

National Recognition and Credit Transfer

Objective

To ensure that the Cire Training potential, or existing students, are able to have recognised by Cire Training any relevant AQF qualifications or Statements of Attainment that they already hold, issued by any RTO including Cire Training.

Scope

- All Cire Training Administration staff
- Senior Manager, Training
- RTO Manager
- Cire Training Students

Policy

Cire Training will discuss with potential students at the pre-enrolment interview the possibility of claiming National Recognition or Credit Transfer if they have relevant qualifications from previous enrolments with Cire Training or from other RTOs.

Prospective students will be asked to bring in their evidence and it will be verified and confirmed by appropriately qualified Cire Training staff. Staff members assessing for Credit Transfer must hold the Certificate IV in Training and Assessment as a minimum.

Once National Recognition or Credit Transfer has been granted the RTO Manager will sign off on the National Recognition/Credit Transfer Form and Training Administrative Officer will input the information into the Student Management System, before filing the application in the student file.

Definitions

National Recognition

“Recognition by an 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.”

Users Guide to Essential Conditions and Standards for Continuing Registration: Section 7: Terminology -pp69, 72

Related Documents

- National Recognition / Credit Transfer Form

Related Legislation

- Standards for Registered Training Organisations 2015

Area of Compliance

- Standards for Registered Training Organisations 2015 Clause 3.5

Organisational Area

Cire Training and Community Hubs

Approved by

The Board

Signature:

A handwritten signature in black ink, appearing to be 'ABS'.

Date: October 2021

Operative Date

May 2019

Updated October 2021

Review Date

October 2023