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RELATED DOCUMENTS:	
Legislation:	Standards for RTOs 2025
Documents:	PPP132 Assessment Guidelines PPP266 Recognition of Prior Learning Procedure PPP270 Credit Transfer Procedure PPP269 Agreed Equivalence Procedure Quick Screens Advanced Standing for Teaching Areas

1. Introduction

In accordance with the Standards for RTO's 2025, Skills Recognition will be offered to all applicants prior to enrolment. Skills Recognition is the process by which existing knowledge, skills and experience are given formal recognition. It incorporates Recognition of Prior Learning (RPL) and Credit Transfer (CT). These Guidelines should be read in conjunction with the Assessment Guidelines and Pre-Training Review Business Process.

2. Scope

These Guidelines apply to all applications for recognition of previously acquired skills, knowledge and competencies where the applicant is seeking enrolment or student is enrolled with South West TAFE.

3. Definitions

SMS	SWTAFE's endorsed student data management system
Direct Credit	Automated internal process for granting credit for a unit of competency achieved in another course at South West TAFE and recorded into our SMS
RPL	Recognition of Prior Learning is an assessment only process acknowledging an individual's combined formal and informal learning and aligning that to a particular competency and/or qualification.
Credit Transfer	Automatically granting credit to students for units of competency achieved at another Registered Training Organisation where the unit code is the same.
Granting Equivalence	Granting credit through a manual process for a unit of competency that is not the same unit code but through a mapping process is determined to meet the unit of competency outcome requirements. The assessment may be undertaken by South West TAFE and/or deemed equivalent by training.gov.au
Advanced Standing	Is the process within SWTAFE's SMS that enables Credit Transfer and RPL outcomes to be granted and recorded on the student's academic record

4. Determination of Equivalence

The determination of a unit's equivalence is a manual process undertaken by mapping the unit of competencies learning outcomes to another unit.

The RTO Governance team are responsible for the management of the determination of equivalence for training products. Once the determination of equivalence is agreed, it is recorded in the Agreed Equivalence and Delivery Requirements smartsheet. This is the responsibility of the Senior RTO Advisor. Refer to *PPP269 Equivalence Guidelines* for further information on the determination of equivalence.

The RTO Governance team will provide instruction to the Curriculum Administration (CAO) team on where to reference the determination of units of competency when configuring SMS. The CAO team are required to refer to the organisation's Agreed Equivalence and Delivery Requirements Register as well as TGA. Restrictions may be placed on SMS's automation of granting the equivalence to enable verification of Statement of Attainment to occur.

Where a unit's equivalence is agreed and recorded into SMS, the grading of CT – Credit Transfer will appear on a student's Record of Results.

5. Direct Credit

The granting of credit to students for units of competency achieved at South West TAFE in another course, and deemed equivalent by training.gov.au and South West TAFE, is an automated process activated by unit selection in SMS. The student is charged no fees for units where Direct Credit occurs and the units will appear on a Record of Results with the grading of CT – Credit Transfer.

6. Advanced Standing

The Advanced Standing is a process within SMS that enables outcomes for the Credit Transfer and Recognition of Prior Learning assessments to be recorded on the student's SMS academic file.

6.1 Advanced Standing – Recognition of Prior Learning

Recognition of Prior Learning (RPL) is an assessment only process and the organisation is not obligated to issue a Qualification or Statement of Attainment that is achieved wholly through recognition of units and/or modules completed at another RTO.

The underlying principle of RPL is that no student should be required to undertake a unit of study for which they are able to demonstrate satisfactory achievement of the required competency standard, unless a regulatory requirement or license condition requires this.

Successful application of an *Advanced Standing - RPL* results in an exemption being granted and will appear on a subsequent Record of Results with a unit outcome of RPL.

6.2 Advanced Standing - Credit

Advanced Standing – Credit is the process used for the granting of credit to students for units of competency, achieved at another Registered Training Organisation, assessed by South West TAFE and/or deemed equivalent by training.gov.au.

Note; Where the equivalent unit of competency was achieved at South West TAFE and is recorded in our SMS, the granting of credit is automated and does not require the Advanced Standing process to be used.

Credit should only be provided when it can be determined that the completed unit of competency is equivalent to the unit being granted.

Successful application of an *Advanced Standing - Credit Transfer* results in an exemption being granted and will appear on a subsequent Record of Results as CT – Credit Transfer.

6.4 Summary of SMS Skills Recognition types and status for a student's unit

Type of Skills Recognition	Basis on Advanced Standing Application Screen	SSP Status as shown on the Study Plan Screen	Record of Results
Direct Credit	NA	Credited	CT (Credit Transfer)
Advanced Standing – Credit Transfer (granted)	Credit Transfer	Exempt	CT (Credit Transfer)
Advanced Standing – RPL (granted)	Recognition of Prior Learning	Exempt	RPL (Recognition of Prior Learning)
Advanced Standing – Credit (not granted)	Credit Transfer	Advanced Standing Not Granted (Off Plan)	NA
Advanced Standing – RPL (not granted)	Recognition of Prior Learning	Advanced Standing Not Granted (Off Plan)	NA

7. Procedures for Applying and Assessing Advanced Standing

During the Pre-Training Review stage of enrolment, students will be given the opportunity to identify any achievements that they would like to apply for RPL or Credit Transfer. South West TAFE recognises that sometimes the student does not realise that they are eligible for an exemption until after they have enrolled. Our Advanced Standing process allows for management of this situation so as to not disadvantage the student.

