

## MUTUAL RECOGNITION POLICY

Numurkah Community Learning Centre Inc (NCLC) ensures it will recognise all Qualifications and Statements of Attainment issued by another Registered Training Organisation (Mutual Recognition).

### Policy

- The qualifications and Statements of Attainment issued by any other Registered Training Organisation must be recognised.
- Recognition means that students will be granted exemptions in a course as a consequence of having completed the same unit(s) with another Registered Training Organisation.
- Mutual recognition information must be included in information given to students prior to enrolment.
- All staff must be provided with information about the mutual recognition application process and assist students in completing applications.
- Mutual recognition is different from Recognition of Prior Learning.
- Any documentation pertaining to the application for mutual recognition must be kept in the students file for a minimum period of two (2) years
- All signed assessment records for each unit of competency must be kept in the students file for a minimum period of two (2) years.

### Definitions

Mutual Recognition is the process of recognising the qualifications and Statements of Attainment issued by other Registered Training Organisations.

Credit Transfer is exempting a student from enrolling in and being assessed in a unit or units because they have been granted recognition for having completed the identical unit or units at another Registered Training Organisation.

The purpose of this procedure is to ensure that the qualifications and Statements of Attainment issued by any other Registered Training Organisation are recognised. (Mutual Recognition)

### Procedure

- Applicants for mutual recognition must apply in writing, attach a copy of a verified Qualification or Statement of Attainment and submit the application to the Chief Executive Officer.
- The Chief Executive Officer must check the Award or Statement of Attainment and grant credit transfers for identical units that have been identified as being completed at another Registered Training Organisation.
- Verified copies of Qualifications and Statements of Attainment used as the basis for granting Mutual Recognition must be kept on the student files
- Granting of mutual recognition must be recorded as a module outcome in the students file.

### Related Documents

- Record Keeping Policy

|  |                  |         |                            |
|--|------------------|---------|----------------------------|
| O:\NCLC CURRENT\RTO Documents\Policies and Procedures\P1008 Mutual Recognition Policy.docx |                  |         | P1008                      |
| Approved D.Fowler  | Created 27/01/15 | Revised | Version 1.0<br>Page 1 of 1 |