

NATIONAL RECOGNITION (CREDIT TRANSFER) PROCEDURE

1 Purpose

WesTrac Institute 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.

2 Scope

National recognition (commonly referred to as Credit Transfer) 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. National recognition allows the unit of competency previously achieved by a student 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 **national recognition is not recognition of prior learning (RPL)**. RPL is assessment and is addressed within the Recognition policy.

3 Procedure

The following procedure is to be applied by WesTrac Institute upon receipt of an application for national recognition:

Steps 1 We will provide sufficient information to students to inform them of opportunities for alternative pathways via national recognition and the national recognition policy. Ideally, this information should be provided to students prior to enrolment.

Step 2 To apply for national recognition, the applicant must complete and submit the following documentation to WesTrac Institute:

- National Recognition Application Form;
- Certified copy of the qualification or statement of attainment; and
- Enrolment application for the training program applicable to the units of competency for which national recognition is requested.

Step 3 On receipt of the application, we will check the qualification or statement of attainment for authenticity and grant national recognition for the equivalent units of competency that have been completed at any other Registered Training Organisation.

Step 4 Where the units of competency do not align with the units of competency requested, further information is to be sought in the form of the Training Package mapping guide if available.

Step 5 Verified copies of qualifications and statements of attainment used as the basis for granting national recognition must be kept on the student file.

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Step 6 The completed national recognition application form must be signed by the student and WesTrac Institute Managers (or Compliance Advisor) and retained on the student's file at WesTrac Institute.

Step 7 Students will be notified in writing of the outcome of their application. This may include issuing statements of attainment or qualifications awarded through national recognition in accordance with our Certification policies and procedures

Step 8 If the student isn't happy with the outcome of the application they are given the opportunity to submit a Complaint / Grievance & Assessment Appeal Application in line with the policy.

4 Responsibilities

WesTrac Institute Managers, Compliance Advisor and the Administrators are all responsible to ensure the National Recognition process is completed correctly.

5 Further Information

All employees and contractors who require further information or need clarification of anything contained in this Policy should contact the WesTrac Institute Managers

6 Accountabilities

Compliance to Procedure	All WesTrac Institute Employees
Implementation & Review	WesTrac Institute Managers
Approval of Procedure	General Manager – People and Culture
Monitoring	Compliance Advisor
Interpretation and Advice	WesTrac Institute Managers & Compliance Advisor

7 Related Documents

This Procedure should be read in conjunction with WesTrac Institute Policies & Procedures, along with WesTrac Institute Form and Documents.

This Procedure should be read in conjunction with the following legislative or compliance guidelines (if required):

Title	Description
Standards for RTO's 2015	ASQA has developed this Standards Guide to assist RTOs to understand their obligations under the revised <i>Standards for RTOs 2015</i> .
Smart and Skilled Contract Terms and Conditions	Funding contract terms and conditions for Training Services NSW
Training.Gov	National Training Register

Document Number	Title
POL-NAT-INS-0013	National Recognition (Credit Transfer) Policy
FTT-NAT-INS-0008	National Recognition (Credit Transfer) Application
FTT-NAT-INS-0046	Enrolment Form
PCD-NAT-INS-0004	Issuing Certificates Procedure
POL-NAT-INS-0010	Issuing Certificates and Outcomes Policy
FTT-NAT-INS-0015	Complaint / Grievance & Assessment Appeal Form

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POL-NAT-INS-0023	Complaints and Grievance Handling Policy
PCD-NAT-INS-0013	Complaints and Grievance Handling Procedure
FTT-NAT-INS-0002	WesTrac Institute Student Handbook

8 Definitions and Abbreviations

The following definitions and abbreviations are used throughout this Procedure:

Term	Definition
RTO	Registered Training Organisations
ASQA	Australian Skills Quality Authority
Credit Transfer	National Recognition

9 Document Amendment History

Revision	Date	Description	Prepared By	Reviewed By	Approved By
1.0	29/06/2017	Created, ready for review	RW	MM & SP	MM & SP