

PURPOSE

This policy outlines the requirements of Life International Training to recognise AQF Qualifications and Statements of Attainment issued by other RTOs.

SCOPE

Life International Training will recognise the AQF qualifications and Statements of Attainment issued by any other RTO.

To claim mutual recognition a student must provide a copy of the AQF qualification and/or Statement of Attainment to Life International Training.

PROCEDURE

- Life International Training will need to ensure they have the qualification on its Scope of Registration.
- The student submits their Statement of Attainment or Qualification from another RTO to apply for Mutual Recognition.
- Life International Training will need to take a copy of the Statement of Attainment or Qualification and keep on file.
- Life International Training contact the training provider and confirms the validity of the statement of attainment or qualification
- Upon confirmation of authentic evidence, Life International Training needs to complete Student Assessment Record confirming the individual Units of Competence attained. This Student Assessment Record will then be entered into Axcelerate for the course they are enrolled in
- The qualifications that are being mutually recognised are stored in Axcelerate.