

MUTUAL RECOGNITION

VERSION: 1.1

Australian Workplace Training Pty Ltd (AWT) will recognise all qualifications and statements of attainment of all units that align to or translate to relevant units by all other Registered Training Organisations, and grant a credit transfer or recognition for the qualifications or statements of attainments.

Students who enrol in AWT course can gain credit or recognition of prior learning for applicable units that they have satisfactorily completed in the past.

- The fees for recognition of prior learning will be set from time to time by the directors. [see *Schedule of Summary Fees*]

Students who wish to gain Recognition of Prior Learning must firstly be eligible to enrol in the course (including all units) concerned must provide evidence of relevant competencies.

Students who wish to gain credit or Mutual Recognition must firstly be eligible to enrol in the course (including all units) concerned and then be granted credit or recognition for course modules or their equivalent that they have satisfactorily completed.

Students who wish to apply for Recognition will be requested to furnish the relevant certificates and/or a portfolio of their work and/or experience. Where deemed necessary students may be asked to attend an interview with a referee of their choice where agreement will be reached as to the whole units for which Recognition will be granted.

Once the necessary documentation is received, a decision will be made as to recognition within two weeks.

PROCEDURES

- Students who wish to gain credit or Recognition must firstly be eligible and enrol in the course (including all units) concerned and then be granted credit or Recognition for course units or their equivalent that they have satisfactorily completed.
- The relevant Administration Officer will ascertain at the point of enquiry as to whether or not the prospective student wishes to ask for credit for past studies or to apply for recognition.

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- Those students requesting credit will be asked to complete and return the enrolment form sent to them as well as providing a copy of their relevant Certificates and CV.
- Students who wish to apply for recognition will be requested to furnish the relevant certificates and/or a portfolio of their work and/or experience. Where deemed necessary by the Program Manager, students may be asked to attend an interview with a referee of their choice where agreement will be reached as to the whole modules for which Recognition will be granted.
- Costs for these services will be set from time to time by the directors and reported in the *Schedule of Sundry Fees*.