

DOCUMENT REFERENCE: PPP270

RESPONSIBLE MANAGER: RTO Governance

CATEGORY: Academic & Student Information

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RELATED DOCUMENTS:

Legislation: Standards for RTOs 2025

Documents:

- PPP132 Assessment Guidelines
- PPP129 Skills Recognition Guideline
- PPP266 Recognition of Prior Learning Procedure
- PPP269 Agreed Equivalence Guideline
- BP014 Authenticating Qualification Documents
- BP013 Adding a Unit of Competency for Advanced Standing - Credit Transfer Only
- Quick Screens Advanced Standing for Teaching Areas

1. Introduction

This Procedure provides guidance for accepting and granting credit to students for units of competency. The student must provide evidence in the form of either original or sighted original AQF certification documentation or USI transcripts. These documents will be verified as authentic with the issuing Registered Training Organisation (RTO)

2. Scope

This Procedure is relevant for all applications for Credit Transfer (CT) in accredited Training Products offered by South West TAFE.

3. Roles and Responsibility

Teaching Education Manager

- Ensure that students seeking admission to courses are given the opportunity to apply for Skills Recognition as part of the selection and enrolment processes

Teachers

- Prior to enrolment, contact students who as part of the selection or pre-training review processes, declared that they have an existing unit of competency.
- Conduct the Skills Recognition Process for Credit Transfer (CT) according to the Skills Recognition guidelines and instructions provided in this procedure.
- Verify the authenticity of documents provided by the student as evidence to support their request
Refer to BP014 Authenticating Qualification Documents

Awards Officer

- An Awards Office team member will check all required verification documents are attached to the application within SMS and that they are complete and clear. They will then grant or decline the advanced standing credit based on evidence referencing the Approved Equivalence Register as required

Marketing

- Ensure that there is appropriate and clear information on the SWTAFE public website to explain the Skills Recognition process, including fees and charges to prospective students.
- Ensure there is reference to Skills Recognition options on each TAFE course program on the website.
- Ensure that marketing materials developed for any course include information on Skills Recognition.

4. Overview

Credit transfer is a process for recognising identical or equivalent units of competency. Credit Transfer must be provided to applicants for units of competency that are either 'identical' or have been deemed 'equivalent'. The Advanced Standing – Credit is the process used by SWTAFE when granting credit to students for units of competency, achieved at another Registered Training Organisation, assessed by South West TAFE and/or deemed equivalent by training.gov.au (TGA).

Successful application of an Advanced Standing - Credit results in an exemption being granted and will appear on a subsequent Record of Results as CT – Credit Transfer.

South West TAFE does not Credit Transfer a full qualification unless the request is made by the Department of Jobs, Skills, Industry and Regions (DJSIR) or Australian Skills Quality Authority (AQSA) for a closed RTO where the Award has not been issued.

As a general rule regarding qualifications commenced through another provider, the maximum component of a qualification allowed for Credit Transfer in order to obtain an award will be 75% of a course as measured by the units of competency within the relevant Training Products packaging rule. Students will be required to undertake the final 25% of their course assessment at South West TAFE in order to qualify for a South West TAFE issued award.

5. Determination of Equivalence

Credit should only be provided when it can be determined that the completed unit of competency is equivalent to the unit being granted. If the unit is not the same Unit Code then refer to PPP269 Agreed Equivalence Guideline on how to determine agreed equivalence and include evidence of equivalence in the Advanced Standing - Credit Application. Where Credit Transfer is granted through Equivalence the Record of Results will display CT

If this cannot be clearly determined and the unit is not equivalent, the unit must be assessed using the assessment only recognition of prior learning process or in the case of transition, a gap training and assessment process. Where this occurs, the grade will display as Pass (PA) or Fail (N),

6. Valid Evidence of Successful Completion

The student must provide evidence in the form of either AQF certification documentation or USI transcripts issued by:

- Any other Registered Training Organisation (RTO);
- An AQF authorised issuing organisation;
- The Registrar of the USI scheme;
- A VET regulator such as ASQA or VRQA, following the closure of an RTO.

The documentation will have to be verified as authentic prior to being used as evidence.

7. Fees and Charges

No fee is charged for units of competency achieved through a credit transfer process.

8. Providing Credit for a Unit not listed within the Training and Assessment Strategy

In line with Clause 3.5 of the RTO Standards, students are entitled to achieve recognition for previously achieved units of competency so long as they meet the packaging requirements of the Training Product.

Where a student is applying for Credit for a unit not included in our Training Product Training and Assessment Strategy (TAS), the relevant units can be added to the student study plan for the

purposes of Credit Transfer only. Prior to this occurring it must be confirmed that the unit will enable the Packaging Rules to be achieved.

Refer to *BP013 Adding Units of Competency for Advanced Standing – Credit Transfer Only* and use Form *CA027 Request for Structure Update for Advanced Standing – Credit Transfer units only*.

9. Exemption to General Rule

The Board of Studies has determined that South West TAFE does not allow 100% credit transfer in order to obtain a South West TAFE award. The maximum component allowed for credit transfer is 75% measured by the course's total number of units required to gain the relevant qualification or accredited course.

The Head of Division (teaching) may request the exemption of individual students from complying with the maximum percentage rule. In determining whether or not a student should be exempted the following must be considered:

- the student's situation;
- the policies and procedures governing awards at any other RTO at which the student undertook the majority of previous study;
- the ability of the student to return to the original RTO to have their award issued; and
- potential risk to South West TAFE if request is granted.

