

## **National Mutual Recognition and Credit Transfer Policy**

### **Purpose**

To meet Clause 3.5 in the Standards for Registered Training Organisations 2015 where students are eligible for credit transfer.

### **Policy**

National Mutual Recognition is the process whereby a Registered Training Organisation agrees to recognise the AQF qualifications and Statements of Attainment issued by any other Australian registered educational institution (whether it be VET, Higher Education or secondary) or the Unique Student Identifier Registrar and provide credit as applicable. Lead Institute follows the principles of National Mutual Recognition in this regard. Lead Institute will seek verification of the certification supplied with each application that it receives.

Should a student wish to have their qualifications reviewed in order to obtain credit, the steps below must be followed. There is no charge for a Credit Transfer application.

### **Procedure**

- Student discusses the request with the relevant Lead Institute Assessor.
- Should the decision be made to progress with Credit Transfer, a Direct Credit Transfer Application Form will be issued to the student.
- Original certificates and Statements of Attainment to be sighted by the Assessor. Copies to be made. The student may also wish to provide certified copies.
- The Assessor will verify the authenticity of documents provided with the issuing RTO.
- Information will be forwarded to Lead Institute's Administration staff for input into the Learner Management System and students' hard copy files. The student may be granted an exemption from certain aspects of the training as deemed appropriate.