

## What you need to know – key take outs

ITeC Academy complies with relevant regulatory standards applicable to Registered Training Organisations relating to the provision of learning pathways that recognise previous qualifications and vocational and other experiences. The procedures that relate to the credit transfer and recognition of prior learning pathways are located in the ITeC Academy Procedure Manual and must be followed by all employees.

**Always read this policy in conjunction with the related procedures identified below.**

<p><b>Policy principles</b></p>	<p>It is the position of ITeC Academy to provide flexible learning pathways that meet the individual needs of students.</p> <p>ITeC Academy provides students with the opportunity to have prior learning and experience recognised against individual units of competency on its' scope of registration.</p> <p>IRT Academy recognises AQF qualifications and statements of attainment issued by other Registered Training Organisations according to the rules of the relevant Training Package Qualification on IRT Academy's scope of registration. All students are informed that they have the opportunity to have prior learning and AQF qualifications recognised.</p>
<p><b>Purpose</b></p>	<p>To ensure that all students are offered learning pathways that recognise their experience, skills and other qualifications within the rules of the relevant training package.</p>
<p><b>Risk statement</b></p>	<p>IRT and ITeC Academy have a low risk appetite for failing to meet our legislative obligations.</p>
<p><b>Scope</b></p>	<p>The scope of this policy covers all ITeC Academy students, employees, contractors and/or third parties acting on behalf of ITeC Academy and potential ITeC Academy students.</p>
<p><b>Related procedure</b></p>	<p>See ITeC Academy Procedure Manual sections;</p> <ul style="list-style-type: none"> <li>- Recognition of Prior Learning</li> <li>- Credit Transfer</li> </ul>
<p><b>Related documents</b></p>	<p>ITeC Academy Student Handbook                      RPL Guide                      RPL Application Form                      RPL Assessment Outcome Form                      Credit Transfer Application Form                      Policy 1.03.829 Complaints and appeals</p>

<b>Compliance requirements</b>	<ul style="list-style-type: none"> <li>• National Vocational Education and Training Regulator Act 2011</li> <li>• Standards for RTOs 2015</li> </ul>
<b>Policy owner</b>	General Manager ITeC Academy
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## 1 Regulatory Standards and relevant legislation

This policy has been written to align with the Standards for RTOs 2015 and other relevant legislation and regulations. The following table explains the link between this policy and the relevant external requirements.

Standard / legislation	What this means
National Vocational Education and Training Regulator Act 2011	<p>The National Vocational Education and Training Regulator Act 2011 is legislation that establishes the Australian Skills Quality Authority (ASQA) as the national regulator for the vocational education and training (VET) sector.</p> <p>ASQA is tasked with ensuring the quality and consistency of VET services across Australia.</p> <p>ASQA has powers to investigate complaints, conduct audits of providers, impose sanctions for non-compliance, and revoke registrations or accreditations where necessary to protect the integrity and quality of the VET sector.</p>
Standards for RTOs 2015	<p>SRTO 1. The RTO's training and assessment strategies and practices are responsive to industry and learner needs and meet the requirements of training packages and VET accredited courses.</p> <p>SRTO 5. Each learner is properly informed and protected.</p>

## 2 Credit Transfer

### 2.1 What is Credit Transfer?

Credit transfer is the recognition of learning achieved through formal education and training. Under the Standards for Registered Training Organisations 2015, qualifications and statements of attainment issued by any RTO are to be accepted and recognised by all other RTOs. Credit transfer allows a student to be awarded a unit of competency based on successful completion of the unit which has been previously awarded.

## 2.2 When unit codes and titles are different

If credit transfer is being sought for a unit of competence which has a different title or code, then it is necessary to establish the equivalence between the unit held and the unit being sought. In many cases, this information can be found in the mapping guide published in the relevant Training Package. If the units are not equivalent as indicated by the mapping guide, the applicant should be referred for recognition in accordance with the ITeC Academy Skills and Qualifications Recognition Policy and procedures.

## 2.3 Evidence requirements

An applicant will be required to present his or her statement of attainment or qualification for examination by ITeC Academy. These documents will provide the detail of what units of competence 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. The applicant is required to submit copies which are verified with the issuing RTO and/or through authenticating the information by directly accessing the USI transcript online (see tips for compliance later in this section).

When applying for a credit transfer, a Statement of Attainment or Qualification with accompanying Record of Results is required as evidence of successful completion of a unit of competency. The provided documents must be the original documents or Justice of the Peace (JP) certified copies. The student will be authorizing ITeC Academy to confirm verbally or in writing the authenticity with the issuing RTO. If the documents are issued in a different name, the student must provide evidence of name change e.g., Marriage Certificate. Students may be asked to complete a RPL Written Authority if requested by other RTOs before they confirm the authenticity of documents.

If the completion of the unit is greater than four years, ITeC Academy will not automatically grant a Credit Transfer without first determining the currency requirements. This may involve the student undertaking a verbal or written skills assessment to evidence currency. The student will receive written notification from ITeC Academy regarding the outcome of the credit transfer application. Applicants should enrol in units with the assumption that credit has not been granted until notified otherwise.

## 2.4 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 course or qualification in which they are currently enrolled.

- Whilst students may apply for credit transfer 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 credit transfer, and we do not receive any funding when credit transfer is granted.
- Credit transfer may only be awarded for whole units of competence. Where a mapping guide identifies a partial credit, this will not be considered for credit transfer and the applicant will be advised to seek recognition.
- Credit transfer will only be issued when the student's enrolment includes at least one other unit of competence for which the student is participating in training or is seeking recognition. Students may not enrol only for credit transfer.

