

## 6. Credit Transfer Procedure

### Standards for Registered Training Organisations (RTOs) 2015:

Standard 3.5: - The RTO accepts and provides credit to participants for units of competency and/or modules where these are evidenced by:

- AQF certification documentation issued by any other RTO or AQF authorised issuing organization; or
- authenticated VET transcripts issued by the Registrar.

**Credit Transfer** means a training participant is exempt from the need to undertake training and assessment in the required unit of competency or module due to the training participant previously completing an equivalent unit of competency/module. For example you may have completed *HLTAID003 Provide first aid* with another training provider. Provided HLTAID003 has been completed within the past 3 years, the participant will not be required to undertake training for this unit of competence again.

Training Beyond 2000 Pty Ltd will recognise the statement of attainment or qualification issued by another ASQA Registered Training Organisation and allow for credit transfer of the relevant unit(s) of competence. Transfer of credits will require verification of the authenticity of the qualification. This can be achieved by production of the original certificate or verification of a photocopy by a Justice of the Peace or a representative of Training Beyond 2000 Pty Ltd once they have sighted the original.

This Credit Transfer Procedure is available on our website under the Admin/HR tab.

### 6.1 Application Procedure for Credit Transfer

Where a participant wishes to make an application for Credit Transfer, the following procedure is to be adopted:

- Upon enrolment, the trainer shall make participants aware that any AQF and VET qualifications and VET statements of attainment issued by any other RTO will be recognised by Training Beyond 2000 Pty Ltd.
- The participant completes the enrolment form and indicates national recognition will be sought.
- The participant provides the trainer with the following supporting evidence:
  - verified/certified copies of AQF/VET qualifications and/or statements of attainment awarded (if the participant presents an original qualification or statement of attainment to the trainer, the trainer will take a copy and verify the authenticity of the qualification of statement of attainment); and
  - proof of identification.

- AQF/VET qualifications and/or statements of attainment provided by applicants must clearly identify the following:
  - nationally recognised training;
  - name of RTO issuing AQF qualification or statement of attainment;
  - national provider number of RTO;
  - full surname and first name of the recipient; and
  - the qualification and/or units of competency attained.
- The participant must provide proof of identification by means of photo identification and verified by the staff member receiving the application.
- Credit Transfer application to be forwarded to the Director of Training Beyond 2000 Pty Ltd.
- The verified copy of the qualification will be stapled to the Participant Details Form and given to the Director, Carla Unicomb who will place the documentation on the relevant participant's file.
- The Director of Training Beyond 2000 Pty Ltd will endorse the Credit Transfer and update the participant's record accordingly.