NATIONAL RECOGNITION POLICY AND PROCEDURE

1. Policy

This policy has been developed to support the VET Quality Framework and Condition 7 of the AQTF Essential Conditions and Standards and ensures the Alpine Institute will recognise qualifications issued by other Registered Training Organisation’s.

The qualifications and Statements of Attainment issued by any other Registered Training Organisation must be recognised.

The underlying principle of Nationally Recognised Training is that a student does not have to repeat training and assessment that has already been undertaken. A student shall not be required to repeat training and assessment in a unit of competency that they are able to provide evidence of competence in the form of a Nationally Recognised Qualification or Statement of Attainment identifying the same unit.

2. Procedure

2.1 General information for individuals

All prospective and enrolling individuals must be informed in either print or electronic form of the opportunity to apply for recognition of units and qualifications completed at another Registered Training Organisation. Individuals can apply for national recognition at any time.

2.2 Student request for National Recognition

- If a student wishes to apply for national recognition they must complete the ‘National Recognition Application’ and include appropriate evidence to support the application.
- The ‘National Recognition Application’ will specify the units that the student is applying for.
- The student is required to submit this application with associated evidence to Student Administration.

2.3 Assessment process

The assessment of all Applications for national recognition will be undertaken by the Human Resources Manager.

All applications for national recognition must be supported by the appropriate Nationally Recognised Qualification or Statement of Attainment indicating exactly the same code and title as those included in the student application.

The Human Resources Manager will confirm that the evidence provided is valid, current and authentic. This may require the Human Resources Manager in confirming the evidence with the issuing institute.

Where appropriate evidence is provided with the application the Human Resources Manager must grant the recognition and recognise the qualifications or statement of attainments issued by other Registered Training Organisation’s. The Human Resources Manager must complete the appropriate sections of the National Recognition Application form.
Where Recognition is granted this information will be communicated in writing to the applicant within 10 business days of completion of the assessment, and the qualification/statement of attainment will then be issued.

Where Recognition is not granted participants will be notified in writing of the outcome participant within 10 business days of completion of the assessment. The written communication to the student is to include a reason for refusal (where applicable)

In all cases, a copy of all relevant documentation and verified copies of the relevant Qualification/ Statement of Attainment and outcome will be kept in the student’s file.