

## 32 AOT Authentication Policy

Policy Name:	AOT Authentication Policy		
Document Reference:	P_A_32.1_V2		
Document Version:	2		
Authorising Officer:	Chief Executive Officer		
Document Location:	PolicyDoc (cloud based document management system)		
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Formal Review Date:	13/08/2019		
Related Legislation & Guidelines	Standards for Registered Training Organisations (RTOs) 2015		
Scope	Course Type	All	
Version Updates	Version 1	Implemented	27/05/16
	Version 2	Updated to meet requirements, and Minor updates to wording	13/08/2018

### Communication:

All AOT policies, procedures and guidelines are saved in PolicyDoc (cloud based document management system) which is accessible by all relevant staff. Updates are communicated to staff through our knowledge management system. Updates are communicated to students via announcements in our Learning Management System.

## 1. Purpose

AOT will provide credit for a unit where the student provides suitable evidence they have successfully completed a unit or module at any authorised issuing organisation, such as an RTO or university. Refer to Assessment Policy.

## 2. Policy

Before providing credit on the basis of a qualification, statement of attainment or record of results, AOT will authenticate the information in the document by contacting the organisation that issued the document and confirm the content is valid.

If the issuing organisation is no longer operating, AOT requires the student to be responsible for obtaining a valid letter/transcript from the National VET regulator or state VET regulator for Victoria and Western Australia documenting the competencies you have achieved. In some instances, the student may have past transcripts of completed nationally recognised training recorded against their USI account. The student would need to provide permission for AOT to view their USI transcript.

## 3. Related Forms and Documents

AOT's Document Register outlines all the forms and documents that relate to this policy. The Document Register is saved within a PolicyDoc and is accessible by all relevant staff.

## 4. Quality and Continuous Improvement

All policies, procedures and processes are reviewed on an annual basis. This policy will be formally reviewed on the date set out in the version control table at the beginning of this document.

AOT reserves the right to review and update policies, procedures and processes at any time outside of the formal review cycle, as required by:

- a) changes in regulatory, statutory, or contractual obligations,
- b) results of internal quality assurance processes,
- c) feedback received from staff.

Any recommendations to improve this document must be submitted to [ceo@aot.edu.au](mailto:ceo@aot.edu.au).