountabilities

Compliance to policy	All WesTrac Institute Employees
Implementation & Review	WesTrac Institute Managers
Approval of Policy	General Manager – People and Culture
Monitoring	Compliance Advisor
Interpretation and Advice	WesTrac Institute Managers & Compliance Advisor

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7 Related Documents

This Policy should be read in conjunction with the WesTrac Institute Policies and Procedures, along with WesTrac Institute Forms and Documents.

This policy should be read in conjunction with the following legislative or compliance guidelines (if required):

Title	Description
Standards for RTO's 2015	ASQA has developed this Standards Guide to assist RTOs to understand their obligations under the revised <i>Standards for RTOs 2015</i> .
Smart and Skilled Contract Terms and Conditions	Funding contract terms and conditions for Training Services NSW
Training.Gov	National Training Register

Document Number	Title
PCD-NAT-INS-0005	National Recognition (Credit Transfer) Procedure
FTT-NAT-INS-0008	National Recognition (Credit Transfer) Application
POL-NAT-INS-0040	Student Enrolment Policy
FTT-NAT-INS-0002	WesTrac Institute Student Handbook

8 Definitions and Abbreviations

The following definitions and abbreviations are used throughout this Policy:

Term	Definition
RTO	Registered Training Organisations
ASQA	Australian Skills Quality Authority
Credit Transfer	National Recognition

9 Document Amendment History

Revision	Date	Description	Prepared By	Reviewed By	Approved By
1.0	29/06/2017	Created, Ready for review	RW	MM & SP	MM & SP