

National Recognition

Operating Policy and Procedure

1. Policy

In accordance with the Australian Quality Training Framework (AQTF), Sage recognises AQF qualifications and statements of attainment issued by any other RTO.

2. Purpose

To ensure conformance with AQTF standards that AQF qualifications and statements of attainment issued to any students coming to Sage are recognised.

3. Responsibility

The Academic Director is responsible for ensuring compliance with this policy.

4. Guidelines

The Australian Qualifications Framework (AQF) is a comprehensive policy framework that defines all qualifications recognised nationally in post-compulsory education within Australia.

As a Registered Training Organisation (RTO) Sage is accredited to provide a range of nationally recognised courses and training programs. Where a student successfully completes a training program and/or meets the assessment criteria they will be entitled to receive the relevant qualification (subject to any other criteria such as course fees, etc).

Partial completion of a training program and/or satisfaction of an individual module assessment criterion will entitle the student to a statement of attainment in relation to the module(s) completed.

Within the VET Sector there are many RTOs providing accredited training leading to recognised qualifications. Sage will recognise accredited qualifications and statements of attainment issued from other RTOs.

5. Procedure

Where a candidate wishes to make an application for national recognition the following procedure is to be adopted:

- a. Applicant completes enrolment form and indicates national recognition will be sought
- b. Staff member receiving enrolment provides the applicant with a national recognition form
- c. Applicant completes and submits national recognition form with the following supporting evidence:
 - i. Verified/certified copies of AQF qualifications and/or statements of attainment awarded
 - ii. Proof of identification
- d. AQF qualifications and/or statements of attainment provided by applicants must clearly identify the following:
 - i. Nationally recognised training
 - ii. Name of RTO issuing AQF qualification or statement of attainment
 - iii. National provider number of RTO
 - iv. Full surname and first name of the recipient
 - v. The qualification and/or units of competency attained
- e. Applicant must provide proof of identification by means of photo identification which is to be photocopied and verified by the staff member receiving the application and attached to the file
- f. National recognition application forwarded to data entry personnel for data entry
- g. National recognition application forwarded to Academic Director for assessment
- h. National recognition application and evidence assessed by Academic Director (or authorised representative) and may or may not include:
 - i. Need of applicant to validate and/or to supply further evidence

- ii. Interview with applicant
 - iii. Validation of evidence by Sage
 - i. National recognition application endorsed by Academic Director (or authorised representative) with result and returned to data entry personnel
 - j. Applicant notified regarding application outcome
 - k. National recognition application and evidence filed as per administration filing requirements
6. Authority
Authorised by the Academic Director