

<b>Version 9</b> Revised and Approved by Gary Morris OAM Chief Executive Officer 1 May 2019	<b>BOOROONGEN DJUGUN COLLEGE</b> <b>QUALITY ASSURANCE</b> <b>RECOGNITION OF STUDENT</b> <b>QUALIFICATIONS</b>	File No: Quality/QA Forms/ QA-RCQ-01 Page 1 of 2
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## **RECOGNITION OF STUDENT QUALIFICATIONS**

### **PROCEDURE: QA-RCQ-01**

#### **PURPOSE**

The purpose of this procedure is to ensure applicants have access to and receive advice when seeking Recognition where AQF qualifications and Statement of Attainments have been issued by other Registered Training Organisations.

Booroongen Djugun College recognises qualifications and statements of attainment issued by other RTOs and communicates this recognition through its information provided to potential and enrolling students.

The organisation's procedure for [Recognition for Prior Learning and Current Competencies QA-RPL/RCC-01](#) also supports this procedure.

#### **SCOPE**

The organisation promotes this service and provides guidance and assistance to students who wish to seek Recognition in accordance with statutory regulations and requirements with:

- Australian Skills Quality Authority (ASQA) and Standards for Registered Training Organisations (RTOs) 2015.

#### **PROCEDURE**

- Information relating to Booroongen Djugun College's recognition policy must be provided to all potential enrolling students.
- Information relating to Booroongen Djugun College's recognition policy must be communicated to all Booroongen Djugun College training staff.

#### **PROCESS**

1. Applicants are advised during the enrolment and induction phase of training that recognition and credit transfer is available.
2. Applicants who wish to have a qualification or Statement of Attainment recognised are referred to the Course Coordinator.

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3. Booroongen Djugun College's Trainers/Assessors will liaise with potential applicants and offer guidance as to which areas of competencies their qualification or Statement of Attainment match.
4. Applicants are to provide original or a certified copy of their qualification, certificate or Statement of Attainment.
5. Trainers and Assessors will research and compare the unit of competencies, unit/module name, number and AQF Level against the training.gov.au website and complete the relevant documentation for processing.
6. Applicants are assessed on the evidence supplied and notified of the outcome as to whether or not they have been deemed "competent" or "not yet competent". For applicants who do not have sufficient evidence in specific areas, workplace assessments may be arranged.
7. The applicants records are to be updated and credit transfers recorded against:
  - The course or qualification in which the applicant is enrolled.
8. As per the normal assessment process, applicant's can lodge an Appeal if they are dissatisfied with the assessment received (*Refer to [Appeal and Reassessment Process QA-ARP-01](#)*).

## **PROCEDURE DOCUMENTATION**

[Recognition for Prior Learning and Current Competencies QA-RPL/RCC-01](#)  
[Appeal and Reassessment Process QA-ARP-01](#)  
[Recognition Kit-Generic QVC-REC-01](#)  
[Student Qualifications QA-RCQ-01](#)