

AQF Qualification Recognition Policy

Purpose

This policy establishes the principles and processes by which Collarts will accept and provide credit to learners for units of competency for AQF qualifications and Statements of Attainment awarded by other Registered Training Organisations with regard to college rules and the Standards for Registered Training Organisations (RTOs) 2025.

Scope

This policy applies to all RTO operations including auspiced schools and organisations where a person enrolling into a Unit of Competency is given recognition for having completed that unit (same code and title) at another Registered Training Organisation.

Policy

Collarts recognises the AQF qualifications and/or Statement of Attainment awarded and issued by other Registered Training Organisations. Current and prospective students may access this recognition through the credit transfer process and are made aware of this through the Student Handbook and induction process.

Recognition is granted on the provision of original or certified copies of qualifications and/or Statements of Attainment, a copy of which is placed on the student file for recognition and audit purposes.

The Collarts VET Team records the credit transfer for the recognised unit/s of competence in the Student Management System.

Procedure

1. Students seeking credit transfer for RPL services provided directly by Collarts staff, are to present the original or certified copies of qualifications and/or Statements of Attainment to the Registrar as part of their Evidence Portfolio.
2. Students of Auspiced Partners seeking recognition of previously achieved units are to:
 - a) Notify their Trainer or VET Coordinator that they have previously achieved one or more units that may contribute to the qualification they are seeking to enrol in.
 - b) Provide their Trainer or VET Coordinator with a certified copy of the qualifications and/or Statements of Attainment listing the units achieved.
 - c) The Trainer or VET Coordinator is to provide a certified copy of the qualifications and/or Statements of Attainment to the Registrar along with detail of the request for Credit transfer documented in the Student Enrolment section of Schedule 8 - Contract Variation Notice within the Memorandum of Understanding.
 - d) The Collarts VET Team will credit students with the approved units in accordance with the Qualification Packaging rules.
3. Students enrolled with Collarts who pathway from one qualification to another (eg Certificate II in Music to Certificate III in Music) are not required to provide a certified copy of the qualifications and/or Statements of Attainment, as this information is retained in the college's Student Management System. In this instance, the Trainer or VET Coordinator is to notify the Registrar of the request for Credit transfer by providing the completed Student Enrolment section of Schedule 8 - Contract Variation Notice within the Memorandum of Understanding