

Recognition and Credit Transfer Policy

TasNetworks Training Centre

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Recognition and Credit Transfer Policy

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) 2015. This policy is integral to our delivery of this commitment.

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

2 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.

3 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 Note that if the Unit is now superseded and has additional requirements, an RPL (assessment only) process may be negotiated.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been assessed as competent, unless a regulatory requirement or licence condition has changed or the Unit has been superseded and not deemed equivalent; and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.

4 The Policy

4.1 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).

4.2 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.

4.3 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.

5 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.

6 References

- Standards for Registered Training Organisations 2015 (the Standards)

6.1 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 (“Whistleblowers”)

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.

6.2 Related Documents

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

7 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

8 Administration of this Policy

This policy is administered by our RTO Management Team and is reviewed at least annually and updated as required.