

RECOGNITION AND CREDIT TRANSFER POLICY

1. Preliminary Information

Intent

CCF SA's policy in relation to National Recognition is to recognise learners' AQF qualifications and statements of attainment issued by any Australian Registered Training Organisation (RTO).

It is the policy of CCF SA to recognise through Credit Transfer (CT), Recognition of Current Competency (RCC) and/or Recognition of Prior Learning (RPL), the experience, knowledge, skills and former studies of learners.

Learners may apply to have previous study, informal and formal training, acquired knowledge, work experience and/or life experiences recognised for credit toward courses or qualifications they undertake.

CT, RCC and/or RPL decisions will be valid, fair, reliable, authentic and flexible.

Purpose

The purpose of this document is to:

- clarify CCF SA's policy in regard to providing status under Credit Transfer (CT), Recognition of Current Competency (RCC) and/or Recognition of Prior Learning (RPL) arrangements;
- provide guidance to stakeholders and in particular Assessors, as to the procedure required for CT, RPL and RCC.

Scope

This document is applicable to all CCF SA employees and contractors, learners and third parties providing services on CCF SA's behalf.

CCF SA (RTO: 45621) represents the trading names of:

- Civil Train South Australia
- TrainSA
- Mining Train
- Civil Train NT
- Civil Train Western Australia

Definitions

Credit Transfer (CT)

Applies to units which the learner has completed with another or the same Australian Registered Training Organisation (RTO) and which either is the same as or aligns substantially in content and competency outcomes with the relevant qualification or training package. Such credit may be considered in relation to a qualification or individual unit(s).

Recognition of Prior Learning (RPL)

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 unit. It can lead to a full qualification in the VET sector.

Recognition of Current Competency (RCC)

The assessment of a person's current capacity to perform; it applies if an individual has previously successfully completed the requirements for a unit of competency or a module and is now required to be reassessed to ensure that the competence is being maintained. In this case no extra skills or competencies are nationally recognised. RCC may be required for trade licensing purposes.

2. Procedure's Guiding Principles

Training and administrative staff should refer to the Recognition and Credit Transfer Procedure for comprehensive guidelines and processes.

3. Responsibility

Training Administration and Compliance Manager

It is the overall responsibility of the Training Administration and Compliance Manager (TACM) to ensure that CCF SA complies with National Recognition standards.

Accountable Officer(s)

It is the responsibility of the Accountable Officer(s) to ensure that:

- Recognition and Credit Transfer is conducted as per CCF SA's guidelines and standards and that all candidates are treated fairly and equitably;
- Recognition and Credit Transfer is only conducted by:
 - Appropriately qualified assessors; or
 - A trainer supervised by an appropriately qualified assessor. Recognition and Credit Transfer must be signed off by the assessor;
 - Appropriately qualified assessor in collaboration with an industry qualified expert.
 - Candidates dissatisfied with a Recognition or Credit Transfer decision are provided with access to the CCF SA Complaints and Appeal Policy and form.

Assessors

It is the responsibility of Assessors to ensure that:

- their professional development is at a level that ensures their expert ability to provide Recognition and Credit Transfer appropriately for candidates;
- all candidates are treated fairly and equitably in line with CCF SA guidelines.

Staff

It is the responsibility of all staff to acquaint themselves with the process for both RPL and Credit Transfer ensuring prompt and knowledgeable responses to candidate enquiries.

Fees

For current fees relating to Recognition and Credit Transfer Services, please refer to the current Fee Schedule (which forms part of CCF SA's Fees and Refunds Policy), available at www.civiltrain.com.au