

Credit for Prior Studies Policy and Procedure

1.0 Purpose

One of the most important features of the national training framework is the recognition of qualifications issued by other Registered Training Organisations (RTOs), including Statements of Attainment.

Under this policy A Grade Education and Training will accept the credentials issued by another RTO based in any State/Territory of Australia.

2.0 Policy Statement

A Grade Education and Training accepts and provides credit to learners for units of competency and/or modules (unless licensing or regulatory requirements prevent this) where these are evidenced by:

- AQF certification documentation issued by any other RTO or AQF authorised issuing organisation, or
- authenticated VET transcripts issued by the Registrar.

This acceptance is usually for purposes of entry into a qualification where another qualification or certain Statements of Attainment are a prerequisite to entry, or for part completion of a qualification based on Statements of Attainment for the units/modules already held by the student. Learners will not be required to repeat any unit or module in which they have already been assessed as competent (unless a regulatory requirement or license condition requires periodic retraining/refresher training).

Recognition of qualifications issued by other Registered Training Organisations does not require an RTO to recognise the qualifications/Statements of Attainment issued by another RTO for any purposes other than training with that RTO, such as licensing or employment arrangements, e.g. industrial award classifications.

In addition, the RTO is not obliged to issue a qualification or Statement of Attainment that is achieved wholly through recognition of units and/or modules completed at one or more other RTOs.

Recognition of qualifications issued by other RTOs does have a limited lifespan. If the Qualification/Statement of Attainment is currently listed on the National Register and is still a component of a qualification that the student wishes to undertake, recognition must be given. If the qualification/Statement of Attainment held by the student has been superseded and is no longer on the National Register or is not the version required by the qualification into which the student wished to enrol, national recognition does not apply. In such situations, recognition of prior learning would be the appropriate way to proceed.

Credit for Prior Studies Policy and Procedure

3.0 Procedure

If an applicant wishes to apply for credit for prior studies that they have completed at another RTO, they must present the original certification document for sighting or provide a certified colour copy of the certificate with their enrolment. A Grade Education and Training then verifies the document to ensure its legitimacy and currency. A Grade Education and Training will keep on the Student's file the confirmation of the RTO who verified the qualification or statement of attainment. Also, on enrolment A Grade Education and Training will get the Student's permission to get a copy of the Student's USI transcript from the USI department.

The outcome of the application will then be communicated to the applicant.