

**Credit Transfer Record – All Classes**

**Applicant’s Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

This Credit Transfer Record is used to record completed units of competency for the following:

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| **Selected** | **Qualification Code** | **Qualification Name** |
|  | TLI41210 | Certificate IV in Transport and Logistics (Road Transport – Car Driving Instruction) |
|  | TLI41310 | Certificate IV in Transport and Logistics (Road Transport – Heavy Vehicle Driving Instruction) |
|  | TLI41410 | Certificate IV in Transport and Logistics (Road Transport – Motorcycle Riding Instruction) |
|  | TAE40110 | Certificate IV in Training and Assessment |

Students must meet eligibility requirements, see relevant qualification requirements at www.wattotraining.com.au

Please TICK the qualifications you wish to claim credit for. To be granted credit transfer the student **MUST** provide evidence of successful completion of the component, generally in the form of a transcript. Where credit transfer is granted, no training needs to take place in that component of the program. For the student, it may reduce the time it takes to complete their program of study.

**KEY TERMS**

***+ What is Credit Transfer?***

*Credit transfer recognises previous formal learning (e.g. university, other qualifications). It uses an assessment of a previous course or subject that an applicant has achieved to determine whether it can be credited to the new course in which the applicant wishes to enrol. (eg TLI unit holders, TAE unit holders)*

***# What is RPL (Recognition of Prior Learning)?***

*Recognition of Prior Learning (RPL) is an assessment process that allows for recognition of competencies currently held, regardless of how, when or where the learning occurred. RPL assesses your prior learning to determine the extent to which you are currently competent against the competency requirements of a unit or required learning outcomes of a module or a whole qualification/course.*

*This learning includes knowledge and skills that you may have acquired by:*

* *Previous study (including courses at school or college, through adult education classes or training programs at work);*
* *Work experience (including both work that is paid and unpaid);*
* *Life experience (for example leisure pursuits or voluntary work).*

**The Credit Transfer Process**

The credit transfer process involves:

• mapping, comparing and evaluating the extent to which the learning outcome, discipline content and assessment requirements of the individual components of one qualification are equivalent to the learning outcomes, discipline content and assessment requirements of the individual components of another qualification, and

• making a judgment about the credit to be assigned between the matched components of the two qualifications.

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| **Common Units to Car – Heavy Vehicle – Motorcycle Instructor Courses** | **Unit of Competency Presented by Candidate?** | |
| **YES** | **NO** |
| TLIL1001A Complete workplace orientation/induction procedures |  |  |
| TLIF1001A Follow occupational health and safety procedures |  |  |
| TLIL2008A Complete routine administrative tasks |  |  |
| TLIL1001A Complete workplace orientation/induction procedures |  |  |
| TAEDES401A Design and develop learning programs (CORE) |  |  |
| TAEDEL402A Plan, organise and facilitate learning in the workplace (CORE) |  |  |
| TAEDEL301A Provide work skill instruction (ELECTIVE) |  |  |

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| **Car Only Units** | **Unit of Competency Presented by Candidate?** | |
| **YES** | **NO** |
| BSBCUS310A Deliver and monitor a service to customers |  |  |
| BSBRKG304B Maintain business records |  |  |
| TLIC3036A Apply safe car driving behaviours |  |  |
| TLIM4001A Develop safe car driving behaviours in others |  |  |

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| **Heavy Vehicle Only Units** | **Unit of Competency Presented by Candidate?** | |
| **YES** | **NO** |
| TLIC3037A Apply safe heavy vehicle driving behaviours |  |  |
| TLIM4002A Develop safe heavy vehicle driving behaviours in others |  |  |
| TLIF2010A Apply fatigue management strategies |  |  |
| TLIF4066A Implement and supervise transport regulations compliance systems |  |  |
| TLIC2002A Drive light rigid vehicle |  |  |
| TLIC3003A Drive medium rigid vehicle |  |  |
| TLIC3004A Drive heavy rigid vehicle |  |  |
| TLIC3005A Drive heavy combination vehicle |  |  |
| TLIC4006A Drive multi-combination vehicle |  |  |

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| **Motorcycle Instructor Only Units** | **Unit of Competency Presented by Candidate?** | |
| **YES** | **NO** |
| TLIC3038A Apply safe motorcycle riding behaviours |  |  |
| TLIM4003A Develop safe motorcycle riding behaviours in others |  |  |

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| **Motorcycle and MC (Multi-Combination) Instructor Only Units** | **Unit of Competency Presented by Candidate?** | |
| **YES** | **NO** |
| TAEASS401B Plan assessment activities and processes (CORE) |  |  |
| TAEASS402B Assess competence (CORE) |  |  |

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| **MC (Multi-Combination) Instructor Only Units** | **Unit of Competency Presented by Candidate?** | |
| **YES** | **NO** |
| TAEDEL401A Plan, organise and deliver group-based learning (CORE) |  |  |
| TAEDEL402A Plan, organise and facilitate learning in the workplace (CORE) |  |  |
| TAEASS403B Participate in assessment validation (CORE) |  |  |
| TAETAS401A Maintain training and assessment information (ELECTIVE) |  |  |
| TAELLN411 Address adult language, literacy and numeracy skills (ELECTIVE) |  |  |
| BSBCMM401A Make a Presentation (ELECTIVE) |  |  |
| TAEASS301B Contribute to assessment (ELECTIVE) |  |  |
| TAEASS502B Design and develop assessment tools (ELECTIVE) |  |  |
| TAEDEL501A Facilitate e-learning (ELECTIVE) |  |  |
| TAEDEL404A Mentor in the workplace (ELECTIVE) |  |  |
| TAEDEL403A Coordinate and facilitate distance-based learning (ELECTIVE) |  |  |

**Assessing Evidence Supplied**

You will need to discuss with your assessor the types of evidence that are required, so that the evidence you present is:

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| **Is the evidence?** | **YES** | **NO** |
| **Valid**: evidence must be directly relevant and linked to the unit(s) of competency for which the candidate is seeking recognition. |  |  |
| **Sufficient**: evidence must demonstrate that the candidate is able to transfer skills across different contexts and over time. |  |  |
| **Current**: evidence must demonstrate that the candidate’s experience is recent and that their knowledge is up-to-date. |  |  |
| **Authentic**: evidence must relate to the candidate and not to other people. The candidate may need to have some evidence signed by a supervisor or another qualified person. |  |  |

**ASSESSMENT RESULT**

Assessor Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Assessment Result: SATISFACTORY / NOT SATISFACTORY (please circle)

**Assessor Comments/Feedback:**

Assessor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/20\_\_\_\_

**Student Comments:**

Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/20\_\_\_\_