

Recognition and Credit Transfer Policy

TasNetworks Training Centre

1 July 2025

Official

TasNetworks acknowledges the palawa (Tasmanian Aboriginal community) as the original owners and custodians of lutruwita (Tasmania). TasNetworks, acknowledges the palawa have maintained their spiritual and cultural connection to the land and water. We pay respect to Elders past and present and all Aboriginal and Torres Strait Islander peoples.



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1. Policy Overview

TasNetworks Training Centre operates a Registered Training Organisation (**RTO**). We are committed to providing a quality training and assessment experience for our learners, underpinned by the Standards for Registered Training Organisations (RTO) 2025. This policy is integral to our delivery of this commitment.

This policy is a **Level 3** policy, see the *Policy Framework* for further information.

Who does this Policy apply to?

This policy has been developed to provide clear instruction and guidance for learners and relevant Training Centre team members about how we offer and conduct recognition and credit transfer activities.

This Policy applies to all TasNetworks' leaders, team members, trainees, and contractors. It may also affect TasNetworks' customers and clients.

This Policy also applies to companies within the TasNetworks Group, and a reference to TasNetworks in this Policy includes a reference to group companies.

The TasNetworks Group means TasNetworks and its subsidiaries. TasNetworks' subsidiaries as of January 2024 are TasNetworks Holdings Pty Ltd, Fortytwo24 Pty Ltd, and TasNet Connections Pty Ltd.

2. The Policy

Purpose

The purpose of this policy is to outline TasNetworks approach to recognising prior learning, whether acquired through skills and knowledge gained in the workplace (i.e. RPL) or, formal education and training (i.e. CT).

Our Commitment to Recognition and Credit Transfer

Recognition of Prior Learning (**RPL**) is defined as the acknowledgement of a person's skills and knowledge acquired through previous training, work or life experience, which may be used to grant status or credit in a VET unit of study.

Credit Transfer (**CT**) is recognition of any Unit of Competency a student has successfully completed at any other RTO. If you have previously completed a nationally recognised Unit of Competency that you are enrolling with us in – and the Unit has not significantly changed since you completed it – you may be able to have it directly recognised as a CT rather than having to complete it again. Note that if the Unit is now superseded and has additional requirements, an RPL (assessment only) process may be negotiated.

TasNetworks makes the following commitments under this policy:

- We are committed to providing all learners and prospective learners with a fair and accessible process for recognition of prior learning;
- We do not require learners to repeat any Unit of Competency in which they have already been assessed as competent, unless a regulatory requirement or licence condition has changed or the Unit has been superseded and not deemed equivalent; and
- We provide clear guidelines and evidence requirements to support application for RPL and CT.

Our Approach to Recognition and Prior Learning (RPL)

You may have your current skills and knowledge recognised through an assessment only pathway, rather than undertake training and assessment. Our RPL process assesses your skills and knowledge against the requirements of a Unit of Competency. You can request RPL for a single Unit (or cluster of Units) during the enrolment period and prior to the commencement of your overall training or, the commencement of training in the Unit of Competency you are seeking RPL for.

If you request RPL you will be required to provide evidence of current competence. To determine what evidence is required, you will need to complete a self-assessment using the Assessment Tool we will provide to you for each Unit/s for which RPL is sought. An Assessor will work with you to guide you through the RPL process, which also involves a knowledge conversation and demonstration of skills. You may also be required to provide a testimonial from a current or recent supervisor. Once all the required information is collated, the Assessor will determine an outcome and inform you accordingly.

Our Approach to Credit Transfer (CT)

When requesting a CT, we require you to provide either:

- Original or certified copies of completed qualifications from the issuing RTO, or
- A Unique Student Identifier (USI) transcript or a verified Transcript of Academic Record, with successful results, from the issuing RTO.

We will firstly conduct an analysis of the information you provide to determine the equivalence of the study completed against the relevant Unit/s. Before providing CT based on a qualification, statement of attainment or record of results, we will authenticate the information by directly accessing the USI transcript online or, by contacting the organisation that issued the document.

We are not obliged to issue a qualification or statement of attainment that is achieved wholly through recognition of Units completed at another RTO or RTOs. In some cases, licensing or regulatory requirements may prevent a Unit being awarded through CT.