A panel made up of the Executive Manager Education; RTO Governance Manager and Manager Audit Risk and Compliance will be responsible for approval of any exemptions to be granted. The student must be advised in writing of the decision to provide an exemption to the general rule and a copy retained with the student file.

10. Authentication of Documents

Authenticity of documentation must be verified before processing a request for Credit Transfer. It is the teaching department's responsibility to authenticate the Statement of Attainment being presented by the student by contacting the issuing RTO and seeking authentication in writing. A copy of this authentication must be attached to the application for Advanced Standing – Credit Transfer. An Awards team member check all documentation provided and grant or decline credit. Refer to Authenticating Qualification Documents Business Process for more information.

11. Procedure

Action	Responsibility	Guidance
Information on Credit Transfer Procedure	Head of Division Teaching Education Manager Marketing Teacher(s) Enquiry, Enrolment and Student Admin	Students are informed of the Credit Transfer process via: <ul style="list-style-type: none">• Course Guides• Information Sessions• Website and external marketing• Pre-training Review
Conduct Pre-Training Review	Teacher	<ul style="list-style-type: none">• During the Pre-Training Review, students will be given the opportunity to identify any achievements that they would like to apply for Credit Transfer.• The student is requested to provide evidence that the unit/module was successfully completed. Refer to list of valid evidence within this procedure.• Students must be advised to provide original copies of prior qualifications and/or statements of attainment or

		<p>official transcripts of results to the Teaching Education Manager.</p> <ul style="list-style-type: none"> South West TAFE recognises that sometimes the student does not realise that they are eligible for an exemption until after they have enrolled. SWTAFE's process – Advanced Standing - allows for management of this situation so as to not disadvantage the student. If, for any reason, Credit Transfer applications are processed after enrolment, the Teaching Education Manager is responsible for ensuring the required documentation is submitted to the Awards Officer with the request for Advanced Standing. A notation must be made on the PTR Evaluation to reflect why the student has requested the RCC after enrolment. The initial PTR evaluation is not amended, it is the decision that is being updated. Credit Transfer will only be granted on the basis of a matched unit/s successfully completed within an accredited course of study. Credit should only be provided when it can be determined that the completed unit of competency is equivalent to the unit being granted. For more information on equivalent units refer to <i>PPP269 Agreed Equivalence Guideline</i>. If the supporting qualification is an international qualification, the student must provide details of the nominal length of the unit completed and a description of the unit content. Refer <i>BP014 Authenticating Qualification Documents Business Process</i> (currently under review).
Valid evidence allowed for proof of successful completion	Student	<p>Valid evidence for Credit Transfer may be in the form of the either of the following:</p> <ul style="list-style-type: none"> AQF certification documentation; or VET transcripts issued by: <ul style="list-style-type: none"> Any other Registered Training Organisation (RTO); or An AQF authorised issuing organisation; or The Registrar of the USI scheme; or A VET regulator following the closure of an RTO.
Advanced Standing - Credit Transfer request created in SMS	Teacher Teaching Education Manager	<ul style="list-style-type: none"> The Advanced standing application is completed by the teacher for the relevant units(s). Refer to <i>Quick Screens Advanced Standing for Teaching Areas</i> Supporting evidence must contain information about the unit in which the student is seeking credit transfer and the qualification being used as the basis for that Credit Transfer to enable verification

		<ul style="list-style-type: none"> As Advanced Standing is an assessment process, any consideration of applications for Advanced Standing is the responsibility of a suitability qualified staff member from the relevant Teaching Division.
Verification of Documents	Teacher Teaching Education Manager Awards Office	<ul style="list-style-type: none"> It is the teaching department's responsibility to authenticate the Statement of Attainment being presented by the student by contacting the issuing RTO and seeking authentication in writing. A copy of this authentication must be attached to the application for Advanced Standing – Credit Transfer. Refer to the <i>BP014 Business Process – Authenticating Qualification Documents</i> for guidance. A copy of this authentication is to be attached to the Advanced Standing – Credit Transfer Application in SMS Once the supporting evidence is uploaded into the Advanced Standing screen in SMS and an approval email is sent via the Teaching Education Manager to the Awards Officer.
Record Result	Awards Office Teaching Area	<ul style="list-style-type: none"> On completion of the documentation check by the Awards Officer the Teaching Area is notified and Advanced Standing – Credit Transfer result is recorded in SMS to reflect the unit outcomes. The SSP Status for units that have been processed as "Granted" will change from "Planned" to "Exempt".
Advise Student of Outcome	Teaching Area - Administration Officer	<ul style="list-style-type: none"> The Administration Officer is responsible for informing the student in writing (letter or email) of the outcome of the credit transfer application. If a unit does not map as equivalent the student is advised of the need to undertake the unit of competency via full enrolment or via recognition of prior learning.
Appeal Result	Student	<ul style="list-style-type: none"> Students dissatisfied with the outcome of their application may lodge an appeal in accordance with the South West TAFE Academic Grievance and Appeal procedure PPP140

12. Diversity, Equity and Inclusion

SWTAFE is committed to making diversity, equity and inclusion part of everything we do, including in the implementation of this policy/procedure/guideline. For more information, please visit the 'Our Values' page on our [website](#) [external] or the Diversity, Equity & Inclusion Homepage on ECHO [internal]. [Diversity, Equity & Inclusion \(DEI\)](#)

13. Statement of Commitment to Child Safety

South West TAFE is committed to the protection of all children from all forms of child abuse and demonstrates this commitment through the implementation of a Child Safe Program designed to keep children safe within our organisation. For Child Safe key documents, resources, contact officer details please go to: [Child Safe Commitment](#)