



trainwest  
training your future

## MUTUAL RECOGNITION POLICY

Trainwest is a Registered Training Organisation (RTO) and as such is required to have a policy for the recognition of AQF qualifications and Statements of Attainment issued by any other RTO's.

Trainwest 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 Trainwest.

- Trainwest will need to ensure they have the qualification on its Scope of Registration.
- The student submits the original Statement of Attainment or Qualification from another RTO to apply for Mutual Recognition. Photocopies are not an acceptable form of evidence.
- Trainwest will need to take a copy of the Statement of Attainment or Qualification and keep on file.
- Trainwest needs to check on the NTIS website that the RTO who has issued the qualification or unit/s of competence has this in their Scope of Registration. If it is not on their Scope of Registration, the candidate needs to provide further evidence or have the RTO contact Trainwest to confirm.
- Upon confirmation of authentic evidence, Trainwest needs to complete a Competency Assessment Record confirming the individual Units of Competence attained. This Competency Assessment Record will then be filled within the individual class file for the training course they are enrolled in.
- The qualifications that are being mutually recognised will be entered onto the client database against the client's record. At this time the qualification will be recorded but not issued to the client.
- If the candidate has units of competence from another registered training organisation they will be recorded in client data base as a credit transfer.