Policy Objective

When any individual applies or enrols in a training program with ET Australia, they have the right to have all their relevant skills and knowledge, attained through formal and informal training or life experiences, considered for the granting of recognition / credit transfer in a qualification, statement of attainment or unit of competency.

For quality assurance purposes and to meet the principles that underpin assessment ET Australia has workable recognition processes as part of the assessment and continuous improvement systems. Practices ensure that the requirements of the relevant Training Package are met and are compliant with the principles of assessment and the rules of evidence. Recognition practices meet workplace and regulatory requirements and are systematically validated.

Recognition is an important part of the assessment process and should confirm confidence of industry and others in ET Australia's training and assessment methods. ET Australia Trainers and Assessors are expected to remain current in their professional development and in their knowledge and understanding of current issues and practices related to recognition assessment.

Recognition Defined

1. Credit Transfer
In the Australian Qualifications Framework (AQF) Credit Transfer is defined as:

"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"

Credit Transfer is *'like for like'* and does not involve any assessment. Currency must have been maintained by the individual i.e. within the last 2 years there must be evidence of the individual having maintained their skills and knowledge as relevant to the unit they are seeking Credit for. Currency will be verified by a qualified Assessor.

Note: *Competency requires demonstration of current performance, so the evidence collected must be from either the present or the recent past. This will be more relevant for some industry areas than others, and for this reason there will be variation in the length of time before 'currency' is considered to have lapsed.*

2. Recognition

The Recognition process includes Recognition of Prior Learning (RPL), Recognition of Current Competency (RCC). All terms refer to the process of evaluating individual's level of skill or competence against the endorsed industry competency standards or outcomes specified in the Australian Qualifications Framework (AQF) accredited qualifications. Recognition is a cumulative process of collecting evidence.

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Recognition of Prior Learning

In the Australian Qualifications Framework (AQF) Recognition of Prior Learning is defined as:

"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 ……."

- *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);

- *Non-formal learning* refers to learning that takes place through a structured program of instructions, 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

- *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).

Recognition of Current Competency (RCC)

Recognition of Current Competency (RCC) is a term that is sometimes used and sits within an RPL outcome. RCC applies if an individual has previously successfully completed the requirements for a unit of competency and holds certification in the unit and is now required to be reassessed in order to verify that the individual has maintained their competence and still meeting all requirements**.**

Procedural Guidance

CREDIT TRANSFER

The Student is required to complete and submit the Credit Transfer Application form, with the following supporting evidence:

- A certified copy of AQF qualification/s (including the transcript) and/or statement/s of attainment awarded or
- The original AQF qualification/s (including the transcript) and/or statement/s of attainment awarded

Even though Credit Transfer is 'like for like' and does not involve assessment, there does need to be verification of the evidence provided. It is important to ensure that the applicant has signed the Credit Transfer Application form indicating their consent for ET Australia to contact the issuing RTO for verification purposes or access the applicants Academic Transcript via the Unique Student Identifier Registry (ET Australia will provide guidance to the applicant on this option).

'If two units have been deemed equivalent by the developer it is possible to give credit for the old one within the new qualification' *The Training Packages Products Policy (2015,) as stated in HLT Implementation Guide Version 3.0*

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December 2015. This is an automatic recognition process, no additional evidence is required' (other than verifying currency has been maintained where required).

If a unit is a superseded unit, however has been deemed equivalent, currency may need to be considered. If currency is an issue then a Recognition of Current Competency process would become an option to determine competency.

AQF qualifications and/or statements of attainment provided by applicants must clearly identify the following:

- Nationally recognised training
- Name of Registered Training Organisation (RTO) issuing the AQF qualification or statement of attainment
- National provider number of RTO
- Full surname and first name of recipient (where documentation is issued in another name (eg: maiden name), a certified copy of change of name documentation (eg: Certificate of Marriage) is required).
- The qualification code and title
- Record of results identifying the units of competency attained
- The issuing RTO is registered to issue the certification which is acceptable within the guidelines of the relevant Nationally Endorsed Training Package (further details of the RTO will be sought on www.training.gov.au website if required).

The Assessor will then verify the evidence prior to granting of Credit Transfer. The evidence must remain on the student file, and if required a scanned photocopy will be taken for the file.

A 'CT' (Credit Transfer) is recorded as the outcome on a Record of Results if all requirements have been met.

RECOGNITION OF PRIOR LEARNING (RPL)

As part of ET Australia's recognition framework key principles apply to all stages of the process.

- A highly consultative process is applied to ensure the applicant is provided with a service that meets both their current and future skills and knowledge development.

- RPL assessment is an accumulative process of collecting evidence

- Evidence collected is mapped against the current requirements of the unit / qualification and retained to support the Assessors judgement of competence and to demonstrate how the determination was made.

- RPL assessment must be conducted according to the principles of assessment and in conformity with the rules of evidence.

- Recording and retaining of evidence for assessment via a recognition only pathway needs to be aligned to other relevant ET Australia policies and processes to ensure both quality and compliance expectations are met.

- Individuals completing assessment via recognition will at all times be provided with clear instruction and feedback on the evidence gathering and assessment processes so they understand the requirements.

- Applicants are provided with the opportunity for two resubmissions if evidence submitted initially for assessment is found to be insufficient / not satisfactory.

- An RPL Template Kit is available as a framework for both Assessor's and candidates to ensure a consistent and systematic approach is taken at all times. This ensures a customised approach to recognition for each individual candidate taking into account their specific background, experience and current requirements. Recognition needs to be guided by the individuals' skills and experience so it is very much a customised holistic and consultative process. There is no one RPL model that is suitable for all qualifications and situations.

As recognition is a form of assessment, tools used in the process are reviewed and validated periodically as per the validation activity schedule.

The ET Australia RPL template Kits have been developed to streamline the recognition of prior learning process.

The sections of the RPL Kit provides a general guide to the process that is followed:

Section 1 – Assessor Information (including 'Evidence Matrix')

Section 2 – Candidate information and Application forms

Section 3 – RPL Assessment Plan Template

Section 4 – Competency Conversation

Section 5 – Practical Tasks and Observation Recording Sheets

Section 6 – Third Party Verification

Students are encouraged to discuss any prior learning or qualifications that may provide them with a credit upon enrolment so this can be evaluated prior to the commencement of a training program and therefore their training individualised according to their needs. However, students can apply for recognition at any stage of the training process.

The fee to assess candidates for RPL will vary as each individual's background will be different which will mean the extent of the process will vary. The applicant will be provided with a quote prior to any process commencing and will have the option to decide whether to proceed or not.

A 'C' (Competent) outcome is recorded as the outcome on a Record of Results issued to the graduate if through the RPL process the Assessor has deemed the graduate competent. Please note this includes if a Recognition of Current Competency process has been entered into.