

## Wyndham Community Centre and Education Inc Policy and Procedure

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Policy name	<b>Recognition of Qualifications Issued by other RTOs Policy &amp; Procedure</b>
Responsible person	RTO Manager
Staff involved	Director of Education, Education Manager, Training Service Unit (TSU) Coordinators, Compliance and Reporting Administrators (C&R team), AMEP & SEE Administrators, Pre-training Assessment Interviewers
Review dates	2025

### Policy Context

Recognition of Qualifications issued by other Registered Training Organisations (RTOs) is the acceptance by one RTO of a Qualification or Statement of Attainment (of Units of Competency) issued to an individual by another RTO. Based on this recognition, a credit transfer may apply.

### Credit Transfer Definition

The definition of Credit Transfer as stated in the AQF: *‘Credit Transfer is a process that provides students with agreed and consistent credit outcomes for components of a qualification based on identified equivalence in content and learning outcomes between matched qualifications.’*

### Policy

Wyndham Community and Education Centre Inc. (Wyndham CEC) recognises the AQF qualifications and Statements of Attainment issued by other RTOs.

Prospective students at Wyndham CEC are made aware of opportunities for this recognition through Wyndham CEC’s marketing materials and at the pre-training interview, prior to enrolment and/or prior to commencement in a course.

There is no fee for this recognition process. A tuition fee is not charged for any unit of competency (UoC) that is a credit transfer (CT). [Fees will be charged for Recognition of Prior Learning (RPL) processes.]

The following conditions should be met through the recognition process:

- if the unit of competency listed on the Statement of Attainment is currently listed on [www.training.gov.au](http://www.training.gov.au) and is still a component of a qualification that the student wishes to enrol in, recognition must be given;
- if the unit of competency listed on the Statement of Attainment held by the student is listed on [www.training.gov.au](http://www.training.gov.au) as superseded but designated as “equivalent” and the

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superseding version is a component of the qualification into which the student wishes to enrol, national recognition does apply;

- if the unit of competency listed on the Statement of Attainment held by the student is listed on [www.training.gov.au](http://www.training.gov.au) as superseded, or is no longer listed on [www.training.gov.au](http://www.training.gov.au), or is not the version required by the qualification into which the student wishes to enrol, national recognition does not apply; and,
- in this latter case, recognition of prior learning (RPL) may be appropriate.

Recognition of qualifications issued by other RTOs does not require Wyndham CEC to recognise the qualifications/Statements of Attainment issued by other RTOs for any purposes other than training.

### **Procedure**

The applicant applying for recognition of a Qualification or Statement of Attainment from another RTO has two options as outlined in the procedure below.

All staff must adhere to the requirements of the Wyndham CEC Privacy Policy & Procedure (Students/Clients). Specific permission to view the client's Unique Student Identifier (USI) must be gained.

For AMEP and SEE programs, Wyndham CEC identifies previously enrolled students and records relevant completed units as a Credit Transfer via aXcelerate. Coordinators and administration staff are involved in this process.

Generally, the following procedures will be carried out by Pre-training Assessment staff or C&R Team staff.

1. The applicant must present the original Qualification or Statement of Attainment for sighting or provide a certified copy of the original.

The Pre-training Interviewer will sight the original or certified copy and make a note on the Enrolment Interview Checklist. The C&R team will then check the validity and currency of the Qualification or Statement of Attainment via:

- verifying the currency and accuracy of the document via [www.training.gov.au](http://www.training.gov.au) and via [www.usi.gov.au](http://www.usi.gov.au)
- making a copy of the document
- recording their name and the date on the copy
- signing the copy.

2. If the original documentation is lost or where duplicate documentation cannot be obtained from the training provider, for example because it is no longer operating, the applicant can present a print out of their USI Transcript from [www.usi.gov.au](http://www.usi.gov.au).

At the Pre-training Interview, the applicant must log in to their USI account and allow the interviewer to sight their on-line USI transcript. The C&R team will then check the validity and currency of the transcript.

This includes:

- verifying the currency and accuracy of the USI transcript via [www.training.gov.au](http://www.training.gov.au)

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- making a copy of the document
- recording their name, indicating they have sighted the on-line transcript and the date on the copy
- signing the copy

The individual will be informed of any recognition granted at the pre-training interview or if the student has left, within 48 hours. A decision on accepting the USI Transcript as evidence will be made on a case by case basis.

A credit transfer against any units of competency for which recognition has been granted will be recorded on the individual Training Plan. The copy of the Qualification / Statement of Attainment issued by the other RTO or USI Transcript will be filed in the student file.

### **Process**

See attached flowchart which outlines process to be followed.

