



TYPE OF DOCUMENT:	POLICY
TITLE:	MUTUAL RECOGNITION
DOCUMENT NUMBER:	POL26
VERSION NUMBER	2.0

POLICY STATEMENT

Perth Boat School is committed to recognising the AQF qualifications and Statements of Attainment issued by other RTO's.

In doing so, Perth Boat School will:

- * implement and maintain written procedures to recognize AQF qualifications and Statements of Attainment issued by any other RTO; and**
- * provide information regarding its mutual recognition obligations in all relevant documentation to clients, contractors and staff.**

MUTUAL RECOGNITION

1.0 INTRODUCTION

Perth Boat School is committed to providing quality training and assessment in accordance with the Australian Quality Training Framework (AQTF 2007). As such, Perth Boat School is required to have appropriate processes and procedures in place for the mutual recognition of AQF qualifications and Statements of Attainment issued by any other RTOs throughout Australia.

2.0 POLICY PRINCIPLES :

- o Mutual recognition comes into affect when a Statement of Attainment provided by a student (for that student) has the same national competency codes as those that form part of the training and assessment program within which the student is enrolled or is intending to enrol.
- o All persons who have successfully obtained competency in unit(s) of competency or qualification within a training package from a Registered Training Organisation (RTO), are entitled to gain mutual recognition by any other RTO for those competencies.
- o Information on mutual recognition is provided to students prior to enrolment.
- o Evidence relating to certificates and /or Statements of Attainments must be presented as either original copies or certified copies. Certified copies need to be appropriately signed by either a Justice of the Peace, or Commissioner of Declarations or the Director of Perth Boat School. Original certificates will be returned to the applicant.
- o Perth Boat School recognises the AQF qualifications and Statements of Attainment awarded by any other RTO



3.0 SUPPORTING DOCUMENTATION

Perth Boat School documentation which supports the implementation of this Policy includes:

- F26_01 Mutual Recognition Application form
- F26_02 Mutual Recognition qualification checklist
- Mutual Recognition Register Spreadsheet



4.0 PROCEDURES :

MUTUAL RECOGNITION

26-01

Step One – Student enquiry regarding Mutual Recognition
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- 1 Prior to enrolment Perth Boat School provides each potential student with information regarding Mutual Recognition. This is via the website, Student Handbook and /or course brochures.
- 2 Students seeking; mutual recognition for a Perth Boat School course which contains units of competency contained in the relevant Training Package and within Perth Boat School's scope of registration need to complete a Mutual recognition application form.
- 3 The Manager of Perth Boat School will provide the student with a "F26_01 Mutual recognition application form".

Step Two – Student completes and submits mutual recognition application
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- 1 Student completes the Mutual Recognition Application Form and submits to the Manager of Perth Boat School, with evidence of certification for units of competency that they are claiming in their application. Evidence of certification must be either the original copy of the certificate or Statement of Attainment received by the applicant, or a certified true copy of the original.

Step Three – Mutual Recognition application processed
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- 1 The Manager of Perth Boat School processes the MR application, completing a "F26_02 Mutual Recognition qualification Checklist". This will verify authenticity, completeness and compliance with the "Australian Qualifications Framework (AQF) Implementation Handbook", and the AQTF standards.
- 2 If the original credentials are incomplete or not compliant with the current "AQF Implementation Handbook", and the AQTF standards, the client is notified verbally to this effect and advised to request the additional information and/or an amended credential from the issuing RTO.
- 3 If the credentials are not relating exactly to the same unit codes and names as those in the Perth Boat School course, the student is advised of the Recognition of Prior Learning process.
- 4 If the authenticity of the credential is questionable, the client is requested to provide further verification from the issuing RTO or the Director Perth Boat School will contact the issuing RTO.
- 5 The Manager of Perth Boat School will register the MR application on the MR register.



Step Four – Student mutual recognition application accepted

- 1 If satisfied the original certification is authentic and meets the requirements of the current “AQF Implementation Handbook”, and the AQTF standards, the Director Perth Boat School formally recognises the “Statements of Attainment” and/or ‘qualification” by completing the relevant section on the application form.
- 2 The original credentials are then photocopied and endorsed with the words “original sighted”, are signed and dated by the Director or Manager of Perth Boat School.
- 3 The relevant details of the issuing RTOs “Statement of attainment” and/or “qualification” are recorded on the student management system and the certified copies of the credentials and completed Mutual recognition documentation are filed on the individual’s student file.
- 4 The student is advised in writing of the success of their mutual recognition application with original credentials being sent back to the student.