

# P-048 Recognition Policy

## Purpose

This policy and procedure is to ensure that qualifications issued by other RTOs are recognised by the RTO and that students are provided with credit and recognition for current skills and knowledge in context of their enrolment.

## Compliance

This policy relates to the following 2012 SNR standards: 15.5, 16.1, 16.3, 16.5, 23.2

This policy relates to the following 2015 SNR standards: 1.2, 1.4, 1.7, 1.8, 1.12, 3.5, 5.1

This policy relates to the following AQTF Conditions: 1.5, 2.1, 2.3, 2.5

## Definitions

**Recognition** as defined in this policy and procedure means recognition of skills and knowledge, this may be in the form of Credit Transfer (CT), Recognition of Prior Learning (RPL) or partial RPL in the form of reduced training and/or assessment in a course or gap assessment.

**Competency** means the consistent application of knowledge and skill to the standard of performance required in the workplace. It embodies the ability to transfer and apply skills and knowledge to new situations and environments.

**Credit transfer** is defined in the AQF as follows:

Credit transfer is a process that provides students with agreed and consistent **credit** outcomes for components of a qualification based on identified equivalence in content and learning outcomes between matched qualifications.

**Recognition of prior learning (RPL)** is defined in the AQF as follows:

Recognition of prior learning is an assessment process that involves assessment of an individual's relevant prior learning (including formal, informal and non-formal learning) to determine the credit outcomes of an individual application for **credit**.

This is underpinned by the AQF definition of credit as follows:

**Credit** is the value assigned for the recognition of equivalence in content and learning outcomes between different types of learning and/or qualifications. Credit reduces the amount of learning required to achieve a qualification and may be through credit transfer, articulation, recognition of prior learning or advanced standing

**Recognition of Prior Learning (RPL)** under the 2015 Standards for RTOs means an assessment process that assesses the competency/s of an individual that may have been acquired through formal, non-formal and informal learning to determine the extent to which that individual meets the requirements specified in the training package or VET accredited courses.

- a) formal learning refers to learning that takes place through a structured program of instruction and is linked to the attainment of an AQF qualification or statement of attainment (for example, a certificate, diploma or university degree);
- b) non-formal learning refers to learning that takes place through a structured program of instruction, but does not lead to the attainment of an AQF qualification or statement of attainment (for example, in-house professional development programs conducted by a business); and
- c) informal learning refers to learning that results through experience of work-related, social, family, hobby or leisure activities (for example the acquisition of interpersonal skills developed through several years as a sales representative).

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## **Table 1.8-2: Rules of Evidence (as per the 2015 Standards for RTOs)**

### **Validity**

*The assessor is assured that the learner has the skills, knowledge and attributes as described in the module or unit of competency and associated assessment requirements.*

### **Sufficiency**

*The assessor is assured that the quality, quantity and relevance of the assessment evidence enables a judgement to be made of a learner's competency.*

### **Authenticity**

*The assessor is assured that the evidence presented for assessment is the learner's own work.*

### **Currency**

*The assessor is assured that the assessment evidence demonstrates current competency. This requires the assessment evidence to be from the present or the very recent past.*

## **Scope**

This policy applies to all staff and trainers of the RTO

Trainers and assessor have the responsibility for mapping competency against the required criteria in a unit of competency or module and against ensuring that evidence provided meets the Rules of Evidence (as defined above).

Training advisors, account managers and trainers and assessors are responsible for ensuring that a student has been given the information regarding recognition and where applicable the opportunity to apply for recognition prior to or upon enrolment into a course.

The Compliance Specialist will retain an approved register of units of competency (specific to the release number) which have been reviewed and approved for Credit Transfer, this list is to be spot checked and validated on a quarterly basis by the National Quality Manager and National Program Manager

Administration is to ensure the integrity of the process and is responsible for processing recognition application completed by the trainers and updating the information into the Student Management System (SMS).

The student is responsible for providing verified copies or original AQF certification documentation.

The RTO reserves the right to seek further clarification from the issuing RTO where there is some ambiguity about verification and authenticity.

Whilst students may apply for 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 competency. Where a student presents evidence for Recognition AFTER they have commenced a unit of competency or module and where clear evidence can be provided that the student was fully informed about their options prior to enrolment and commencement, fees may apply.

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## **Process- Credit Transfer (exact unit of competency code match)**

The RTO will recognise all qualifications issued by any other RTO upon receiving evidence (original or certified copies) in the form of:

- A Testamur or Statement of Attainment clearly demonstrating the RTO government issued number and logo
- A record of results clearly demonstrating the RTO course codes and competency achieved.

## **Recognition of qualifications procedure:**

Prior to enrolment students are provided with information about RPL and recognition through the Student Information Guide and Recognition Information Kit, discussions during enrolment and while completing the enrolment form with the training advisor.

At the commencement of course the trainer reinforces students' awareness at student induction that any existing qualifications they possess will be recognised by the unit.

