

1. National recognition process guidelines

The following guidelines are to be followed when an application for national recognition is received:

- Any student is entitled to apply for national recognition in a course or qualification in which they are currently enrolled.
- Students may not apply for national recognition for units of competence or qualification which are not included in our scope of registration.
- Whilst students may apply for national recognition at any time, they are encouraged to apply before commencing a training program. This will reduce unnecessary training and guide the student down a more efficient path to competence.
- An Administrative fee of \$25 is charged per unit for National Recognition with a maximum charge of up to \$150 per qualification.
- National recognition may only be awarded for whole units of competence. Where a mapping guide identifies a partial credit, this will not be considered for national recognition and the applicant will be advised to seek recognition.
- National recognition will only be issued when the student's enrolment includes at least one other unit of competence for which the student is participating in training or is seeking recognition. Student may not enrol only for national recognition.
- The recognition of a unit of competence under a national recognition arrangement is not contingent on the applicant demonstrating their currency. If the unit has been previously awarded and equivalence can be demonstrated then the unit can be recognised. The currency of the applicant is not a factor to be considered.

2. Procedure for national recognition process

The following procedure is to be applied by Advance-Forward Pty Ltd upon receipt of an application for national recognition:

1. sufficient information is to be provided to candidates to inform them of opportunities for alternative pathways via national recognition and the national recognition policy. Ideally, this information should be provided to candidates prior to enrolment.
2. To apply for national recognition, the applicant must complete and submit the following documentation to Advance-Forward Pty Ltd:
 - a. National Recognition Application Form;
 - b. Certified copy of the qualification or statement of attainment; and
 - c. Enrolment application for the training program applicable to the units of competence for which national recognition is requested.
3. On receipt of the application, we will check the qualification or statement of attainment for authenticity and grant national recognition for the units of competence that have been completed at any other Registered Training Organization.
4. Where the units of competence do not align with the units of competence requested, further information is to be sought in the form of Training Package mapping guides or purchasing guides.
5. Verified copies of qualifications and statements of attainment used as the basis for granting national recognition must be kept on the student file.
6. The completed national recognition application form must be signed by the student and Advance-Forward Pty Ltd Chief Executive Officer (or delegate) and retained on the student's file at Advance-Forward Pty Ltd.
7. Students will be notified in writing of the outcome of their application. This may include issuing statements of attainment or qualifications awarded through national recognition in accordance with our Certification policies and procedure.

3. National Recognition process

