

4 Up Skilling Pty Ltd

NATIONAL RECOGNITION Policy & Procedure

Objective

This policy describes the process by which 4 Up Skilling Pty Ltd will consider and accept AQF qualifications and Statements of Attainment issued by Registered Training Organisations throughout Australia.

Qualification on Scope

Credit transfer can only be offered where 4 Up Skilling Pty Ltd have the qualification on the Scope of Registration.

Fees

There are no fees applicable to this policy. 4 Up Skilling will not promote RPL as a funded program, without being on the relevant approved provider list issued by DET.

National Recognition

- 4 Up Skilling Pty Ltd will recognise qualifications and Statements of Attainment awarded by Registered Training Organisations throughout Australia.
- 4 Up Skilling Pty Ltd does not award partial completion of a unit via national recognition.
- 4 Up Skilling Pty Ltd will not provide credit transfer for an entire course, the student must demonstrate competency in at least 40% of the units in the course via normal enrolment or RPL.
- 4 Up Skilling Pty Ltd will recognise qualifications and Statements of Attainment via the USI register, provided they are viewed online to ensure authentication. The student must grant permission for an RTO to view a transcript, by logging on to the USI register, selecting “Manage Permissions”, and adding the RTO details.

Process

- All students will receive a copy of this policy at induction and/or will be informed of its accessible via the 4 Up Skilling website, with a formal explanation provided to students at induction.
- All staff will receive access to this policy at induction and a formal explanation will be provided to staff at induction.
- The applicant for national recognition may complete the National Recognition Application form, available from the 4 Up Skilling’s website and must provide evidence of certification for units of competency being claimed for recognition with evidence.

- Evidence is in the form of a **certified copy of the original testamurs and/or Statements of Attainment**, which must be provided in the application.
- The Trainer will then verify evidence prior to confirming recognition.
- The certified copy will be maintained in the student's file.
- To authenticate and validate the testamur, the Trainer will check www.training.gov.au website to ensure RTO named on the testamur has the AQF qualifications and/or Statements of Attainment on its scope, if this is not the case then the Trainer must follow-up with the RTO and clarify further.
- The Trainer will verify authenticity, completeness and compliance with the ASQA Standards for Registered Training Organisations 2015.
- On confirmation of authenticity and validity of AQF qualifications and/or Statements of Attainment, the Trainer will communicate the results to the applicant, update the Applicant's Training Plan, and provide an updated outcome to be recorded in the SMS, ICARE database.

- If the evidence is incomplete or not compliant, the Trainer will advise the applicant, and recommendations will be made.

Application Process

Completed National Recognition Application Form (Form USNRA) with attachments will be placed on the student file and results of application entered onto ICARE (Student Management System) and recorded on the Applicant's Training Plan.

The Trainer will be in contact with applicant providing outcome within 10 business days of receiving a fully completed application.

Persons responsible:

The Trainer/Assessor facilitating a program/course is responsible for all national recognition requests and will communicate the results to the applicant.

Associated documents:

Code of Practice (USCoP)

National Recognition Application Form (form USNRA)

Quality Management System (form USQMS)

Policy developed by: Quality Manager

Policy endorsed by: Managing Director