As Advanced Standing is an assessment process, any consideration of applications for Advanced Standing is the responsibility of a suitability qualified staff member from the relevant Teaching department.

Where a student wants to apply for Advanced Standing, the teacher is responsible for activating an Advanced Standing Application within SMS and monitoring that the outcome is recorded against the student's academic record. **For further details please see the 'Advanced Standing Quick Screens for Teaching Areas'.**

Once the Application for Advanced Standing has been recorded into SMS, an email is sent to the relevant Teaching Education Manager seeking approval for the Advanced Standing to be processed. The Teaching Education Manager makes the decision to grant or not grant the Advanced Standing based on the documentation attached to the electronic Advanced Standing Application within SMS.

It is the Teaching Department's responsibility to inform the student of the outcome of their Advanced Standing application for RPL and Credit Transfer requests.

The Awards Officer will record the assessment outcome of the Advanced Standing application in SMS.

Applicants dissatisfied with the outcome of their application may lodge an appeal in accordance with the organisation's Academic Grievance procedure (PPP140).

Irrespective of the Advanced Standing outcome, the responsible Teaching department will retain supporting documents. Supporting documentation will be held in accordance with Evidence of Participation guidelines and record retention compliance requirements.

For further assistance refer to the following procedures and guide:

- PPP266 Recognition of Prior Learning Procedure
- PPP270 Credit Transfer Procedure
- Quick Screens Advanced Standing for Teaching Areas

8. Processing of staff applications

The Board of Studies has determined that where a South West TAFE staff member applies for Advanced Standing (RPL and/or Credit Transfer) the following additional process be followed:

8.1 Recognition of Prior Learning for South West TAFE Staff

In line with best practice and risk management strategies, it is preferred that an independent assessment of the judgement is sought. The Board of Studies has determined that where a South West TAFE staff member applies for Advanced Standing (RPL) our process will be varied to:

- The staff member will be supported to seek external independent assessment of their RPL application by applying to another RTO. This may include a supported Professional Development Application, financial support and/or preparation time.
- The relevant Teaching Education Manager (TEM) will inform their Head of Division (HOD). The TEM will support the applicant, but where the application is being made by the TEM then the HOD will act as the support.
- Where engagement with an alternative RTO is not achievable or practical, a request will be made to the Executive Manager Education (or their delegate) for an internal assessment to be made. If approved,
 - ♦ An independent panel will be established led by the Executive Manager Education or their delegate and include representation from Education Partners, RTO Governance and Audit, Risk & Compliance. If required, a representative from the relevant teaching areas will be invited to participate as a subject matter expert.
 - ♦ The agreed outcome and subsequent documentation must be authorised by all parties to the decision prior to results being entered on the student data management system. The documentation will be retained on the student's file as evidence.

8.2 Credit Transfer for South West TAFE Staff

In line with our Credit Transfer procedure (PPP270) South West TAFE does not Credit Transfer a full qualification unless the request is made by the Department of Jobs, Skills, Industry and Regions (DJSIR) or Australian Skills Quality Authority (AQSA) for a closed RTO where the Award has not been issued.

As a general rule regarding qualifications commenced through another provider, the maximum component of a qualification allowed for Credit Transfer in order to obtain an award will be 75% of a course as measured by the units of competency within the packaging rule.

A staff member of South West TAFE will be required to follow the same process as a student, and undertake the final 25% of their course assessment at South West TAFE in order to qualify for a South West TAFE issued award. For further information regarding exemption to this business rule refer to PPP270 Credit Transfer Procedure.

9. Change of Identity and/or Name

If the applicant has changed their identity and/or name since obtaining a qualification that is being used for the Credit Transfer or Recognition of Prior Learning, then appropriate original or sighted original documentation to verify the legality of the change must be supplied as evidence.

10. Diversity, Equity and Inclusion

SWTAFE is committed to making diversity, equity and inclusion part of everything we do, including in the implementation of this policy/procedure/guideline. For more information, please visit the 'Our Values' page on our [website](#) [external] or the Diversity, Equity & Inclusion Homepage on ECHO [internal]. [Diversity, Equity & Inclusion \(DEI\)](#)

11. Statement of Commitment to Child Safety

South West TAFE is committed to the protection of all children from all forms of child abuse and demonstrates this commitment through the implementation of a Child Safe Program designed to keep children safe within our organisation. For Child Safe key documents, resources, contact officer details please go to: [Child Safe Commitment](#)