

RECOGNITION OF QUALIFICATIONS ISSUED BY OTHER REGISTERED TRAINING ORGANISATIONS

POLICY ON RECOGNITION AND CREDIT TRANSFER

CEPIA recognises the AQF qualifications and Statements of Attainment issued by any other RTO and gives credit for these towards an award, where applicable.

CEPIA includes its recognition obligations in information to clients.

CEPIA provides information to its staff on the requirements for recognition of the AQF qualifications and Statements of Attainment awarded by other RTOs.

PROCEDURES

CEPIA will grant recognition (credit transfer), as applicable, against AQF qualifications and Statements of Attainment issued by any other RTO.

In order for recognition or credit transfer to apply, a **CEPIA** assessor must sight an original or JP-certified copy of a qualification or statement of attainment issued by another RTO.

A verified copy of the document must be retained as part of **CEPIA** records of assessment.

Where the AQF qualification or statement of attainment applies to an award which no longer exists, documentary evidence must be provided which will enable a determination of equivalence with the award/statement of attainment for which credit transfer is being sought. The applicant may also be asked to demonstrate currency of the knowledge and skills attested to in the qualification or statement of attainment.

Information about **CEPIA** policy on recognition and credit transfer will be made available prior to client enrolment and will be included in information made available to clients on admission to a program. It will also be included in **CEPIA** general client information.