



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 1st of March 2022.

Review date

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

Scope

This policy is for all POCH&LCI staff who are authorised to enrol a student in an accredited course, record student results in VETtrak and Upload AVETMISS data.

This policy also applies to course 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

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 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.
- The certificate must have the Nationally Recognised Training (NRT) logo for any nationally accredited course.
- The certificate must identify units of competency or the National Course Code.
- The certificate must have an authorised signatory of the Registered Training Organisation.
- The certificate 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) before any credit transfer results can be recorded.

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 assesses the initial course or subject that an individual is using to claim access to, or the award of credit in a destination course. The assessment determines the extent to which the client's initial course or subject is equivalent to the required learning outcomes, competency outcomes or standards in a qualification. This may include credit transfer based on formal learning outside the AQF.

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

Recognition of Australian Quality Framework Qualifications (Credit Transfer) Procedure
Credit Transfer Application Form
Student Enrolment Policy & Procedure
Student Enrolment Checklist
Student Handbook
Certificate Issuing Policy & Procedure
Recognition of Prior Learning Policy
Prospective Student Information
Student Feedback Policy & Procedure
Student Complaints & Appeals Policy
Privacy Policy
Assessment Policy

Document Locations

Policies and Procedures Manual
Website

Related Legislation

Standard for Registered Training organisations (RTOs) 2015

Area of Compliance

ASQA Standards Clause 3.5



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	01/03/2025

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