

NATIONAL RECOGNITION POLICY AND PROCEDURE

PURPOSE:

This policy and procedure describes the process by which Evolve College will consider and accept AQF qualifications and Statements of Attainment issued by Registered Training Organisations (RTOs) throughout Australia. This document describes the process by which Evolve College will consider and accept an application for course credit.

1. Who does this policy apply to?

The following applies:

- a) **(Application to students)** This policy and procedure applies to all enrolled and prospective students of Evolve College, in accordance with the limited scope below.
- b) **(Limited scope)** National Recognition and or Course Credit can only be offered in relation to qualifications which Evolve College has on its Scope of Registration.

2. National Recognition

The following applies:

- a) **(Recognition of qualifications)** Evolve College will recognise qualifications and Statements of Attainment awarded by Registered Training Organisations throughout Australia.
- b) **(Credit transfer)** Automatic credit transfer applies to identical units of competency, and there is no mapping/evaluation required. Credit transfer may be granted for one or more units.
- c) **(No recognition of partial units)** Evolve College does not award partial completion of a unit via national recognition.

3. Course Credit and Transfer

The following applies:

- a) **(Course credit)** 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.
- b) **(Assessment of application)** Previously completed units or courses may be considered equivalent where learning competencies and outcomes clearly map across to the unit. The Evolve College Assessor will review the unit or course to determine coverage via mapping of the evidence requirements of the target unit(s).
- c) **(Where there is coverage)** The Assessor will grant a credit transfer where it is determined that the previous assessment criterion covers the evidence requirements of the target unit(s).
- d) **(No fees)** There are no fees applicable to course credit or national recognition.
- e) **(Where there is no full coverage)** In the case where a full coverage is not determined, the student will be referred to the recognition of prior learning (RPL) pathway. Fees are applicable to RPL.

4. Process for application

The following applies:

- a) **(Application form)** An applicant for national recognition must complete the Application for National Recognition form, available as a download from the Evolve College website, or from the Student Administration team, and provide this to the Student Services team, together with evidence of certification for units of competency being claimed for recognition.

- b) **(Evidence required)** Evidence required includes original certified copies of your original Statement of Attainment and testamur, certified by a person authorised to witness the swearing of a statutory declaration in Australia.
- c) **(Verification of evidence)** An Evolve College Assessor will then verify evidence prior to acceptance of recognition. In particular:
 - a. **(Validation or testamur)** To authenticate and validate the testamur, the Evolve College Assessor will check the www.training.gov.au website to ensure the RTO named on the testamur has the relevant AQF qualifications and/or unit(s) of competency on its scope. If this is not the case then the Evolve College Assessor must follow-up with the RTO and clarify further.
 - b. **(Verification)** The Evolve College Assessor will perform the following checks:
 - i. verify the authenticity of the evidence submitted by contacting the issuing RTO (which may be done by telephone).
 - ii. verify the completeness of the evidence submitted by checking that the Statement of Attainment or testamur are complete, in listing the correct units of competency and/or qualification.
- d) **(Incomplete evidence)** If the evidence is incomplete or not compliant, the applicant will be advised by the Evolve College Assessor.
- e) **(Complete evidence: Communication and recording of results)** On confirmation of authenticity and validity of all AQF qualifications and/or Statements of Attainment, the Evolve College Assessor will communicate the results to the applicant, record the results on the student's file and in the National Recognition Register.
- f) **(Timing of notification)** The Evolve College Assessor will be in contact with the applicant providing an outcome within 20 business days of receiving a fully completed application.

5. Grounds on which course credit may be rejected

Previous course credit may be deemed to be insufficient by the Evolve College Assessor, leading to a refusal to accept the application for prior recognition. Such situations may include the following (without limitation):

- a) **(Insufficient or different content)** The previous course/unit(s) of competency completed did not have the same content as the unit(s) of competency which credit was applied for;
- b) **(Validity)** Validity checks indicate that the documentation provided was inaccurate or invalid; or
- c) **(Fraud)** The official transcript or any aspect of the evidence supplied was fraudulently created or tampered with.

6. Record of application

The following applies:

- a) **(Record of application)** The Evolve College Assessor will place on the student's file a copy of the completed National Recognition Application Form, all attachments and evidence submitted with the application, and the results of the application.
- b) **(National Recognition Register)** The Evolve College Assessor will record details of the application and outcome on the National Recognition Register.

7. Persons responsible:

The following applies:

- a) **(Processing applications)** The Evolve College Assessor nominated by the CEO for assessing National Recognition applications is responsible for completing all national recognition requests.
- b) **(Notification)** The Evolve College Assessor nominated under paragraph a) above is responsible for:

- a. communicating the results of all national recognition requests to the applicant; and
- b. recording all results of national recognition applications in the student database against the relevant unit(s) for that particular student.