



National Recognition Policy

New Era Institute acknowledges the requirement as a Registered Training Organisation to recognise the awards issued by other RTOs. This is limited to outcomes that are drawn from the national skills framework being units of competency awarded and accurately identified in statements of attainment and qualifications.

What is national recognition?

National recognition (commonly referred to as Credit Transfer) is the recognition of learning achieved through formal education and training. Under the Standards for Registered Training Organisations, qualifications and statements of attainment issued by any RTO are to be accepted and recognised by all other RTOs. National recognition allows the unit of competency previously achieved by a student to be recognised when they are enrolling in a related course where those units can assist them in meeting the requirements for a qualification. It is important to note that **national recognition is not recognition of prior learning (RPL)**. RPL is assessment and is addressed within the *Recognition 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 the mapping guide published on the National Training Register www.training.gov.au. The trainers and assessors will obtain this information and validate claims of equivalence. The trainers and assessors 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National Training Register are sometimes very clear and in general will use language such as “Not equivalent” or “Is superseded by and is equivalent to”.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 In some cases, it will say words to the effect: “Is superseded by:” without any clarification about the equivalence status.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, Trainers and assessors are to seek the advice of The CEO or the related industry skills council.

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



Evidence requirements

The student will be required to present his or her statement of attainment or qualification for examination by New Era Institute. These documents will provide the detail of what units of competency the student has been previously issued. Students must provide satisfactory evidence that the statement of attainment or qualification is theirs and that it has been issued by an Australian Registered Training Organisation or TAFE. Statements of attainment or qualifications should be in the correct format as outlined in the Australian Qualifications Framework, Second Edition, 2013. All applications are to be submitted to Student Services and include original documents to be sighted and copied by Student Services or the student may submit copies which are certified as a true copy of the original by a Justice of the Peace (or equivalent). Applications will not be accepted unless all required information is included.

National recognition (Credit Transfer {CT}) 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 a qualification which are not included in our scope of registration.
- While students may apply for national recognition at any time, they are encouraged to apply before commencing a course. Students can apply for CT, preferably by the 2nd week of the first term of study in their enrolled course. 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.
- 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 Recognition of Prior Learning (RPL).
- As international students at New Era Institute are enrolled in more than one unit, the regulations allow a student to apply for one unit of credit transfer or more.
- The recognition of a unit of competency under a national recognition arrangement is not contingent on the student 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 student is not a factor to be considered.



National Recognition (Credit Transfer) Procedure

The following procedure is to be applied by New Era Institute upon receipt of an application for national recognition:

Step 1 New Era Institute will provide sufficient information to prospective students to inform them of opportunities for alternative pathways via national recognition and the *National Recognition Policy*. This information is provided to prospective students prior to enrolment.

- Where any application for unit/s credit is received by New Era Institute for Credit Transfer, the outcome to the application will be made within 14 working days of receiving it, or as soon as practical where further information is required to determine the outcome.
- All students are made aware of the ability to apply for unit/s credit via CT or RPL application throughout the enrolment and Orientation process of the course. This is supported with information provided in the Recognition Self-Assessment Guide which can be found at www.newerainstitute.edu.au under Student Portal and more details can be found in the Student Handbook.

Step 2 To apply for national recognition, the student must complete and submit the following documentation to New Era Institute:

- A 'CT and RPL Application Form' must be accompanied with nationally recognised Certificates and/or with detailed Statement of Attainments indicating the units successfully completed including unit codes and titles and dates of completion.
- Enrolment form for the course applicable to the units of competency for which national recognition is requested.
- All applications are to be submitted to Student Services and include original documents to be sighted and copied by Student Services or the student may submit copies which are certified as a true copy of the original by a Justice of the Peace (or equivalent). Applications will not be accepted unless all required information is included.

Step 3 On receipt of the form, Student Services will check the qualification or statement of attainment for authenticity, copy and scan:

- For filling in the student file
- Collating the supporting documents to make a decision on verification to award Credit Transfer by a qualified trainer and assessor approved by New Era Institute's CEO (or delegate)

Step 4 Student Services enter the decision made by the trainer and assessor on RTO data.

Step 5 Student will be notified in writing of the outcome of their application. Student Services must adjust the student's CoE to reflect any reduction in the period of study the student if the application is successful is enrolled after seeking approval from the CEO.



National Recognition Process

