

## Policy Credit Transfer

### Policy Statement

Royal Life Saving Society Western Australia (RLSSWA) recognises AQF certification documentation issued by any other Registered Training Organisation (RTO) and authenticated VET transcripts. Students will not be required to repeat any unit/s in which they have already been assessed as competent, unless a regulatory requirement or licence condition (including an industry licensing scheme) requires this.

### Scope

This policy applies to all RLSSWA all qualifications, skill sets and units of competency offered by RLSSWA as part of our delivery and assessment of nationally recognised training products on our scope of registration.

### Requirements

Students must supply suitable evidence they have successfully completed a unit or units at any RTO. This evidence could be

- USI transcripts
- Testamur and Record of Results
- Statement of Attainment

RLSSWA will authenticate this information by directly accessing the USI transcript online (if permission has been supplied) or by contacting the RTO which issued the academic transcripts to obtain verification.

### Application

RLSSWA will verify the validity and currency of each unit of competency prior to processing a credit transfer in accordance with each scenario in the table below:

<p><b>Like for Like units</b></p> <p>Unit code and unit title are an exact match when comparing the unit on the student's academic transcript with the current unit on the National Register (training.gov.au)</p>	<p>Following verification of the academic transcripts, the credit transfer can be applied</p>
<p><b>Superseded Equivalent units</b></p> <p>Unit code and unit title on the student's academic transcript are different to the current unit code and title on the National Register (training.gov.au). The two units are listed as "Equivalent" on training.gov</p>	<p>Following verification of the academic transcripts, the credit transfer can be applied. The new transcript will list the current unit code (training.gov.au) with the outcome as credit transfer.</p> <p>RLSSWA may complete an analysis to determine the equivalence of the study</p>

	<p>completed with the relevant units or modules prior to granting any credit. A gap assessment may be required.</p> <p>Note:  <i>Although not required, providers may take a best practice approach and conduct mapping analysis, especially for those units that have been superseded twice or more despite still being deemed equivalent, to assure themselves the assessment of competence is still relevant.</i></p> <p>Source: <a href="#">Asqa-clarifies-position-credit-transfers</a></p>
<p><b>Non- Equivalent units</b></p> <p>Unit code and unit title on the student's academic transcript are different to the current unit code and title on the National Register(training.gov.au). The two units are listed as "Not Equivalent" on training.gov</p>	<p>RLSSWA will complete an analysis to determine the equivalence of the study completed with the relevant units or modules prior to granting any credit. A gap assessment will be developed targeting the differences between the two units. The student will need to complete the gap assessment before competency can be confirmed in the current unit.</p>
<p><b>Unit More Than Twice Removed</b></p> <p>Unit code and title on the student's academic transcript is more than twice removed from the current unit code and title on the National Register(training.gov.au). The units are listed as "Equivalent" on training.gov</p>	<p>RLSSWA will complete an analysis and map the units to determine gaps in training and assessment requirements.</p>
<p><b>Units with Licensing or Regulatory Requirements/Outcomes</b></p> <p><i>These licensing or regulatory requirements may prevent the awarding of Credit Transfer</i></p>	<p>RLSSWA will confirm the specific licensing/regulatory requirements relating to the competency, including requirements for refresher training. RLSSWA will obtain these from the relevant national/state/territory Work Health and Safety Regulatory Authorities.</p>

### Pre-Requisite Units

RLSSWA offers some units of competency which specify a pre-requisite unit. The credit transfer process for these pre-requisite units must be completed prior to confirmation of enrolment and participation in the training.

## Associated Procedures

### USI transcripts - Like for Like units

A student's USI transcript is a valid way to authenticate the training undertaken by a student, comparable to verifying with the issuing RTO.

1. Request that the student provides RLSSWA with permission to access their USI transcript for purposes of verification for a credit transfer
2. View a USI transcript online via the USI Transcript Service ([www.usi.gov.au](http://www.usi.gov.au)) for any student who has activated permission for RLSSWA to do so in the USI Registry System.
3. Make a file note in VETtrak that the USI transcript has been verified
4. Check that the unit has the exact same unit code and title as the one you are recording in VETtrak. *If this is not identical, do not record a credit transfer and refer to the RTO Compliance Coordinator*
5. Record the unit outcome as credit transfer in VETtrak

### Hard copy or scanned Testamurs, Records of Results and Statement of Attainment - Like for Like units

Be diligent with hard copy printed or emailed PDF versions of the above documents provided by a student, these must be verified with the issuing RTO

1. Contact the RTO that delivered the training to confirm authenticity of academic transcripts
2. Once these have been verified, save the document and the email confirmation as a file note in VETtrak
3. Check that the unit has the exact same unit code and title as the one you are recording in VETtrak. *If this is not identical, do not record a credit transfer and refer to the RTO Compliance Coordinator*
4. Record the unit outcome as credit transfer in VETtrak

### Units which are not Like for Like units

1. Do not proceed with a credit transfer, escalate the request to the RTO Compliance Coordinator, the Training Coordinator or the Administration Coordinator

Version Control – Policy Credit Transfer			
<b>Policy created</b>	May 2023	<b>Version Number</b>	1
<b>Review Date</b>	May 2025	<b>Authorisation</b>	Jacqui Byala RTO Compliance Coordinator