

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), and/or Recognition of Prior Learning (RPL), the experience, knowledge, skills and former studies of students.

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

CT, 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 regarding providing status under Credit Transfer (CT), and/or Recognition of Prior Learning (RPL) arrangements.
- provide guidance to stakeholders and in particular Assessors, as to the procedure required for CT and RPL.

Scope

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

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

- CIVIL TRAIN SA
- Civil Train South Australia
- Civil Train Western Australia

Definitions

Credit Transfer (CT)

Credit transfer means the process of recognizing and awarding credit for prior successful completion of an equivalent unit of competency or module. ¹

Recognition of Prior Learning (RPL)

Recognition of prior learning means an assessment process that involves assessment of an individual's relevant prior learning and experience (including skills and knowledge obtained through formal and informal learning) to determine the extent to which the individual meets requirements specified in the training product. ²

¹ National Vocational Education and Training Regulator (Outcome Standards for NVR Registered Training Organisations) Instrument 2025

² National Vocational Education and Training Regulator (Outcome Standards for NVR Registered Training Organisations) Instrument 2025

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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 Outcome Standards for NVR registered training organisations.

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 is only conducted by:
 - Appropriately qualified assessors; or
 - A trainer supervised by an appropriately qualified assessor. Recognition 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.
- Credit transfer is only conducted by:
 - Appropriately qualified training coordinator; or
 - RTO team leader; or
 - Compliance coordinator; or
 - Training Administration and Compliance Manager.

The above personnel must be a person who:

- Understands credit transfer processes
- Seeks verification to authenticate AQF certification documentation provided by students in support of credit transfer requests.

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