

### Operating Procedure

RTO Name: Westvic Staffing Solutions (WSS) TOID: 4184  
 Procedure Number & Name: RTOPRO025 Recognition of AQF Qualifications issued by other RTOs

#### **Purpose**

This procedure has been implemented to ensure that we must recognise the AQF Qualifications and Statements of Attainment issued by other Registered Training Organisation/s (RTO/s).

#### **Scope**

The scope of this procedure covers the process in which we are required to recognise AQF Qualifications and Statements of Attainment issued by other RTO/s that relate to our Scope of Registration.

#### **Responsibility**

RTO Operations Manager  
 GFTP Compliance Coordinator  
 Administration Officer

#### **Process**

It is our policy that we recognise qualifications issued by other RTOs. The following process is to be followed when a student is requesting that we recognise qualifications issued by other RTO/s.

1. Recognition of qualifications issued by other RTO/s is to be provided to student in our pre-enrolment information.
2. The student will be required to provide an original or certified copy of the qualification Certificate or Statement of Attainment for sighting purposes within 4 weeks of enrolment.
3. A copy of the original will be taken and the original will be returned. In the case of a Certified Copy we will keep the Certified Copy.
4. The RTO listed on the Certificate or Statement of Attainment may be checked on [www.training.gov.au](http://www.training.gov.au) and verified to ensure the Certificate or Statement of Attainment is authentic.
5. We may contact the RTO and verify that the Certificate or Statement of Attainment is authentic by asking the RTO to verify the Certificate number or Statement of Attainment number and ensure that number was allocated to the student who has presented the Certificate or Statement of Attainment.
6. After conducting the above checks we will recognise the Certificate and Statement of Attainment.
7. A copy of the verified Certificate or Statement of Attainment will be filed in the student's file.

#### **Related Documents**

- AQTF Quality Manual.

**End of Document**

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