NATIONAL RECOGNITION POLICY AND PROCEDURE

PURPOSE

This policy and procedure describes how Evolve College Pty Ltd (RTO 41035) ("**Evolve College**") recognises Australian Qualifications Framework (AQF) qualifications, Statements of Attainment and authenticated VET transcripts issued by other Registered Training Organisations (RTOs), as required by the Standards for RTOs (as in force from time to time), and how students can apply for credit ("**national recognition**" or "**credit transfer**").

1. WHO THIS POLICY APPLIES TO

a) This policy and procedure applies to all enrolled and prospective students of Evolve College.

b) Credit can only be given for units of competency in qualifications on Evolve College's scope of registration.

2. NATIONAL RECOGNITION

a) (**Recognition**) Evolve College recognises AQF qualifications, Statements of Attainment and authenticated VET transcripts issued by any RTO in Australia.

b) (**Identical units**) Credit is granted automatically for units of competency that are identical to units in your course. No mapping or assessment is needed. Credit may be granted for one or more units.

c) (**Equivalent units**) Credit is also granted for units that training.gov.au lists as equivalent to the units in your course (for example, where a unit has been superseded by an equivalent unit).

d) (**Other units – RPL**) Units that are not identical or listed as equivalent cannot be credited under this policy. You may instead apply for Recognition of Prior Learning (RPL), which assesses your skills and knowledge however you gained them. To apply for RPL, contact our Student Administration team on 1300 880 885 or at evolve@evolvecollege.com. There is no fee for RPL. RPL applications are made before you enrol.

e) (**No partial units**) Evolve College does not award partial completion of a unit through national recognition.

f) (**No fee**) There is no fee for national recognition.

3. HOW TO APPLY

a) (**When to apply**) Apply at enrolment, or as early as possible and before you start the units concerned, so your study plan can take the credit into account.

b) (**Application form**) Complete the *National Recognition Application Form*, available at www.evolvecollege.com/policies or from the Student Administration team, and email it to the Student Services team at evolve@evolvecollege.com with your evidence.

c) (**Evidence**) Provide one of the following:

   i. your authenticated VET transcript from the Student Identifiers Registrar (available through your USI account at www.usi.gov.au), or your permission for us to view it; or

   ii. a certified copy of your Statement of Attainment; or

   iii. a certified copy of your qualification testamur and Record of Results (academic transcript).

Copies must be certified by a person authorised to witness a statutory declaration in your state or territory.

4. HOW WE ASSESS YOUR APPLICATION

a) (**Verification**) An Evolve College Assessor will verify your evidence before credit is granted, by:
   i. checking on training.gov.au that the issuing RTO had the qualification or units on its scope of registration when they were issued;
   ii. confirming the evidence is authentic, which may include contacting the issuing RTO; and
   iii. checking the evidence is complete and lists the correct units of competency or qualification.

b) (**Incomplete evidence**) If your evidence is incomplete or cannot be verified, the Assessor will tell you what else is needed.

c) (**Outcome**) The Assessor will give you the outcome in writing within 20 business days of receiving a fully completed application. If credit is refused for any unit, the outcome will give the reasons.

d) (**Grounds for refusal**) Credit may be refused (without limitation) where:
   i. the unit completed is not identical or listed as equivalent to the unit applied for;
   ii. checks show the evidence is inaccurate, incomplete or invalid; or
   iii. any evidence has been fraudulently created or altered.

e) (**Appeals**) If you disagree with the outcome, you can appeal under the *Complaints and Appeals Policy and Procedure*, using the *Complaints & Appeal Form*.

5. RECORDS AND RESPONSIBILITIES

a) (**Assessor**) The Evolve College Assessor nominated by the CEO for national recognition applications assesses all applications, communicates the outcomes and records credit against the relevant units in the student database.

b) (**Student file**) A copy of the application, the evidence and the outcome is kept on the student's file.

c) (**Register**) Details of each application and its outcome are recorded on the National Recognition Register.

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Related documents: National Recognition Application Form, Administration and Additional Fee Schedule, Complaints and Appeals Policy and Procedure, Student Handbook.