

Credit Transfer Policy

Signature Training acknowledges the requirement as a Registered Training Organisation to recognise the awards issued by other RTOs. This is limited to outcomes that are drawn from the national skills framework being units of competency awarded and accurately identified in statements of attainment and qualifications.

What is credit transfer?

Credit transfer (also referred to as national recognition or universal recognition) is the recognition of learning achieved through formal education and training. Under the Standards for Registered Training Organisations, qualifications and statements of attainment issued by any RTO are to be accepted and recognised by all other RTOs. Credit transfer allows the unit of competency previously achieved by a learner to be recognised when they are enrolling in a related course where those units can assist them in meeting the requirements for a qualification. It is important to note that **credit transfer is not a recognition of prior learning (RPL)**. RPL is assessment and is addressed within the Recognition Policy.

When unit codes and titles are different

If credit transfer is being sought for a unit of competency which has a different title or code, then it is necessary to establish the equivalence status between the unit held and the unit being sought. In many cases this information can be found in the mapping guide published on the National Training Register www.training.gov.au. Our administrative staff will obtain this information and seek assistance from the Lead Trainer to validate claims of equivalence where they notice any variance. The Lead Trainer or RTO Manager ensures that the administrative staff are aware that the mapping notes within the National Training Register are sometimes very clear and in general will use language such as “Not equivalent” or “Is superseded by and is equivalent to”. In some cases, there will appear to be no direction and this may be because the unit is new and has no previous version of the unit. In some cases, it will say words to the effect: “Is superseded by:” without any clarification about the equivalence status. In these cases, the new unit should be considered as not equivalent. If in doubt, admin staff will seek the advice of the Lead Trainer or RTO Manager or Chief Executive Officer or on their advice, seek advice from the related industry skills council.

Where no mapping is available or the unit is deemed not equivalent then we are not to recognise the unit through credit transfer. In these circumstances, the applicant will be referred for RPL in accordance with our Recognition Policies and Procedures.

Under no circumstances will a comparison between units be used as the basis for issuing credit transfer. If the skills council has not determined it to be equivalent, then it is not.

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Evidence requirements

An applicant will be required to present his or her statement of attainment or qualification for examination by Signature Training. These documents will provide the detail of what units of competency the applicant has been previously issued. Applicants must provide satisfactory evidence that the statement of attainment or qualification is theirs and that it has been issued by an Australian RTO. Statements of attainment or qualifications should be in the correct format as outlined in the Australian Qualifications Framework, Second Edition, 2013. The applicant is required to submit copies of their certificates which have been certified as a true copy of the original by a Justice of the Peace (or equivalent).

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