- If a student presents a qualification or other documentation as mentioned above at the time of enrolment to the training advisor, the documentation will be attached to the enrolment form to be processed by administration upon enrolment. Where applicable, fees will be reduced/waived for those units of competency where credit transfer or RPL is applicable. See Fees and Charges policy and procedure for more information.
- If a student presents an original qualification to the trainer, the trainer will take a copy, sign it as original sighted and provide it to administration with a student contact record sheet identifying the applicable units for recognition;
- Administration will enter the information into the Student Management System and retain the documentation in the student file;
- Where the student is undertaking a government funded qualification, this information will be processed in line with state funding requirements.

## **Process- Credit Transfer (Unit of Competencies are listed as equivalent by the ISC under the training package)**

The RTO will provide credit issued by any other RTO upon receiving evidence (original or certified copies) in the form of:

- A Testamur or Statement of Attainment clearly demonstrating the RTO government issued number and logo
- A record of results clearly demonstrating the RTO course codes and competency achieved

AND

Pending approval from the National Quality Team.

## **Process- Recognition of Prior Learning**

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

- Each qualification that the RTO offers is supported by a framework that guides the development of recognition arrangements based on the students expected history of industry roles and time in the industry.
- Any student is entitled to apply for recognition in a course or qualification in which they are enrolled.

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- Students may not apply for recognition for units of competency or a qualification that is not included in The RTO's scope of registration.
- Students who are currently enrolled in a training program are eligible to apply for RPL in that program at no additional charge, note that where RPL is granted fees may apply.
- Assessment via RPL must be undertaken in line with the Principles of Assessment and Rules of Evidence (2015 Standards definitions)
- Recognition may only be awarded for whole units of competency.

## **Forms of evidence for recognition**

RPL acknowledges that workplace skills and knowledge may be gained through a variety of ways including both formal and informal learning or through work-based or life experience. Like assessment, RPL is a process whereby evidence is collected and a judgement is made by an assessor or assessment team. It also includes evidence to confirm a student's ability to adapt prior learning or current competence to the context of the intended workplace or industry.

Forms of evidence toward recognition may include:

- Work records
- Records of workplace training
- Assessments of current skills
- Assessments of current knowledge
- Third party reports from current and previous supervisors or managers
- Evidence of relevant unpaid or volunteer experience
- Examples of work products
- Observation by an assessor in the workplace
- Performance appraisal
- Formal previous training
- Duty statements

Many of these forms of evidence would not be sufficient on their own. With a number of evidence items combined together, the student will start to provide a strong case for RPL.

The RTO reserves the right to require students to undertake practical assessment activities of skills and knowledge in order to satisfy itself of a student's current competence.

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## Procedure

1. Inform student of availability of formal Recognition through:
  - Information session
  - Response to individual's enquiry
  - Informing client that this information is available on The RTO's website
  - Sending information with course information when making a booking
2. All students wishing to apply for RPL must be provided with a *F-048 Recognition Application Kit*, which contains all the information a student requires.
3. All students wishing to apply for RPL are issued an invoice for a non-refundable deposit to process the application. This is deducted from any course / recognition fees.
4. All students must provide supporting evidence via a portfolio of evidence in the area in which they wish to apply for RPL. The kit contains a self assessment checklist to support their application. The application must be submitted to the Operations Manager/Training Coordinator, who will acknowledge receipt.
5. The Operations Manager/Training Coordinator will assign an assessor or team of assessors to review the evidence.
6. The Assessor uses the *F-052 Recognition Assessment Record* to map the submitted information and document against the national competency standards so that judgments can be made as part of the assessment process.
7. After the trainer has reviewed the evidence, as part of their application, the students must participate in a competency conversation with the assessor. At this point, the student and assessor will decide which units the RPL application will cover and the student will be informed of the cost of the application.
8. Based on the competency conversation and review of evidence, the assessor will identify any gaps in the evidence and inform the student. If the assessor identifies the need for observations in the workplace, a practical placement visit or observation of skills in a simulated environment, arrangements will be made with the student.
9. The assessor will complete the *F-052 Recognition Assessment Record* to document that the student has supplied sufficient evidence under the rules of evidence and assessment and note if the student has been deemed competent or not yet competent. Any further steps to be taken by the student before they can be deemed competent and granted RPL will be detailed.
10. The student must pay (where relevant) a RPL application and processing fee.

A RPL application is to be retained in the same manner as an existing student file. The application will be processed within 21 days of receipt of all information and evidence. The student will be advised in writing of the status of the application upon completion.

### If RPL for unit/s is granted:

The student will be advised in writing of the following:

- Issuance of the unit/s of competency and/or module/s
- Issue of parchment/certification (if applicable)
- Issue of Statement of Attainment (where applicable)

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## **If RPL for unit/s is unsuccessful:**

The student will be advised in writing of the following:

- Reasons the application was unsuccessful.
- If any further evidence and documentation is required.
- Enrolment in the module for which recognition was sought.
- Advised of their right of appeal through the *P-007 Appeals Policy*.

## **Finalising the Process**

Any original copies of submitted evidence belonging to the student will be photocopied and retained in the student's file in accordance with the RTO's *P-003 Record Management and Maintenance Policy*.

All original documents will be returned upon completion of the process.