



## Procedure on National Recognition.

The centre acknowledges national recognition by accepting the AQF qualifications and Statements of Attainment issued by other RTOs.

The following steps are to be undertaken by all staff and tutors of Narre Community Learning Centre when assessing qualifications already achieved by a student.

1. The unit of competency/s claimed must be supported by original documentation.
2. The original documentation must list the exact and specific details of the unit of competency claimed including the unit code and title.
3. The staff member or tutor is required to make a copy of the statement of attainment/certificate presented by the student.
4. The staff member or tutor must certify and sign the copy to verify that it is a true copy of the original. This must be signed and dated.
5. The staff member or tutor must verify the credential/s by accessing the [www.training.gov.au](http://www.training.gov.au) website and checking that the provider does have the qualification/unit of competency on their scope of registration. Where doubts exists the staff member or tutor shall contact the RTO concerned.
6. In circumstances where an exact match exists and the steps above have been completed, the Training Plan for the student should be completed for all relevant unit/s.
7. The administrator will enter the information on VETtrak as per the training plan.