

POLICY – Mutual Recognition and Credit Transfer

Requirement	
<p>YouStudy will exempt a student from enrolling in and being assessed in a unit or units because they have been granted national recognition for having completed the identical unit or units at another Registered Training Organisation OR</p> <p>Credit transfer applies to situations where students have completed units meeting the requirements of the qualification for the applicable training package. These units could have been acquired by the student while enrolled in, at another Registered Training Organisation. Credit will be granted in accordance with the National Recognition Procedure.</p> <p>YouStudy will:</p> <ul style="list-style-type: none"> • recognise accredited training/courses, Australian Qualifications Framework (AQF) and VET nationally recognised qualifications and statements of attainment issued by any other RTOs • process the recognition of AQF qualification and statements of attainment issued by other RTOs prior to commencement of studies. <p>YouStudy may charge administration, associated and/or printing fees when awarding recognition of AQF qualifications and statements of attainment issued by other RTOs.</p>	
Mutual Recognition and Credit Transfer Process	Responsibility
<p>Where a student makes application for national recognition the following procedure is applied:</p> <ul style="list-style-type: none"> • Student completes enrolment form and identifies a request for national recognition (RPL or credit transfer) at time of enrolment. • Administration provides the student with the applicable application form/s. • Student completes and submits the application form/s with the following supporting evidence: <ul style="list-style-type: none"> - Certified copies of AQF qualifications and/or Statements of Attainment awarded - Certified photographic proof of identification • AQF qualifications and/or statements of attainment provided by applicants must clearly identify the following: <ul style="list-style-type: none"> - Nationally recognised training - Name of RTO issuing the AQF qualification of Statement of Attainment - National provider number of RTO - Full surname and first name of the recipient - Qualification title - Record of results identifying the units of competency 	<p>CEO Administration Trainers/assessors</p>

<p>attained</p> <ul style="list-style-type: none"> - The issuing RTO is registered to issue the certificate - The certification is acceptable within the guidelines Of the relevant Nationally Endorsed Training Package <ul style="list-style-type: none"> • Preferably the application should be received prior to course commencement • Applications will be assessed by a qualified assessor and the applicant will be notified within five (5) working days • Trainer will verify the documentation received • Where further assessment is required, the applicant will be given an opportunity to provide additional requirements • Where partial recognition is granted the applicant will be notified in writing, approved certifications awarded, additional course fees advised and enrolment confirmed (upon the payment of associated fees) and course access will be given • Where recognition for a full qualification is granted the applicant will be notified in writing and approved certifications awarded upon payment of all fees made in full 	
Related policies	
<ul style="list-style-type: none"> • Enrolment • RPL 	
Related procedures	
<ul style="list-style-type: none"> • Issuing of a qualification/statement of attainment • Enrolment • RPL 	
Related documents	
<ul style="list-style-type: none"> • Enrolment Form • Student Handbook • Web Site Pages 	