

MCC Policies and Procedures

POLICY:	RECOGNITION OF AQF QUALIFICATIONS ISSUED BY OTHER RTOs
NVR Ref:	Standard 3
MCC Ref:	MCC-1-D 1(a)
Aim	This procedure has been implemented to ensure that we must recognise the AQF Qualifications and Statements of Attainment issued by other Registered Training Organisation/s (RTO/s).
Scope	The scope of this procedure covers the process in which we are required to recognise AQF Qualifications and Statements of Attainment issued by other RTO/s that relate to our Scope of Registration.
Definitions	<p>Qualification</p> <p>A Certificate is issued when a person has achieved all of the competencies required to fulfil the qualification packaging requirements of a nationally endorsed training package.</p> <p>Statement of Attainment</p> <p>A Statement of Attainment is issued on partial completion towards any given nationally recognised qualification.</p>
Responsibility	CEO Student Administration Manager

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Action/Method	<p>It is our policy that we recognise qualifications issued by other RTOs. The following process is to be followed when a client/stakeholder is requesting that we recognise qualifications issued by other RTO/s (for Recognition of Prior Learning (RPL) purposes or for any other purpose).</p> <ol style="list-style-type: none"> 1. Recognition of qualifications issued by other RTO/s is to be provided to clients/stakeholders in our pre-enrolment information. 2. The client/stakeholder will be required to provide an original of the qualification Certificate or Statement of Attainment for sighting purposes. We may also request the student/client to provide a Certified Copy of the certificate or statement of attainment. 3. A copy of the original will be taken and the original will be returned. In the case of a Certified Copy we will keep the Certified Copy. 4. The RTO listed on the Certificate or Statement of Attainment will be checked on www.training.gov.au and verified to ensure the Certificate or Statement of Attainment is authentic. 5. We will contact the RTO and verify that the Certificate or Statement of Attainment is authentic by asking the RTO to verify the Certificate number or Statement of Attainment number and ensure that number was allocated to the client/stakeholder who has presented the Certificate or Statement of Attainment. 6. After conducting the above checks we will recognise the Certificate and Statement of Attainment. 7. A copy of the verified Certificate or Statement of Attainment will be filled in the client/stakeholder's file.
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VERSION CONTROL**Review/ amendment history****Policy Approved by:** Chief Executive Officer**Responsible Officer:** Chief Executive Officer**Next Policy Review Date:** July 2018

Version	Date	Details
1.0	July 2014	Policy issued
2.0	Dec 2014	Updated to reflect Standards for Registered Training Organisations (RTOs) 2015
3.0	July 2015	No material change
4.0	July 2016	No material change
5.0	June 2017	No material change