

RECOGNITION

Policy Objective

When any individual applies or enrolls 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

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.

Recognition

Recognition refers to the process of evaluating an 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.

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”

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- **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).

Procedural Guidance for 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 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 process would become an option to determine competency.

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

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- Nationally recognised training
 - Name of Registered Training Organisation (RTO) issuing the AQF qualification or statement of attainment
 - National provider number of RTO
 - Full last name and first name of recipient (where documentation is issued in another name (e.g. maiden name), a certified copy of change of name documentation (e.g. 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.

Procedural Guidance for Recognition

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, and must be submitted by the due dates according to the Recognition Assessment and Training Plans.
- 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.
- Candidates are provided with the opportunity to continue through the step process and if required complete a gap assessment if evidence submitted initially in Step 3 for assessment is found to be insufficient / not satisfactory.

- There is a defined process and corresponding documentation for Assessors to use as a framework 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.
- Assessors are required to access the RPL Assessor Kit Information to guide them through the process. The guide provides a holistic guide / overview of the entire process. All of the provided ET Australia forms and templates are to be used as a base for their customisation.

The administration process is as follows:

1. The candidate must complete the Application for Recognition with the Trainers guidance. The Application for Recognition form is contained with the Candidate Information Kit. This should occur at the time of enrolment or before the training and assessment or as the training plan is being developed.
2. The self-assessment for each unit must be developed by the Training Officer and saved in the student file. This is Step 2 of the Candidate Kit
3. The Recognition Assessment Plan should be developed by the Trainer Assessor and must be given to the candidate with the customised self-assessment with the due date of the evidence portfolio to be submitted
4. The Assessor to complete a Student Contact Sheet at each contact
5. The Assessor will submit completed initial discussion form, Application for Recognition and Student Contact Sheets to the Training Officer
6. The Training Officer will input the start date of the Recognition for each unit as at the date of the Application for Recognition submitted
7. The Assessor will submit the completed Recognition portfolio, the Training Officer will input the end date as RPL for each unit

The candidate process is as follows:

Assessor information reviewed and process planned (including conducting initial discussion with candidate). The candidate is to be guided by the assessor.

Step 1 – Candidate Information (including Recognition Application form)

Step 2 – Self-Assessment Questionnaire and Recognition Assessment Plan

Step 3 – Evidence Portfolio

Step 4 – Review of Evidence Portfolio

Step 5 – Competency Conversation if required

Step 6 – Practical Tasks / Observation if required

Step 7 – Supervisor Verification Report if required

A qualified Assessor MUST have an initial discussion with an individual considering RPL to be able to determine if they are a suitable candidate. This needs to happen prior to the individual commencing the documentation process. There is an 'initial discussion' sheet within the RPL Kit that is to be used for a record of this having taken place.

- 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.
- 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 candidate will be provided with a quote prior to any process commencing and will have the option to decide whether to proceed or not.
- An RPL outcome is recorded as the outcome on a Record of Results issued to the candidate if through the RPL process the Assessor has deemed the candidate competent.

The policy complies with Standards for RTOs 2015 Standard 1 (Clause 1.12)			
<i>Amendment</i>	<i>Date</i>	<i>Change</i>	<i>Associated Documents</i>
#1	23.1.2018	Changes to process of RPL including flow chart in line with changes to RPL Kit and documentation.	LINKED TO Access & Equity P&P available on ET Australia website V3.0_17 July 2017
Version 4	25 .02. 2019	Addition of administration process, applicant changed to candidate throughout, RCC removed	Application for Recognition RPL Assessor Kit

RECOGNITION PROCESS OVERVIEW

Assessment Steps

(Following initial discussion to determine suitability)

Record Keeping Steps

