

S.S.N.T TAFE DIVISION

QP 5.0 MUTUAL RECOGNITION POLICY AND PROCEDURES

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Purpose

The purpose of this procedure is to ensure that all qualifications issued by other Registered Training Organisations to students enrolling with S.S.N.T TAFE DIVISION are recognised.

Related ATQF standard

Standard 5: Recognition of qualifications issued by other Registered Training Organisations.

Scope

This procedure applies to all persons enrolled with S.S.N.T TAFE DIVISION and all persons employed by or contracted to S.S.N.T TAFE DIVISION for the provision of training and assessment services.

Responsible parties

The Deputy and Heads of Department are responsible for the control and issue of this procedure.

Policy

All AQF qualifications and statements of attainment issued by other Registered Training Organisations will be fully recognised by S.S.N.T TAFE DIVISION.

All staff and potential students will be informed that their AQF qualifications and statements of attainment will be fully recognised by S.S.N.T TAFE DIVISION,

Procedures

- The relevant Head of Department is to ensure that all student information and marketing material contains advice that S.S.N.T TAFE DIVISION will recognise AQF qualifications and statements of attainment issued by other registered training organisations prior to authorising distribution of the material.
- The relevant Head of Department is to ensure that the staff handbook includes appropriate references to mutual recognition and reinforces this policy during staff orientation/induction sessions.
- Students seeking mutual recognition for AQF qualifications and/or statements of attainment awarded by another Registered Training Organisation must present the original documents for copying or appropriately verified copies of original documents. The copies are to be kept on the individual student's file.
- The Administration Manager is to validate the AQF qualification and/or statement of attainment presented for mutual recognition by contacting the issuing Registered Training Organisation.
- Verified AQF qualifications and statements of attainment are to be fully recognised and appropriately recorded on S.S.N.T TAFE DIVISION student database.

- AQF qualifications and statements of attainment unable to be verified will not be recognised and the student asked to provide further verifiable evidence if possible. If not, the student may be counseled with respect to the making of false claims.
- Non-verified claims for mutual recognition are to be recorded on the individual student's file, together with details of any requests for further information and/or counseling undertaken.

ASSOCIATED DOCUMENTATION

- Application record and enrolment form
- Mutual Recognition Verification Report - Administration
- Student File