

NMA

**/ TRAINING
ACADEMY**

**NATIONAL RECOGNITION
(CREDIT TRANSFER) POLICY**



TABLE OF CONTENTS

| | |
|--|----------|
| National Recognition (credit transfer) Policy | 1 |
| National recognition (credit transfer) | 3 |
| What is national recognition? | 3 |
| When unit codes and titles are different | 3 |
| Evidence requirements..... | 3 |
| National recognition guidelines | 4 |
| National recognition (credit transfer) procedure | 5 |
| Step 1 | 5 |
| Step 2 | 5 |
| Step 3 | 5 |
| Step 4 | 5 |
| Step 5 | 5 |
| Step 6 | 5 |
| Step 7 | 6 |
| Version Control | 7 |

National recognition (credit transfer)

As a Registered Training Organisation, MA Training Academy acknowledges the need to recognise awards issued by other RTOs. This is limited to results derived from the VET (Vocational Education and Training) Quality Framework, such as units of competency that are awarded and appropriately identified in statements of attainment and qualifications. This policy outlines our process for providing national recognition, aka credit transfer.

What is national recognition?

The recognition of learning gained via formal education and training is known as national recognition (also known as credit transfer). Qualifications and statements of attainment issued by any RTO must be acknowledged and recognised by all other RTOs, according to the Standards for Registered Training Organisations. When a student enrolls in a relevant course where those units can help them complete the requirements for a qualification, they can get national recognition for the unit of competency they previously received. It's important to note that national recognition isn't the same as prior learning recognition (RPL). RPL stands for Recognition of Prior Learning, and it is addressed in the Recognition of Prior Learning (RPL) Policy.

When unit codes and titles are different

If national recognition 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 on the National Training Register www.training.gov.au. Our administrative staff will obtain this information and validate claims of equivalence. Administrative staff should note 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National Training Register are sometimes very clear and in general will use language such as “Not equivalent” or “Is superseded by and is equivalent to”.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, administrative staff are to seek the advice of the Chief Executive Officer or the related Industry Reference Committee (IRC).

If there is no such mapping available of the unit is deemed not equivalent, then we are not to recognise the unit through national recognition. In these circumstances, the applicant should be referred for RPL in accordance with our National Recognition Policy. Under no circumstances is a comparison between units to be used as the basis for issuing national recognition. If the IRC has not determined it to be equivalent, then it is not. Subjective comparisons by the RTO are not valid.

Evidence requirements

MA Training Academy will ask an applicant to produce his or her statement of attainment or certification for examination. These documents will detail whatever units of competency the candidate has already been awarded. Applicants must show that the statement of attainment or qualification they are seeking was issued by an Australian RTO and that it is theirs. Only copies of the original must be presented,

and/or they must be verified as true copies of the original by a Justice of the peace (or equivalent). Alternatively, transcript from the USI portal will also be accepted.

National recognition guidelines

The following guidelines are to be followed when an application for national recognition is received:

- Any student is entitled to apply for national recognition in a course or qualification in which they are currently enrolled.
- Students may not apply for national recognition for units of competency or qualification which are not included in our scope of registration.
- Whilst students may apply for national recognition at any time, they are encouraged to apply before commencing a training program. This will reduce unnecessary training and guide the student down a more efficient path to competence.
- The student does not incur any fees for national recognition, and we do not receive any funding when national recognition is granted.
- National recognition may only be awarded for whole units of competency. Where a mapping guide identifies a partial credit, this will not be considered for national recognition and the applicant will be advised to seek RPL.
- National recognition will only be issued when the student's enrolment includes at least one other unit of competency for which the student is participating in training or is seeking recognition. Student may not enrol only for national recognition.
- The recognition of a unit of competency under a national recognition arrangement is not contingent on the applicant demonstrating their currency. If the unit has been previously awarded and equivalence can be demonstrated, then the unit can be recognised. The currency of the applicant is not a factor to be considered.

National recognition (credit transfer) procedure

The following procedure is to be applied by MA Training Academy upon receipt of an application for national recognition:

Step 1

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

Step 2

To apply for national recognition, the applicant must complete and submit the following documentation to MA Training Academy:

- 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.

Step 6

The completed national recognition application form must be signed by the student and MA Training Academy Chief Executive Officer (or delegate) and retained on the student's file at MA Training Academy.

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 Issuing Certificates and Outcomes Policy and procedure.

Version Control

| Version No. | Date Reviewed | Approved By | Summary of Changes | Next Reviewed |
|-------------|---------------|----------------------------------|--|---------------|
| 1.0 | 31/01/2022 | Fiona Mclean, General Manager | Change of Management and documents created. | 31/01/2023 |