

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, unless an applicant is seeking RPL (normal fees apply).

National Recognition

- Credit transfer (CT) is the process of awarding credit for a unit/s of competency previously attained from another Registered Training Organisation (RTO) which are the same as the unit/s of competency in a 4 Up Skilling program of study. Credit transfer is not the same as Recognition of Prior Learning (RPL) (refer to the RPL policy, USRPL).
- Credit transfer can be granted for unit/s of competency with the same unit code and unit title. If there is a difference in code and/or title, for credit transfer to be granted the new unit must be deemed 'equivalent' as published on the National Training Register www.training.gov.au. If a unit is deemed 'non-equivalent' on the National Training Register, 4 Up Skilling will be unable to grant credit transfer. In these cases, the student may be directed to investigate an RPL pathway.
- 4 Up Skilling Pty Ltd will not provide credit transfer for an entire course, the student must demonstrate competency in at least one unit in the course via normal enrolment and training or RPL.
- 4 Up Skilling Pty Ltd will recognise original or certified copies of qualifications and Statements of Attainment awarded by Registered Training Organisations throughout Australia, in addition to USI verification, or those copies verified by the issuing provider.
- 4 Up Skilling Pty Ltd does not award partial completion of a unit via national recognition.

Process

- All staff will receive access to this policy at their induction and a formal explanation will be provided to staff at induction.
- All students will receive a copy of this policy at induction and/or will be informed that its accessible via the 4 Up Skilling website, with a formal explanation provided to students at induction.
- For recognition via credit transfer, evidence must be in the form of an **original or certified copy of the original testamurs and/or Statements of Attainment**.
- Where no original or certified copy is sighted (e.g. an uncertified copy only) the Course Coordinator (or EAO) will seek verification from the issuing providing or USI register.

Authentication & Validation of Evidence

- To authenticate and validate testamurs / Statements of Attainment:
 - Originals (or a certified copy of the original) must be sighted by the trainer/coordinator (with a signed copy to be retained in student file – *implemented July 2019*).
 - Where an uncertified copy is provided, the copy should be retained in student file & it must be verified by the issuing provider. This may require the Course Coordinator / EAO to confirm verification (email evidence retained in student file, or phone discussion documented on ICARE event – *implemented July 2019*).
 - Records of transcripts may be evidenced via the USI register (i.e. 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 (verification to be documented on ICARE event – *implemented July 2019*).
- 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, with an updated outcome to be recorded in the SMS, ICARE database by administration.
- If the evidence is incomplete or not validated, the trainer will advise the applicant, and recommendations will be made.

Application Process

For those applicants wishing to apply for recognition only, enrolment paperwork must be completed, with fees paid in full and evidence validated before an outcome and Statement of Attainment provided.

Persons responsible:

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

Policy developed by: Quality Manager
Policy endorsed by: Managing Director