



NATIONAL RECOGNITION POLICY AND PROCEDURE

PP.11

1.0 Objective

- 1.1 This policy describes the process by which AAPA will consider and accept AQF qualifications and Statements of Attainment issued by Registered Training Organizations (RTOs) throughout Australia.
- 1.2 The policy describes the process by which AAPA will consider and accept application for course credit.

2.0 Qualification on Scope

- 2.1 National Recognition and / or Course Credit can only be offered where AAPA has the qualification on Scope of Registration.

3.0 Fees

- 3.1 There are no fees applicable to this policy.

4.0 National Recognition

- 4.1 AAPA will recognize qualifications and Statements of Attainment awarded by RTOs throughout Australia.
- 4.2 Automatic credit transfer applies to identical units of competency, there is no mapping/evaluation required.
- 4.3 AAPA does not award partial completion of a unit via national recognition.

5.0 Course Credit & Transfer

- 5.1 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.
- 5.2 Previously completed units or courses may be considered equivalent where learning competencies and outcomes clearly map across to the unit. RTO Manager and assessor will review the unit or course to determine coverage via mapping of the evidence requirements of the target unit(s).
- 5.3 A credit transfer is granted where it is determined that the previous assessment criterion covers the evidence requirements of the target unit(s).
- 5.4 In the case where a full coverage is not determined, the student will be referred to the Recognition of Prior Learning (RPL) pathway.

Note: Fees are applicable to RPL (refer to RPL policy, PP.09).

6.0 Process

- 6.1 All students will receive the AAPA student handbook which includes a copy of this policy at induction and a formal explanation from AAPA at induction.
- 6.2. The applicant for national recognition must complete the National Recognition Application form (F.35), available from AAPA website and provide evidence of certification for units of competency being claimed for recognition with evidence.
- 6.3 A certified copy of the AQF certification documentation issued by any other RTO or AQF authorized issuing organization or a certified copy of the authenticated VET transcripts issued by the Registrar must be provided with application to AAPA admin team or the original documents must be sighted by AAPA admin team.
- 6.4 AAPA admin team will then verify evidence prior to acceptance of recognition.
- 6.5 A photocopy will be taken of evidence if the student presents the original testamurs and maintained on students file.
- 6.6 To authenticate and validate the testamur, AAPA admin team will check <https://training.gov.au/> to ensure the RTO named on the testamur has the AQF qualifications and/or Statements of Attainment on its scope; if this is not the case, AAPA admin team must follow-up with the RTO and clarify further. In addition, AAPA admin team is required to contact the organization that issued the document and confirming the content is valid.
- 6.7 On confirmation of authenticity and validity of AQF qualifications and/or Statements of Attainment, AAPA admin team will communicate the results to the applicant for recording in Wise.NET.
- 6.8 If the evidence is incomplete or not compliant, the applicant will be advised by AAPA admin team.
- 6.9 Details of the Application and outcome will be recorded on the National Recognition Register (F.36).
- 6.10 AAPA admin team will be in contact with applicant providing outcome within 10 business days of receiving a fully completed application.

7.0 Grounds on which course credit may be rejected

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

8.0 Associated Forms

F.35 – National Recognition Application Form

F.36 – National Recognition Register

9.0 Associated Standards

Refer to: [Clause 3.5, Clause 5.1, Clause 5.2]

Responsibility: AAPA admin team

Approved by: AAPA Executive Chairman