

Policy and Procedure

Name:	Mutual Recognition
Approved by:	Director Customer Success
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Approved by:	Head of Compliance VET
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Implementation Owner	Head of Student Engagement
Maintenance Owner	Head of Compliance
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SECTION 1 – INTRODUCTION

PURPOSE

Qualifications and VET Statements of Attainments issued by another Registered Training Organisation will be recognised. Processes are in place for managing Credit Transfers and information is included in the Student Handbook.

SCOPE

This policy and procedure applies to all students, and prospective students, and the Australian Institute of Management Education and Training staff.

The Australian Institute of Management Education and Training (AIMET) acknowledges the requirement as a Registered Training Organisation to recognise the awards issued by other RTOs. This is limited to outcomes that are drawn from the national skills framework being units of competency awarded and accurately identified in statements of attainment and qualifications.

What is a credit transfer?

Credit transfer (also referred to as national recognition or universal recognition) is the recognition of learning achieved through formal education and training. Under the Standards for Registered Training Organisations, qualifications and statements of attainment issued by any RTO are to be accepted and recognised by all other RTOs. Credit transfer allows the unit of competency previously achieved by a learner to be recognised when they are enrolling in a related course where those units can assist them in meeting the requirements for a qualification. It is important to note that **credit transfer is not recognition of prior learning (RPL)**. RPL is assessment and is addressed within the Recognition policy.

SECTION 2 – POLICY

POLICY

AIMET ensures that student information and relevant marketing material contains advice that AIMET will recognise AQF qualifications and statements of attainment issued by other registered training organisations.

Students seeking mutual recognition for AQF qualifications and/or statements of attainment awarded by another recognised training organisation must present the original documents for sighting or a certified copy of original documents. Certified copies are to be kept on the student's file.

AIMET ensures that its trainers and assessors and its Student Services team are provided with guidelines and professional development in relation to mutual recognition.

If credit transfer is being sought for a unit of competency which has a different title or code, then it is necessary to establish the equivalence status between the unit held and the unit being sought. In many cases this information can be found in the mapping guide published on the National Training Register www.training.gov.au. Our administrative staff will obtain this information and validate claims of equivalence. Administrative staff should note that the mapping notes within the National Training Register are sometimes very clear and in general will use language such as “Not equivalent” or “Is superseded by and is equivalent to”. In some cases there will appear to be no direction and this may be because the unit is new and has no previous version of the unit. In some cases it will say words to the effect: “Is superseded by:” without any clarification about the equivalence status. In these cases the new unit should be considered as not equivalent. If in doubt, admin staff are to seek the advice of the Head of Student Engagement or the related industry skills council.

If there is no mapping available, the unit is deemed not equivalent then we are not to recognise the unit through credit transfer. In these circumstances, the applicant should be referred for RPL in accordance with our Recognition policies and procedures. Under no circumstances is a comparison between units to be used as the basis for issuing credit transfer. If the skills council has not determined it to be equivalent, then it is not. Subjective comparisons by the RTO are not valid. Credit transfers may be granted for no more than 50 per cent of the units in a qualification.

In the case of Mutual Recognition resulting in Credit Transfer AIMET performs the recognition process free of charge as part of its enrolment service. This only applies where the unit code of the prior Formal Learning is identical (or an equivalent) to the unit code in which the student has enrolled, and provided the application is submitted before the commencement of the relevant unit. Irrespective of outcome, a service fee applies to each subject within an application received on or after the day of commencement of the relevant unit.

SECTION 3 – PROCEDURE

MUTUAL RECOGNITION/ CREDIT TRANSFER

In order to apply for mutual recognition the **student** should complete the following steps:

