



## 1. Objective

This policy describes the process by which ALATA will consider and accept AQF qualifications and Statements of Attainment issued by Registered Training Organizations throughout Australia.

The policy describes the process by which ALATA will consider and accept application for course credit.

## 2. Qualification on Scope

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

## 3. Fees

There are no fees applicable to this policy.

## 4. National Recognition

ALATA will recognise qualifications and Statements of Attainment awarded by Registered Training Organisations throughout Australia.

Automatic credit transfer applies to identical units of competency, there is no mapping/evaluation required. ALATA does not award partial completion of a unit via national recognition.

## 5. Course Credit & Transfer

Course credit is a process that may lead to unit exemptions and helps students achieve recognition for prior completed studies in a similar unit or course.

Previously completed units or courses may be considered equivalent where learning competencies and outcomes clearly map across to the unit. The Training Coordinator and assessor will review the unit or course to determine coverage via mapping of the evidence requirements of the target unit(s).

A credit transfer is granted where it is determined that the previous assessment criterion covers the evidence requirements of the target unit(s).

In the case where a full coverage is not determined, the student will be referred to the RPL pathway.

Note: Fees are applicable to RPL (refer to RPL policy).

## 6. Process

All students will receive a copy of this policy at induction and a formal explanation will be provided to students at induction.

Policy: National Recognition	Issue Date: 01 July 2016	Review Date: 01 July 2018
Developed By: Satya Indukuri	Authorized By: CEO	Version: 1.0
Level 7 Queen St, Melbourne Vic 3000 ABN: 15 157 772 097   ACN 157 772 097 <a href="http://www.alata.edu.au">www.alata.edu.au</a>   e-mail: info@alata.edu.au		



All staff will receive a copy of this policy at induction and a formal explanation will be provided to staff at induction.

The applicant for national recognition must complete the National Recognition Application form, available from the Training Coordinator and provide evidence of certification for units of competency being claimed for recognition with evidence.

Evidence is in the form of original testamurs which must be provided with application to the Training Coordinator. The Training Coordinator will then verify evidence prior to acceptance of recognition. A photocopy will be taken of evidence and maintained on students file.

To authenticate and validate the testamur, the Training Coordinator will check [www.training.gov.au](http://www.training.gov.au) website to ensure ALATA named on the testamur has the AQF qualifications and/or Statements of Attainment on its scope, if this is not the case then the training manager must follow-up with ALATA and clarify further.

The Training Coordinator 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 Training Coordinator will communicate the results to the applicant and also the Admissions Officer for recording in the learner database.

If the evidence is incomplete or not compliant, the applicant will be advised by the Training Coordinator.

## 7. Application Process

Completed National Recognition Application Form (Form MRA) with attachments will be placed on the student file and results of application.

Details of the Application and outcome will be recorded on the National Recognition Register (Form MRR).

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

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

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

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### 9. Persons responsible:

The Training Coordinator is responsible for all national recognition requests and communicating the results to the Admissions Officer for recording in the learner database.

The Admissions Officer is responsible for recording national recognition approval in the learner database against the relevant unit(s).

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