

NATIONAL RECOGNITION & CREDIT TRANSFER POLICY

Master Builders Association of Victoria

1. Purpose

Master Builders Association of Victoria has developed this policy in accordance with Clauses 1.2, 1.8(b), 1.12, 3.5 of the Standards for Registered Training Organisations 2015. In accordance with the Standards for Registered Training Organisations (RTO) 2015, Master Builders Association of Victoria RTO (hereinafter called “Master Builders”) recognises AQF qualifications and Statements of Attainment issued by other Registered Training Organisations throughout Australia.

2. Scope

All Master Builders operations relating to its Scope of Registration are currently listed on the National Register at www.training.gov.au.

3. Definitions

The **Australian Qualifications Framework (AQF)** is a comprehensive policy framework that defines all qualifications recognised nationally in post-compulsory education within Australia.

Credit Transfer is one of a few processes for establishing credit. It provides a means for students to gain credit in an AQF qualification based on completed components of another AQF qualification or other formal learning.

Testamur is an official document that confirms that a qualification has been completed and awarded to an individual. The information included in this document is stipulated in the AQF.

Recognition of current competency is the assessment of an applicant’s current capacity to perform; it applies if an applicant has successfully completed a unit of competency some time ago, and is now required to be reassessed to ensure that their competence is still current even though they hold the unit.

4. Policy Statement

As a Registered Training Organisation, authorised to deliver training and issue qualifications under the AQF, Master Builders recognises all AQF qualifications and Statements of Attainment issued by other RTOs throughout Australia

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for qualifications and Units of Competency currently on Master Builders Scope of Registration.

Master Builders does not recognise partial completion of a unit through the national recognition process.

Master Builders is not obliged to issue any certification that would be entirely comprised of units or modules completed at another RTO or RTOs.

5. Policy Principles

- All students are provided with access to a copy of this policy and with an explanation of the national recognition process during enrolment.
- All staff and trainers receive a copy of this policy on commencement of employment and a formal explanation is provided to staff and trainers on commencement.
- Applicants for national recognition of qualifications issued by other RTOs and Credit Transfer are provided with an outcome decision within 5 working days of submitting a fully completed application.
- Applicants for national recognition and Credit Transfer must complete the **Application for Credit Transfer (National Recognition) form** available from the Training Department and provide evidence of certification for units of competency being claimed for recognition.
- Designated staff members must sight original Qualification and/or Statement of Attainment certificates and verify their authenticity by checking that the testamur/certificate complies with the requirements of the NSSC Policy on Issuance of AQF certificates and testamurs. Testamurs/Certificates must:
 - Meet the AQF requirements;
 - Identify the RTO by its national identifier number (TOID) confirmed by reference to the training.gov.au information service web site;
 - Include Nationally Recognised Training (NRT) logo
- To authenticate and validate the testamur, the designated staff member checks www.training.gov.au website to ensure the RTO named on the testamur has the AQF qualifications and/or Statements of Attainment on its Scope of Registration. If this is not the case, the designated staff member must immediately seek further clarification from the issuing RTO.
- Designated staff members verify the evidence for authenticity, validity, completeness and compliance with the Australian Qualifications Framework Second Edition 2013 and the VET Quality Framework.
- For the unit(s) of competency achieved by the candidate more than 3 three years before the credit transfer application date, recognition of current competency is conducted by Master Builders. For this, the applicant requires to submit work history or resume along with the credit transfer application. The designated staff

member then conducts a currency check through interviewing the applicant about his work experience and/or conducting verification of work history by contacting any reference provided by the applicant. Based on the outcome of this currency check process, credit transfer application is processed as per the next step.

- On confirmation of authenticity, validity and completeness of AQF qualifications and/or Statements of Attainment and application, designated staff members forward the evidence to the Director – Master Builders Training Institute (MBTI) for Credit Transfer endorsement.
- Designated staff members communicate the results to the applicant by email or letter. If the evidence is incomplete or not compliant, the applicant will be advised in writing by designated staff members.
- Designated staff member records Credit Transfer result for the applicant in the Student Management System.
- Designated staff member records details of the application and outcome on the Credit Transfer and Recognition of Prior Learning Register.
- A copy of all evidence including certified copies of testamur/certificates is retained in student's file.
- For candidates wishing to apply for a credit transfer and have completed their Unit of Competency in 2015 and after, Master Builders will check the Unique Student Identifier portal to validate that they have attained that Qualification or Unit of Competency. This is on the proviso that the candidate has given Master Builders permission to access their training records.

6. Person(s) Responsible

The Director – Master Builders Training Institute (MBTI) is responsible for approving national recognition (Credit Transfer) requests and communication of the outcome to a Learning and Enrolment Administrator for recording in the Student Management System. The Director – Master Builders Training Institute (MBTI) is responsible for confirming the Units of Competency held for which recognition is sought are current or that Training Package mapping details confirm equivalency.

The designated staff member is responsible for recording results of national recognition (Credit Transfer) in the Student Management System against the relevant unit(s)

7. Associated Documents

- Application for Credit Transfer - National Recognition Form
- Credit Transfer and Recognition of Prior Learning Register

National Recognition and Credit Transfer Policy

Policy developed by: Director Master Builders Training Institute and Compliance Coordinator

Refer to: Standard 3, Clause 3.5, Standards for RTOs 2015

Approved by: Corrie Williams, Director Master Builders Training Institute
Saeed Mirbagher, Executive Director Commercial and Corporate

Policy endorsed by: Rebecca Casson, Chief Executive Officer

| Version Control | Date Released | Approved by | Amendment | Next Review Date |
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| V1.0 | 10 May 2013 | Viviana Hood, Training Manager | Policy developed to meet the SNR 23.2 (Standard 3, Clause 3.5) | May 2014 |
| V2.0 | 27 Feb 2014 | Julie-Anne Sheppard, Manager – Training | Content Updated to meet SNR 23. | May 2015 |
| V3.0 | 13 Feb 2015 | Corrie Williams, Head of Training Viviana Hood, General Manager - Commercial Services | Content updated to meet Standard 3, Clause 3.5, Standards for RTOs 2015 | Feb 2016 |
| V4.0 | 21 Sep 2016 | Corrie Williams, Head of Training Viviana Hood, General Manager - Commercial Operations | Formatting adjusted to reflect standard template for policies. | Sep 2017 |
| V5.0 | 3 Jan 2018 | Corrie Williams, Head of Training Viviana Hood, General Manager - Commercial Operations | Formatting adjusted to reflect the new Master Builders template with the new logo | Dec 2018 |
| V6.0 | 25 July 2019 | Corrie Williams, Executive Manager – Master Builders Training Institute (MBTI) Viviana Hood, Chief Operating Officer | Managerial titles updated from: Head of Training to Executive Manager – Master Builders Training Institute (MBTI) General Manager - Commercial Operations to Chief Operating Officer | Jun 2020 |
| V7.0 | 18 Feb 2020 | Corrie Williams, Executive Manager – Master Builders Training Institute (MBTI) Viviana Hood, Chief Operating Officer | Added definition of recognition of current competency and reference in the process | Jan 2021 |

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| V7.1 | 30 Mar. 2021 | Corrie Williams, Director Master Builders Training Institute Saeed Mirbagher, Executive Director Commercial and Corporate | Managerial titles updated | Feb. 2022 |
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