## **2.5 Fees for credit transfer**

- a) Fees are not charged for Credit Transfers
- b) Course fees may be discounted by the number of units of competency reduced from a course due to the award of Credit Transfers. The discount is in proportion to the number of units of competency no longer required.

## **2.6 Qualifications will not be issued based solely on credit transfer**

- a) The ITeC Academy will not issue a Qualification Testamur based solely or mostly on Credit Transfers obtained at other RTOs.
- b) At least 50% of units in a course must be undertaken at the ITeC Academy.
- c) Students may still enrol in a Statement of Attainment course and complete specific units, noting that only a Statement of Attainment will be issued.
- d) If the ITeC Academy, at its discretion, agrees to issue a qualification the Dual Qualification Testamur Fee applies in addition to subject fees.

## **2.7 Equivalence of units for credit transfer**

The equivalence of a unit for Credit Transfer purposes will be determined by using [training.gov.au](http://training.gov.au) to determine if the unit is treated as equivalent to the current unit.

## **2.8 Application processing**

Applications for credit transfer will normally be assessed within ten (10) working days.

## 2.9 Form submission closing dates

Where a current enrolment is likely to be affected, the student must submit the Credit Transfer application prior to the first day of the course. The student will receive written notification from ITeC Academy regarding the outcome.

## 2.10 Lodgement

Applications should be submitted to:  
ITeC Academy RTO Manager.  
Email [enquiries@ITeCademy.edu.au](mailto:enquiries@ITeCademy.edu.au)

Or the student may post or deliver the application to:

ITeC Academy, 1-5 Miller St, Coniston NSW 2500.

## 2.11 Privacy Statement

Refer to the ITeC Academy Privacy Compliance Policy for details.

### **In practice example:**

Jessica X has enrolled in the Certificate IV in Ageing Support. Jessica has a current Certificate IV in Leadership and Management. Jessica applies to IRT Academy (the Academy) for credit transfer for the unit; BSBLDR411 Demonstrate leadership in the workplace. The Academy reviews the transcript and follows the ITeC Academy procedure for credit transfer and approves the application as the unit complies with the qualification rules.

## 3 Recognition of Prior Learning

### 3.1 What is Recognition?

Recognition involves the assessment of acquired vocational skills and knowledge achieved outside the formal education and training system.

Recognition assesses acquired skills and knowledge against the requirements of a unit of competence, in respect of both course entry requirements and outcomes to be achieved.

By removing the need for duplication of learning, recognition encourages an individual to continue upgrading their skills and knowledge through structured education and training towards formal qualifications and improved employment outcomes.

This has benefits for the individual and industry. Most importantly, it should be noted that recognition is another form of assessment and is undertaken with the same rigour as other assessment in the VET environment.

### 3.2 Recognition Guidelines

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

- All students have the opportunity to apply for recognition of prior learning for unit/s of competency in a course or qualification in which they are currently enrolled
- Students may not apply for recognition for units of competence or qualification which is not included on IRT Academy's scope of registration
- Whilst students may apply for recognition at any time, they are encouraged to apply before commencing a qualification/RTO short course/skill set. This will reduce unnecessary training and guide the student down a more efficient path to competence.
- Students who are currently enrolled (and payments are up to date), in a training program are eligible to apply for recognition in that program at no additional charge.
- Assessment via recognition will incorporate the application of the principles of assessment and rules of evidence.
- Recognition may only be awarded for whole units of competence.
- IRT Academy will determine the minimum evidence requirements for RPL applications.
- Workplace experience should be no older than 3 years.

### 3.3 Forms of Evidence

Recognition acknowledges that workplace skills and knowledge may be gained through formal and informal learning including; work-based and/or life experience.

In evaluating assessment evidence, IRT Academy applies the following rules of evidence:

- Sufficient
- Valid

- Authentic
- Current

Like assessment, recognition is a process whereby evidence is collected and a judgement is made by an assessor or assessment team. The judgement is made on evidence provided by candidates of the skills and knowledge that they have previously learnt through work, study, life and other experiences, and that they are currently using. It also includes evidence to confirm a candidate's ability to adapt prior learning or current competence to the context of the intended workplace or industry.

Forms of evidence accepted for applications of recognition of prior learning may include but is not limited to:

- Workplace records
- Records of workplace training
- Assessments of current skills
- Assessments of current knowledge
- Third party reports from current and previous supervisors or managers
- Evidence of relevant unpaid or volunteer experience
- Examples of work products
- Observation by an assessor in the workplace
- Performance appraisal
- Duty statements.

### 3.4 Appealing Recognition Outcomes

If the student is not satisfied with the outcomes of an RPL application, they may appeal the outcome like other assessment decisions.

**In Practice Example:** Joe X has enrolled in the Certificate IV in Ageing Support and Joe has been working as a Team Leader (TL) when his TL is on leave. He feels that he has experience that is relevant to one of the units of competency. He completes the RPL Application Form. He provides supporting evidence that is validated by his manager (employer) against the unit performance criteria. ITeC Academy processes the application and grants recognition for the unit of competency.



## 4 Roles and responsibilities

Role	Responsibility
Policy Owner – General Manager ITeC Academy	Ensuring the currency and appropriateness of the policy to meet regulatory and legislative requirements.
Policy Monitor/s – Compliance Manager RTO Manager	Ensure day to day implementation and compliance with policy.
Policy Implementation- RTO Manager Trainer/Assessor RTO Operations Coordinator Administration Support Officers	Implement procedure as per ITeC Academy Procedure Manual.

## 5 Definitions

In this Policy, words have the following meaning:

Term	Definition
RPL	Recognition of Prior Learning
RTO	Registered Training Organisation
RCC	Recognition of current competency
CT	Credit transfer