

## 1 Overview

### Purpose

EQUALS International (Aust) Pty Ltd (EQUALS) acknowledges the requirement as a Registered Training Organisation (RTO) to recognise the awards issued by other RTOs. This is limited to outcomes that are drawn from the national skills framework being units of competence awarded and accurately identified in statements of attainment and qualifications.

This policy acknowledges Standard 3.5 of the [Standards for Registered Training Organisations \(RTOs\) 2015](#). EQUALS seeks to ensure that its current processes are fair and equitable.

### Scope

This policy applies to all applicants and currently enrolled domestic and international students.

## 2 Policy Statement

- 2.1 Under the Standards for NVR Registered Training Organisations, qualifications and statements of attainment issued by any RTO are to be accepted and recognised by all other RTOs. National recognition allows the unit of competency previously achieved by a student 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 national recognition is not recognition of prior learning (RPL). RPL is assessment and is addressed within the Recognition policy.
- 2.2 Any student is entitled to apply for national recognition in a course or qualification in which they are currently enrolled.
- 2.3 Students may not apply for national recognition for units of competence or qualification which are not included in our scope of registration.
- 2.4 Students may apply for national recognition at any time on or before the census date of the study period in which they are scheduled to commence the relevant unit(s) they are seeking national recognition for. However, they are encouraged to apply prior to course commencement. This will reduce unnecessary training and guide the student down a more efficient path to competence.
- 2.5 The student does not incur any fees for national recognition and we do not receive any funding when national recognition is granted.
- 2.6 National recognition may only be awarded for whole units of competence. Where a mapping guide identifies a partial credit, this will not be considered for national recognition and the applicant will be advised to seek recognition.
- 2.7 National recognition will only be issued when the student's enrolment includes at least one other unit of competence for which the student is participating in training or is seeking recognition. Student may not enrol only for national recognition.
- 2.8 The recognition of a unit of competence under a national recognition arrangement is not contingent on the applicant demonstrating their currency. If the unit has been previously awarded and equivalence can be demonstrated then the unit can be recognised. The currency of the applicant is not a factor to be considered.

### 3 Policy Guideline

- 3.1 If national recognition is being sought for a unit of competence which has a different title or code, then it is necessary to establish the equivalence between the unit held and the unit being sought. In many cases this information can be found in mapping guide published in the relevant Training Package. Administrative staff will obtain this information and validate claims of equivalence.
- 3.2 As a general guide, if there is no such mapping available then EQUALS is not obliged to recognise the unit through national recognition. In these circumstances, the applicant should be referred for recognition in accordance with our Recognition policies and procedures. Under no circumstances is a comparison between units to be used as the basis for issuing national recognition. If the skills council has not determined it to be equivalent, then it is not. Subjective comparisons are not valid.

### 4 Evidence Requirements

An applicant will be required to present his or her statement of attainment or qualification for examination by EQUALS. These documents will provide the detail of what units of competence the applicant has been previously issued. Applicants must provide satisfactory evidence that the statement of attainment or qualification is theirs and that it has been issued by an Australian RTO. Statements of attainment or qualifications should be in the correct format as outlined in <https://www.asqa.gov.au/standards/appendices2/appendix-2> (or its superseded version).

Copies submitted by the applicant must be certified as true copies of the original by a Justice of the Peace (or equivalent).

### 5 Procedure

The following procedure is to be applied by EQUALS upon receipt of an application for national recognition:

- 5.1 The responsible staff member will provide sufficient information to candidates to inform them of opportunities for alternative pathways via national recognition and the national recognition policy.
- 5.2 To apply for national recognition, the applicant must complete the National Recognition online application and submit the following documentation to EQUALS:
  - Completed Application for Application/Admission Form (if not already received); and
  - Certified copy of the qualification or statement of attainment
- 5.3 On receipt of the application, the responsible staff member will check the qualification or statement of attainment for authenticity and confirm national recognition outcomes by completing the relevant fields in the [National Recognition Application electronic database](#).
- 5.4 Where the units of competence do not align with the units of competence requested, further information is to be sought in the form of Training Package mapping guides or purchasing guides. Where National Recognition is not granted, this is recorded by the responsible staff member on the [National Recognition Application electronic database](#).
- 5.5 Students will be notified in writing of the outcome of their application using the F 859 National Recognition letter, and/or written advice of units declined. Notice may include issuing statements of attainment or qualifications awarded through national recognition in accordance with our Certification policies and procedure. Students are required to acknowledge and accept the offer of recognition by written notice which is recorded on their WiseNET file.

- 5.6 The Administrator or other responsible staff member will record national recognition evidence on the student's Wisenet file; and update timetable and e-learning access for relevant units.
- 5.7 The Data & Systems Administrator (or delegate) will update the enrolment record to result units granted.
- 5.8 The Accountant (or delegate) will issue a credit note where applicable.
- 5.9 Where required, the course end date is updated and, where relevant, the international student's CoE is updated on PRISMS.

## 6 Responsibilities

### Compliance, monitoring and review

- Aligns with relevant legislation, government policy and EQUALS values.
- Is implemented and monitored to reflect the changing policy environment and emerging issues identified.
- Is reviewed to evaluate its continuing effectiveness in achieving its purpose and remaining relevant.

## 7 Definitions

**Census Date:** the last date in the study period for domestic students to withdraw without incurring financial liability for tuition fees.

**National recognition:** (also referred to as Credit transfer) is the recognition of learning achieved through formal education and training.

**Study Period:** for Vocational Education Training courses: 1 term.

Terms not defined in this document may be in the [EQUALS Glossary](https://app.smartsheet.com/b/home?lx=GCzY7kacE2GweBYJA345OQ)  
<https://app.smartsheet.com/b/home?lx=GCzY7kacE2GweBYJA345OQ>

## 8 Approval and Amendment History

Version	Approved by	Approval Date	Details
	COO	27/05/2018	Refer archived policy.
15.0	COO	14/03/2019	Updated overview and terminology, minor updates throughout, inclusion of responsibilities, definitions, and comprehensive document map and clearer alignment to the appropriate responsible person/body. Change of policy number from 3-28.V.14.1 to current.

### 9 Document Map

<b>Approval Authority:</b>	Executive Management Committee	<b>Advisory Committee for Approval Authority</b>	
<b>Authorised By:</b>	Chief Operating Officer		
<b>Effective from:</b>	14/03/2019		
<b>Next Review Date:</b>	14/03/2022		
<b>File Location:</b>	The current version of this policy can be accessed from the <a href="#">Policy Register</a> (internal users only)		
<b>Relevant Legislation:</b>	<a href="#">Education Services for Overseas Students Act 2000</a> <a href="#">National Code of Practice for Providers of Education and Training to Overseas Students 2018</a> <a href="#">Standards for Registered Training Organisations 2015</a>		
<b>Related Documents and/or Registers:</b>	<a href="#">Course NR Letter</a> <a href="#">Governance &amp; Quality Assurance Framework</a> <a href="#">Online National Recognition Application Form</a> <a href="#">Resulting Outcomes Policy</a> <a href="#">Student Handbook</a>		
<b>Policy Subdivision</b>	<input type="checkbox"/> Corporate or Academic Governance <input type="checkbox"/> Academic Management <input checked="" type="checkbox"/> Operational Management		
<b>Administrator:</b>	Quality Advisor		