

Scope

This policy describes the process by which Quality Training and Hospitality College (QTHC) will consider and accept AQF qualifications and Statements of Attainment issued by Registered Training Organisations throughout Australia. The policy describes the process by which QTHC will consider and accept application for course credit.

Purpose

To recognise units of competency or qualifications which have previously been successfully completed by the student and issued by other Registered Training Organisation (RTO).

National Recognition and / or Course Credit can only be offered where we (QTHC) has the qualification on our Scope of Registration.

Fees

There are no fees applicable to this policy.

National Recognition / Credit Transfer (CT)

Credit Transfer is the process for recognising / assessing a previously completed course or unit(s) of competency from a Nationally Recognised Qualification, to see if it provides direct equivalent learning or competency outcomes to those required within the student's current course of study.

Quality Training and Hospitality College as a Registered Training Organisation recognises direct equivalent units issued on a transcript by other RTO's who are registered as a Registered Training Organisation, including TAFE.

Application Process

For QTHC to recognise a student's AQF qualifications and statements of attainment issued by any other Australian RTO, the student must complete the QTHC National Recognition (Credit Transfer) Application Form.

Documented evidence in the form of a copy of a certificate (qualification) and the academic transcript and / or a statement of attainment or the original document/s are also required from the student for QTHC to commence with the verification procedure.

Any claims made by a student regarding academic qualifications, or certifications to be granted as Credit Transfer (CT) into a new qualification being delivered by QTHC, will be subject to an authenticity and verification check with the issuing institution or professional body. QTHC requires permission from the applicant to undertake the verification process and this is obtained by completing the 'Applicant's Declaration & Verification of Qualifications' section of the National Recognition Application Form.

Where the student's evidence is more than 5 years old, QTHC may determine to utilise the Recognition of Prior Learning (RPL) process (refer to RPL policy).

On confirmation of authenticity and validity of AQF qualifications and / or Statements of Attainment with the issuing institution, QTHC will grant CT for the relevant units of competency.

The completed National Recognition Application Form with copies of the academic evidence provided will be placed in the student file and the results recorded in the Student Management System.

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Additional Advice for International Students

International Students are encouraged to apply for Credit Transfer prior to enrolment and to request an RPL Kit where necessary:

- Where Credit Transfer is granted before the issue of a VISA, the course duration will be indicated on the Confirmation of Enrolment (CoE)
- Where Credit Transfer is granted after the issue of a VISA, the amended course duration will be reported via PRISMS within 14 working days and a new COE will be issued
- Students are required to submit the Credit Transfer Form in order to have the Credit Transfer formerly assessed

Grounds on which course credit may be rejected (examples not exhaustive)

- The unit/s of competency of the previously completed course does not map across as equivalent to the unit/s of competency in the new / current qualification the student is undertaking with QTHC.
- Validity checks indicated that documentation was inaccurate.
- The official transcript was fraudulently created.

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