Further Action

Further information about our recognition process for RPL and CT requests can be found in the Learner Handbook available on the TasNetworks website www.tasnetworks.com.au/training

If you are not satisfied with the outcome of a RPL or CT request, you may appeal the decision as described in our Complaints and Appeals Policy and available on the TasNetworks website www.tasnetworks.com.au/training

3. Recognition Process

Step 1: Ask for RPL by contacting the RTO team

To request for Recognition of Prior Learning, contact our RTO team at the Training Centre (training@tasnetworks.com.au) and advise the unit/s for which you are seeking recognition.

You will then receive a meeting request which includes the relevant Unit/s of Competency, TasNetworks Learner Handbook & TasNetworks Recognition Policy. Learners are encouraged to read this material, and consider their skills and experience prior to attending the Recognition Interview.

Step 2: Attend a Recognition Interview (in-person or virtually)

The meeting request includes an invitation for a Recognition Interview which will take place in person or via Microsoft Teams with a TasNetworks Assessor.

During this meeting, the Assessor will work through the relevant Unit of Competency with you to determine appropriateness of the RPL pathway. As you review the unit of competency, discuss with your Assessor how regularly you perform the unit of competency requirements (e.g. frequently, sometimes, never). This includes: a discussion of your knowledge, skill and experience relevant to the unit/s for which RPL is being sought, an overview of tasks/topics covered in relevant assessment tools (as required), evidence to be provided (as required), and the relevant pre-requisites for the unit.

After you and the Assessor agree that RPL is appropriate and achievable, the Assessor will outline what evidence you will need to gather, based on your circumstances.

Step 3: Gather appropriate evidence

a) The Assessor will discuss with you the evidence required to satisfy the Unit of Competency requirements. This includes as relevant (but is not limited to):

- Training records: Accredited, or enterprise training
- Licences: High Risk, Electrical Practitioner
- Workplace documents: Logbooks, examples of work place documentation eg. Risk assessment
- Resume
- Documentary evidence of skills obtained through voluntary work or community involvement

b) Written and verbal responses: The assessment tool you use will have assessment questions requiring written and verbal responses. You'll need to arrange a time with your Assessor to do this part of the assessment in a structured way. Your responses, which your Assessor will record, will determine what types of additional evidence might be required for you to meet the unit of competency requirements.

c) Skill Demonstration: You need to demonstrate the required practical skills specified in the Assessment Tool - Skills Observation/s. You will do your demonstrations either in the workplace or at our Training Centre. Usually a skills demonstration will involve you also producing the related workplace documentation. For example, you might have to complete a job risk analysis or similar.

d) A testimonial (also known as a Third Party Report) is where your current or recent supervisor may agree to verify your skills and knowledge related to the unit of competency. It's used to supplement your evidence for recognition. This is particularly useful for criteria that are "interpersonal" by nature, such as working effectively with others. Testimonials are also useful for criteria where your performance is not usually recorded in documents. For example, when you give and receive feedback it might not be recorded anywhere.

Your Assessor will verify the vocational competence/qualifications of the person who provides you with the testimonial. Testimonials add to the body of evidence assessors need to judge competence. One or more testimonials are not sufficient evidence on their own. More information about the Third Party Report, along with specific instructions on how to complete the report, is contained within each unit of competency Assessment Tool.

Step 4: Get feedback

When you have followed the above steps, and gathered all your evidence, your Assessor will judge your current competence. He or she will then give you feedback and outline the next steps.

4. References

- Standards for Registered Training Organisations 2025 (the Standards)

5. Related Documents

- Learner Handbook
- TasNetworks Training Centre Policy, Procedures and Practices Manual
- Complaints and Appeals Register
- Continuous Improvement Register

6. Compliance

All team members are responsible for complying with this Policy, and any breaches of this Policy will be treated seriously and may result in disciplinary action being undertaken.

Public Interest Disclosure Statement (“Whistleblower”)

If an individual is concerned about consequences associated with reporting a serious breach of this Policy, that individual should refer to the Whistleblower Policy available on The Zone or talk to their Leader.

Need to know more or have a question?

Please contact the Registered Training Organisation (RTO) Team on 03 6271 6111 or email at training@tasnetworks.com.au

All Team Members will have access to (this Policy) and underpinning policies on The Zone. Support and further information is available from your Leader or People Partner.

7. Administration of this Policy

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