

National Recognition Policy & Procedure

Scope

This policy describes the process by which Quality Training and Hospitality College (QTHC) will consider and accept AQF qualifications and Statements of Attainment issued by Registered Training Organisations throughout Australia. The policy describes the process by which QTHC will consider and accept application for course credit.

Purpose

To recognise units of competency or qualifications which have previously been successfully completed by the applicant and issued by other Registered Training Organisation.

National Recognition and / or Course Credit can only be offered where we (QTHC) have the qualification on our Scope of Registration.

Fees

There are no fees applicable to this policy.

National Recognition / Credit Transfer (CT)

Credit transfer involves assessing a previously completed course or unit(s) of competency from a Nationally Recognised Qualification, to see if it provides equivalent learning or competency outcomes to those required within the applicant's current course of study. It is based on agreements between institutions or organisations as to the credit value to be given for specific units of competency and learning outcomes within a course or qualification.

QTHC's Recognition Policy is to recognise the applicant's AQF qualifications and statements of attainment issued by any other Australian Registered Training Organisation (RTO) including TAFE.

The applicant for national recognition must complete the National Recognition / RPL Application form and provide evidence of certification for units of competency being claimed for recognition with evidence.

Documented evidence in the form of a notated copy of a certificate, statement of attainment and / or academic transcript is required from the applicant for QTHC to commence with verification procedures. This means that the document must be a copy which is witnessed by a Justice of the Peace, or other duly authorised person as being a legal copy of the original document, or, the original document must be presented for QTHC staff to duly copy and notate.

Where the applicant's evidence is more than 5 years old, QTHC may determine to utilise the Recognition of Prior Learning (RPL) process. Note: Fees are applicable to RPL (refer to RPL policy).

The notated photocopy of the evidence will be maintained on the applicant's file. A check on the www.training.gov.au website will be carried out to authenticate and validate the academic transcript(s) provided as evidence, to ensure the RTO named on the academic transcript has the AQF qualifications and / or Units of Competency on its scope, if this is not the case then the Trainer / Assessor must follow-up with the RTO and clarify further.

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The Trainer / Assessor will verify authenticity, completeness and compliance with the Australian Qualifications Framework and the VET Quality Framework. On confirmation of authenticity and validity of AQF qualifications and / or Statements of Attainment, the Trainer / Assessor will communicate the outcome to the applicant and record the results in the student's file ready for data entry in the Student Management System.

If the evidence is incomplete or not compliant, the applicant will be advised by the Trainer / Assessor.

Application Process

The completed National Recognition Application / RPL Form with attachments will be placed in the student file and the results recorded in the Student Management System.

Grounds on which course credit may be rejected (examples not exhaustive)

- The content of previous completed course did not have the same content as the unit of competency which credit was applied for
- Validity checks indicated that documentation was inaccurate
- The official transcript was fraudulently created.

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