



Policy

National Recognition Policy

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

The relevant form can be obtained from the General Manager

Scope

This policy describes the process by which The College of Public Employment(C.O P.E.) will consider and accept AQF qualifications and Statements of Attainment issued by Registered Training Organisations throughout Australia. The policy describes the process by which C.O P.E. 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 (C.O P.E.) has 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.

C.O P.E.'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 SELF-ASSESSMENT 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 C.O P.E. 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



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original document, or, the original document must be presented for C.O P.E. staff to duly copy and notate. Where the applicant's evidence is more than 5 years old, C.O P.E. may determine to utilise the Recognition of Prior Learning (RPL) process. Note: Fees may be 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. 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 participant's file ready for data entry in the Participant Management System. If the evidence is incomplete or not compliant, the applicant will be advised by the Trainer / Assessor.

Application Process

The completed Self-Assessment/ RPL Form with attachments will be placed in the participant file and the results recorded in the Participant Management System.

Grounds on which course credit may be rejected may include but are not limited to

- 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

A handwritten signature in black ink, appearing to read 'Rob Wallace', with a long horizontal line extending to the right.

Rob Wallace
General Manager
The College of Public Employment