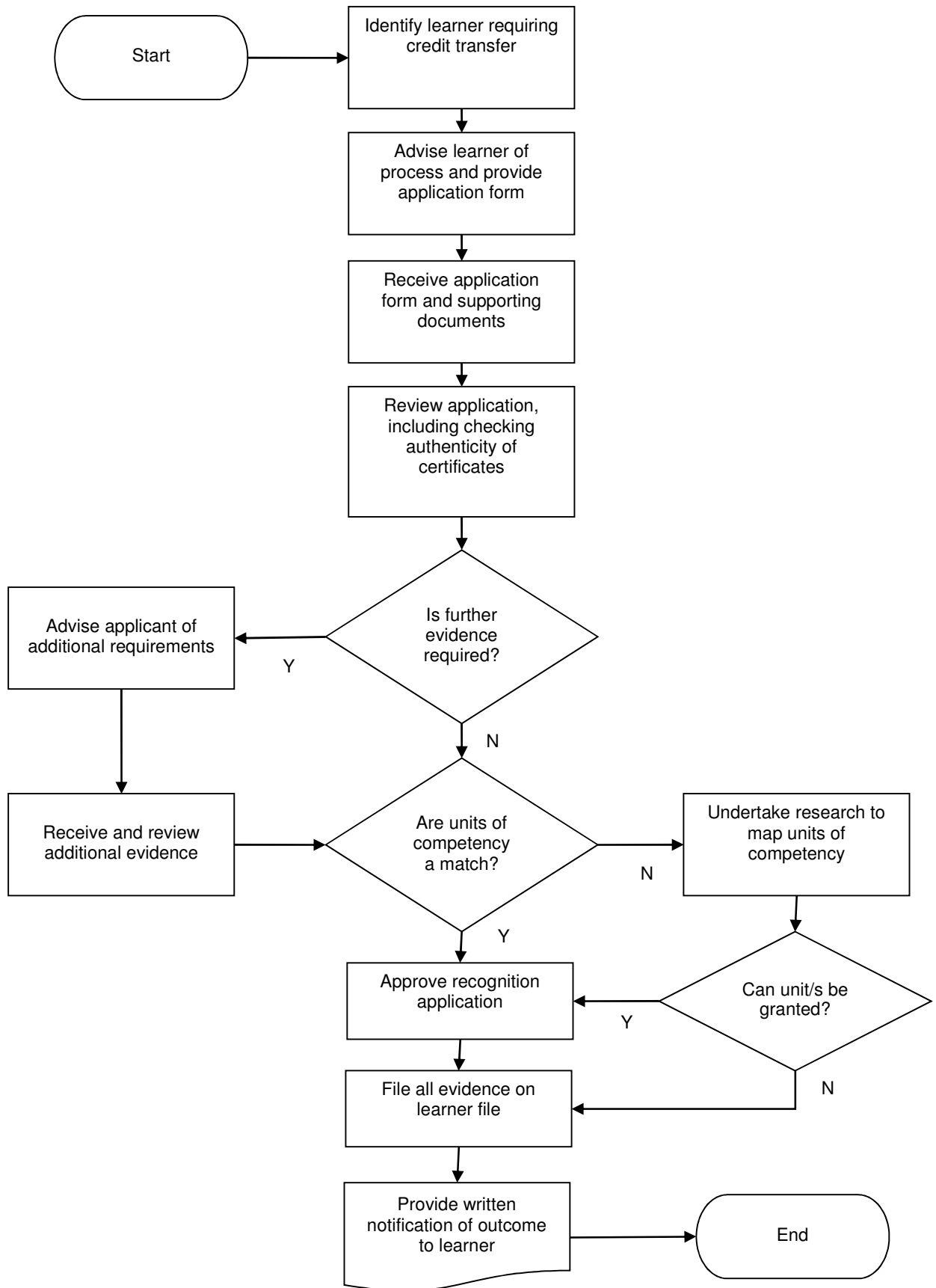
1. Complete the CT Application Form which can be downloaded from <http://aim.com.au/training/student-information>
2. Attach a certified copy of the transcript from the other RTO and highlight the units you wish to have applied to your current enrolment.
3. Submit completed “Credit Transfer Application Form” and academic transcript or Statement of Attainment, along with your enrolment form if you are not currently enrolled. Note these forms should be originals or certified copies.
4. AIMET, in consultation with the relevant trainer, will review and confirm whether the student is eligible for Credit Transfer within five (5) working days providing all necessary documents have been submitted. A longer period may be required where full assessment is required, particularly at peak enrolment times.
5. If the student is eligible, the result will be applied to the unit within the Student Management System.
6. AIMET will advise the student in writing of the outcome of the credit transfer application:
 - a) Student is eligible for mutual recognition and the result has been entered into the Student Management System, or
 - b) Student is not eligible for mutual recognition and an explanation as to why the units of competency do not align.

In processing the Credit Transfer request form, AIMET, staff will complete the following steps:

1. Applicants are required to authorise release of information, which allows Ivy to verify the qualification and/or statement of attainment.
2. The AIMET, trainer/assessor is to validate the AQF qualification and/or statement of attainment presented for mutual recognition by contacting the issuing authority.
3. Overseas and domestic academic qualifications presented for an application for course credit will be authenticated by:
 - original documents (i.e. award and transcript of results) being provided by the candidate to the authorised by the AIMET, representative; or
 - copies of the original documents (i.e. award and transcript of results) being provided by the candidate which have been notarised by a Justice of the Peace or equivalent authority.

4. Verified AQF qualifications and statements of attainment are to be fully recognised and appropriately recorded on the participants file.
5. AQF qualifications and statements of attainment unable to be verified will not be recognised and the participant asked to provide further verifiable evidence if possible.
6. Non-verified claims for mutual recognition are to be recorded on the individual participant's file, together with details of any requests for further information and/or counselling undertaken.

Credit transfer Process



SECTION 4 – REFERENCE AND SUPPORTING INFORMATION**SUPPORTING DOCUMENTATION**

Document name	Document type	Location
Credit Transfer Form	Form	Internal

Reference Documents

Australian Qualifications Framework, Second Edition, 2013

SECTION 5 – GOVERNANCE**CHANGE HISTORY**

Version	Approval date	Approved by	Approved by	Change
1.0	21/06/2016	Director Customer Success	Head of Compliance VET	Updated policy into new template Updated to reflect RTO and AQF standards

Please note:

- Printing this document may make it obsolete
- For the latest version of this policy always check the Policy site located here <http://www.aim.com.au/training/student-information>