

Policy

Cambridge International College (CIC) acknowledges and supports the recognition of qualifications issued by other RTOs. In recognising and accepting Australian Qualifications Framework Qualifications (AQF) and Statements of Attainment issued by other Registered Training Organisations, CIC acknowledges and implements its responsibility to enable individuals to receive national recognition for their achievements. CIC informs clients and staff of CIC's obligation to recognize AQF qualifications and statements of attainment issued by any other RTO.

Procedure

Recognition of qualifications issued by other RTOs

1. Students who have completed equivalent units at another RTO should provide both the original and a copy of the AQF Qualification and/or Statement of Attainment.
2. They should complete the *Application for recognition of qualifications issued by other RTOs* form available from Reception or the CIC Intranet.
3. The subject(s)/module(s)/learning segment(s) for which the student is seeking recognition from their previous RTO must have the same code as the module(s)/learning segment(s) at CIC.
4. Each case is assessed individually as exact equivalence needs to be determined. If the applicant is changing from one area of study to another, they may not be automatically eligible for credits.
5. Applications for recognition of qualifications issued by another RTO must be made by the end of the first week of the term in which the subject for which exemption is requested is offered. Ideally, students should lodge this application prior to their studies at CIC commencing.

Important

6. Students must continue to attend their scheduled classes until their application for recognition of qualifications issued by another RTO has been assessed.
7. Any reduction in class hours that a student receives cannot be used to reduce their attendance requirements.
8. Students must attend 20 hours class time per week.