

## National Recognition and Credit Transfer Policy & Procedure

### Purpose

CEAV Institute's qualifications have been endorsed by CICA which is the peak body for Career Practitioners. This qualification includes the CICA competencies and standards for Career Practitioners.

To protect the integrity of their courses, CEAV Institute may provide Credit Transfer for some units of competency from the qualifications listed below as these qualifications issued by other RTOs may not have CICA endorsement.

- CHC41215 Certificate IV in Career Development
- CHC81315 Graduate Certificate in Career Development practices

### Scope

This policy applies to all the CEAV Institute (RTO 22523) including staff, students, and stakeholders.

### Definitions or Reference Documents

- **National Recognition**

Recognition by an RTO of the AQF qualifications and statements of attainment issued by all other RTOs, thereby enabling national recognition of the qualifications and statements of attainment issued to any person.

- **Credit Transfer**

A key pillar of the national VET system is that nationally endorsed qualifications, skill sets, and units of competency are recognised and portable across the country – regardless of where they were issued. Students must not be required to repeat any unit or module in which they have already been assessed as competent unless a regulatory requirement or licence condition (including an industry licensing scheme) requires this. If a student provides suitable evidence, they have successfully completed a unit or module at any RTO, your RTO must provide credit for the unit or module.

- **Recognition of Prior Learning (RPL)**

Recognition of Prior Learning (RPL) is a process that assesses your competency – acquired through formal and informal learning – to determine if you meet the requirements for a unit of study.

You can use a variety of documentation to apply for RPL. This includes, but is not limited to:

- Records of completed training
- Assessment items
- Assessment records
- Declarations from your employer, and/or

A copy of your student records is provided by ASQA. (User Guide for the Standards for RTOs 2025.)

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CEAV Institute will accept and provide Credit Transfer on authentication of the information presented in the qualification, to Students for units of competency and/or modules (unless licensing, or regulatory requirements prevent this or the integrity of the course is at risk).

CEAV Institute must ensure the decision to grant National Recognition maintains the integrity of the qualification and complies with the requirements of the educational framework of the course that students have been successful in obtaining National Recognition.

### Procedure

#### Credit Transfer:

CEAV Institute will discuss with potential students at the pre-training review career conversation the possibility of claiming a Credit Transfer if they have relevant qualifications from other RTOs.

Information about Credit Transfer is included in the Student Handbook.

Prospective students will be asked to supply their evidence and it will be verified and confirmed by appropriately qualified CEAV Institute Education and Training staff. Staff members assessing Credit Transfer must hold their TAE40116 Certificate IV in Training and Assessment as a minimum.

CEAV Institute will provide prospective students with the following information about Credit transfer:

- CEAV Institute's qualifications are endorsed by CICA the peak body for career practitioners. These qualifications include the CICA competencies and standards for career practitioners.
- CEAV will provide limited Credit Transfer for units of competency for qualifications issued by other RTOs that are not CICA endorsed as follows:
  - **CHC41215 Certificate IV in Career Development**
    - Credit Transfer will be granted for up to five units of competency listed on the Credit Transfer Application form
    - Credit Transfer will not be granted for the following units of competency:
      - CHCECD009
      - CHCCOM002
      - CHCYTH015
    - Credit transfer will not be granted for units of competency that are not included in CEAV Institute's scope of registration.

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### ○ **CHC81315 Graduate Certificate in Career Development Practice**

- Credit Transfer will be granted for up to three units of competency listed on the Credit Transfer Application form.
- Credit Transfer will not be granted for the following units of competency:

BSBLED808

CHCCSL002

- Credit transfer will not be granted for units of competency that are not included in CEAV Institute's scope of registration.
- Prospective students will be advised during the pre-career conversations about Credit Transfer. They will also be informed that there is a \$60 fee per unit of competency for processing Credit Transfer applications. This information is included on the Credit Transfer Form sent to those prospective students who wish to apply for Credit Transfer. Note: The \$60 fee is only applied if Credit Transfer is approved.
- Prospective students who have indicated during their Pre-Training Review Career Conversation that they wish to apply for Credit Transfer for either of the above qualifications will sent the Credit Transfer application form which they required to complete.
- Students are required to attach copy of their original qualification to the Credit Transfer form and submit electronically to CEAV Institute for processing.
- Students must submit their Credit Transfer application prior to the course application closing date. CEAV Institute will not accept Credit Transfer applications after this date.
- All qualifications submitted must be verified for authenticity by the RTO Administration Team Leader who will complete the Qualification Verification Form.
- The RTO Team Leader will process Credit Transfer applications and liaise with the trainers and assessors who will make the decision regarding the granting of Credit Transfer.
- Trainers and Assessors must advise the RTO Administration Team Leader of the outcome of Credit Transfer applications.
- The RTO Administration Team Leader will advise prospective students of the outcome of their Credit Transfer application by email within two weeks of receiving their Credit Transfer application.
- Those students who have been granted Credit Transfer will be advised by email. The email will list the units of competency that have achieved through Credit Transfer.
- Students will be advised via email, if their course fees have been adjusted accordingly based upon the amount of Credit Transfer granted. The email will include the Statement of unit fees that lists the deduction of the unit fee for each unit competency they have received Credit Transfer for. Students will be required to pay \$60 for each unit of competency successfully achieved through Credit Transfer. Refer to CEAV Institute's Fees, Charges and Refund Policy and Procedure and Statement of units Fees.
- The students record in VETtrak will be updated by the RTO Administration Team Leader to reflect the Credit Transfer granted.

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- Students whose Credit Transfer application was not successful, and they wish to proceed with the course will be required to enrol in the units of competency and pay the total course fee.
- Credit Transfer application forms and accompanying qualifications will be scanned and uploaded into the Student Files that held electronically in the RTO's files.
- The RTO Administration Team Leader will ensure the training plans reflect any Credit Transfer granted to student prior to course commencement.

### Meeting the requirements of the VET Quality Framework

- National Vocational Education and Training Regulator Act 2011
- Standards for RTOs 2025
- The VET Quality Framework "Standard 3 The RTO issues, maintains and accepts AQF certification documentation in accordance with the Standards and provides access to learner needs - Clause 3.5

### Related Documents

- Credit Transfer Form Application
- Pre Training Review Career Conversation Form
- Statement of unit fees
- Statement of fees
- Student Handbook
- Fees, Charges and Refund Policy and Procedure
- Qualification Verification Form

## National Recognition and Credit Transfer Policy & Procedure

Document Version Details	
Version Identifier:	V6
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Legislation	Relevant Websites
<b>Commonwealth</b>	
National Vocational Education and Training Regulator Act 2011, including the July 2020 amendments	<a href="https://www.legislation.gov.au/Details/C2020C00250">https://www.legislation.gov.au/Details/C2020C00250</a>
Standards for RTO's 2025	<a href="https://www.legislation.gov.au/Details/F2019C00503">https://www.legislation.gov.au/Details/F2019C00503</a>
<b>Victorian</b>	
The VET Quality Framework	<a href="https://www.asqa.gov.au/about/asqa-overview/key-legislation/vet-quality-framework">https://www.asqa.gov.au/about/asqa-overview/key-legislation/vet-quality-framework</a>