

## **Standard 5.1:**

### **Recognition of Qualifications Issued by Other RTOs**

#### **Inclusion in “College Policies and Procedures Manual”**

The AH&MRC and its Aboriginal Health College will occasionally provide training and/or assessment services to clients who have completed Units or Modules of accredited training programs that have been delivered by other RTOs.

This will particularly apply to Generalist Aboriginal Health Worker programs at Certificate III and Certificate IV.

The policy of the AH&MRC and its Aboriginal Health College is to recognise the AQF qualifications and statements of attainment issued by any other RTO.

## **Standard 5.2:**

### **Advice to Students:**

#### **“Credit Recognition of Qualifications Issued by Other RTOs”**

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The policy of the AH&MRC and its Aboriginal Health College is to recognise the AQF qualifications and statements of attainment issued by any other RTO.

This policy is an obligation on the AH&MRC and its Aboriginal Health College, under the Standards of the Australian Quality Training Framework.

Students who wish to apply for Credit Recognition should:

1. Notify their Course Coordinator in writing, and, if they have difficulty in contacting the Course Coordinator, then notify either the Principal Instructor or the Operations Manager/Business Manager.
2. Provide a copy of their qualification and/or statement of attainment from the other RTO.
3. Discuss with their Course Coordinator the implications of their credit recognition for completion of their current program with the AH&MRC and its Aboriginal Health College.

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### **For Staff:**

When a staff member, particularly a Course Coordinator, is notified by a student that (s)he is seeking Credit Recognition, (s)he should:

1. Record the student's application on the Student's Record System.
2. Validate the copy of the qualification and/or statement of attainment provided by the student, by phoning or emailing the RTO issuing the documentation
3. Ask the student to meet and discuss the impact of the Credit Recognition, specifically to clarify the remaining Units/Elements of competency the student is now required to complete to achieve her/his desired qualification or statement of attainment from the AH&MRC/Aboriginal Health College.
4. Record the Credit Recognition on the Student's Record of Attainment and/or Record of Qualification.