

# Credit Transfer and Recognition of Prior Learning guideline

**Authorised by** Executive Director Workforce

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*Standards for Registered Training Organisations 2015*

**Related policies/standards**

- Standard 4 – Accurate and accessible information about an RTO, its services and performance is available to inform prospective and current learners and clients.
- Standard 5 – Each learner is properly informed and protected.

**Responsible officer** Manager, Learning & Development

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## What is the purpose of this guideline?

This guideline is designed to help you to understand how to apply for credit transfer and recognition of prior learning.

## What is our policy?

As a registered training organisation, the Cunningham Centre is committed to ensure compliance with the national framework for recognition of training under the Australian Qualifications Framework.

## Who does it apply to?

Clients who are enrolling in Cunningham Centre accredited courses.

## What do I need to know?

### Credit Transfer

Credit Transfer is recognising the equivalence of content and learning outcomes which have already been achieved through another RTO or other authorised issuing authority such as a university.

To apply for credit transfer, you will need to provide certified copies of qualifications and records of results to your Course Facilitator. Scanned copies will not be accepted. When processing your application, the Cunningham Centre will contact the issuing authority directly to verify the authenticity of the evidence that you have provided.

If you are applying for recognition of nationally recognised training components, you can grant the Cunningham Centre access to view your training record online, which is a much simpler process. See <https://www.usi.gov.au/documents/how-do-i-give-permission-my-training-organisation-view-my-usi-transcript-online> for more information about how to do this.

The Cunningham Centre reserves the right not to issue a qualification or statement of attainment which is based solely on recognition of units or modules completed through another issuing authority.

### Recognition of Prior Learning

Recognition of Prior Learning is an assessment only pathway through which you work with your assessor to provide evidence that you have gained skills and knowledge equivalent to the performance criteria and other components of a unit of competency through previous work, non-accredited training, non-work-related activities, etc. It is often quite an involved process, as each piece of evidence needs to be individually mapped to performance criteria. If you are interested in gaining recognition of prior learning, please discuss with your Course Facilitator.