



POLICY AND PROCEDURE:

PP No:

DATE:

Mutual Recognition

PP077.2

19th November 2014

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Introduction

MACE Incorporated (MACE) ensures it will recognise all Qualifications and Statements of Attainment issued by another Registered Training Organisation (Mutual Recognition).

Policy

- The qualifications and Statements of Attainment issued by any other Registered Training Organisation must be recognised.
- Recognition means that students will be granted exemptions in a course as a consequence of having completed the same unit(s) with another Registered Training Organisation.
- Mutual recognition information must be included in information given to students prior to enrolment.
- All staff must be provided with information about the mutual recognition application process and assist students in completing applications.
- Mutual recognition is different from Recognition of Prior Learning.
- Any documentation pertaining to the application for mutual recognition must be kept in the students file for a minimum period of two (2) years
- All signed assessment records for each unit of competency must be kept in the students file for a minimum period of two (2) years.

Definitions

Mutual Recognition	the process of recognising the qualifications and Statements of Attainment issued by other Registered Training Organisations.
Credit Transfer	exempting a student from enrolling in and being assessed in a unit or units because they have been granted recognition for having completed the identical unit or units at another Registered Training Organisation.

Purpose

The purpose of this procedure is to ensure that the qualifications and Statements of Attainment issued by any other Registered Training Organisation are recognised. (Mutual Recognition)

Authorisation

Chief Executive Officer
MACE Incorporated

Procedure

1. Applicants for mutual recognition must apply in writing, attach a copy of a verified Qualification or Statement of Attainment and submit the application to the Chief Executive Officer.
2. The Chief Executive Officer must check the Award or Statement of Attainment and grant credit transfers for identical units that have been identified as being completed at another Registered Training Organisation.
3. Verified copies of Qualifications and Statements of Attainment used as the basis for granting Mutual Recognition must be kept on the student files
4. Granting of mutual recognition must be recorded as a module outcome in the students file.

Responsibility

It is the responsibility of the Chief Executive Officer to ensure all staff and students are aware of this policy and its procedures.

Relating Documents

- Record Keeping Policy