



RECOGNITION OF QUALIFICATIONS PROCEDURE

PURPOSE

The aim of this procedure is to ensure the recognition of AQF Qualifications and Statements of Attainment issued by other registered training organisations.

SCOPE

The Academy of International Education (Australia) recognises and accepts the AQF Qualifications and Statements of Attainment issued by any other registered training organisation throughout Australia that relate to qualifications TAIE is registered to deliver on its Scope of Registration for credit transfer arrangements.

RESPONSIBILITIES

The Principal Executive Officer has overall responsibility for the implementation of this procedure.

PROCEDURES

The Principal Executive Officer will be responsible for ensuring that:

- All students are supplied with information prior to commencement on TAIE's policy on Recognition of Qualifications issued by other RTO's.
- All staff members are supplied with the Staff Information Handbook

The Administration Manager will be responsible for ensuring that:

- The body issuing the credential is a registered training organisation with a State/Territory Recognition Authority, authorised to issue such qualifications, by verifying this against the National Training Information Service database at www.ntis.gov.au.
- The student must provide a Certified True Copy of Qualification/Statement of Attainment by authorised persons under the law or present the original documents for sighting.



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- The student signs a record of acceptance for the credit transfer and a copy is placed on the student's file

The Training Manager will be responsible for ensuring that:

- The information provided is sufficient and assess whether course credit can be granted by acknowledging his approval and decision on the 'Application for Recognition' form.
- Liaising with the student and advising them of the outcome and obtaining their acknowledgement of the decision on the form. Students who fail to acknowledge the outcome of their application by signing the form will render their application incomplete on the grounds of incomplete application and hence will not be entitled to initiate the complaints and appeals process on the basis of an incomplete application.

In regard to international students, the Principal Executive Officer will ensure:

- Where credit transfer is granted before the issue of a visa, the net course duration and revised full time load is indicated on the eCoE
- Where credit transfer is granted after the issue of a visa, the net course duration is revised so that the student has a full time load, and the resulting change of course duration is reported to DIAC via PRISMS immediately

REFERENCES

- National Code – 12 (8)
- ESOS Act Section - 19
- AQTF Standards