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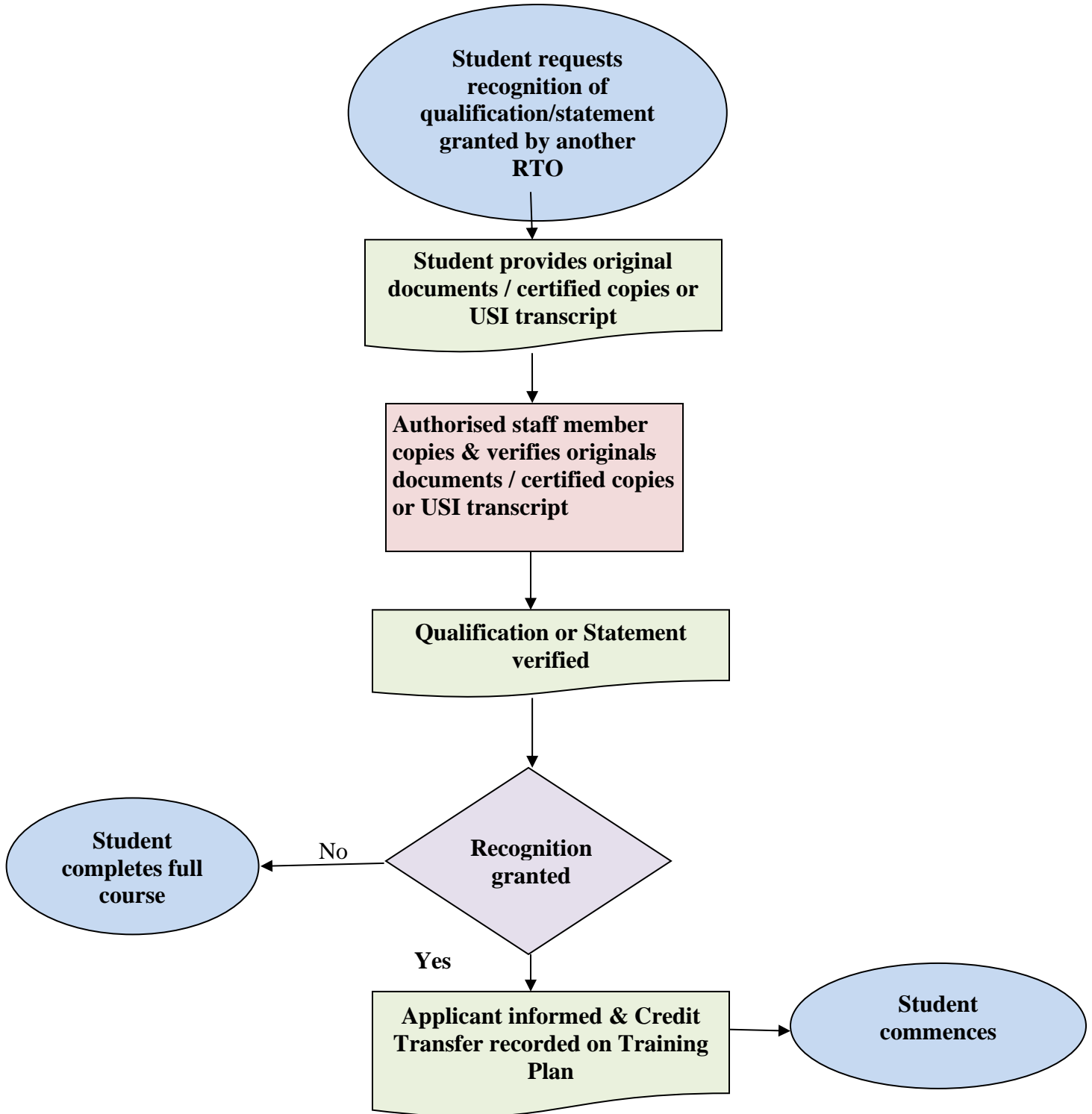
### **Related Documents**

**Policies:** Recognition of Prior Learning (RPL) Policy and Procedure, Privacy Policy & Procedure (Students/Clients), Complaints and Appeals Policy & Procedure, Record Management & Record Keeping Policy and Procedure, Concessions, Fees, Charges & Refunds Policy and Procedure, Skills First Program Reporting Policy and Procedure, Training Plan Procedure, Unique Student Identifier (USI) Procedure

**Other:** Enrolment Interview Checklist, Unique Student Identifier (USI) form, AQTF Essential Conditions and Standards for Continuing Registration - Condition 7, VET Funding Contract (Skills First Program), Fees by Unit of Competency calculator (C&R Team) and Australian Qualifications Framework (AQF).

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Key: start or finish   activity with documents   activity   decision