



Worksite Training

**RECOGNITION OF PRIOR LEARNING
AND NATIONAL RECOGNITION
(CREDIT TRANSFERS)**



RPL AND CREDIT TRANSFERS

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RECOGNITION OF PRIOR LEARNING

In accordance with the requirements of the Standards for Registered Training Organisations, Worksite Training provides the opportunity for students to apply to have prior learning recognised toward a qualification or units of competency for which they are enrolled. Recognition generally takes two forms: recognition of prior learning, which is the focus of this policy, and national recognition which is dealt with in the National Recognition policy. For the purposes of this policy, recognition of prior learning will be referred to simply as recognition.

What is recognition?

Recognition involves the assessment of previously unrecognised skills and knowledge an individual has achieved outside the formal education and training system. Recognition assesses this unrecognised learning against the requirements of a unit of competency, in respect of both entry requirements and outcomes to be achieved. By removing the need for duplication of learning, recognition encourages an individual to continue upgrading their skills and knowledge through structured education and training towards formal qualifications and improved employment outcomes. This has benefits for the individual and industry. Most importantly, it should be noted that recognition is just another form of assessment and requires the same application of policy and procedures outlined in the Assessment policy.

Recognition guidelines

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

- ◆ Any student is entitled to apply for recognition in a course or qualification in which they are currently enrolled.
- ◆ Students may not apply for recognition for units of competency or qualification which are not included in Worksite Training's scope of registration.
- ◆ 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 competence.
- ◆ Students who are currently enrolled in a training program are eligible to apply for recognition in that program at no additional charge.
- ◆ Assessment via recognition is to apply the principles of assessment and the rules of evidence.



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- ◆ Recognition may only be awarded for whole units of competency.

Forms of evidence

Recognition 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.

In evaluating assessment evidence, Worksite Training applies the following rules of evidence:

- ◆ Sufficient,
- ◆ Valid,
- ◆ Authentic, and
- ◆ Current.

Like assessment, recognition is a process whereby evidence is collected and a judgement is made by an assessor or assessment team. The judgement is made on evidence provided by students of the skills and knowledge that they have previously learnt through work, study, life and other experiences, and that they are currently using. 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; or
- ◆ Duty statements.



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

Appealing recognition outcomes

If the student is not satisfied with the outcomes of a recognition application, they may appeal the outcome like other assessment decisions. For further information refer to the Complaints and Appeals Policy.

Recognition Procedure

The following procedure is to be applied by Worksite Training upon receipt of an application for recognition:

- ◆ **Step 1** Provide sufficient information to prospective students to inform them of opportunities for alternative pathways via recognition and the recognition process.

- ◆ **Step 2** Students who request recognition of their current competence are to be invited to carry out a self-assessment prior to enrolment to determine their suitability for a recognition application (using the RPL Self-Assessment form). This step is not compulsory but is strongly suggested. The student should be provided an electronic version of the RPL application documents.

- ◆ **Step 3** Undertake a recognition assessment planning interview between the assessor and the student (using the Recognition Assessment Plan). This is to include where possible:
 - Helping the student to identify appropriate forms of evidence;
 - Guiding the student on the use of recognition tools; and
 - Informing the student about the assessment process.

- ◆ **Step 4** Students are to compile their recognition submission (using a Recognition Evidence Report). This form allows students to record their particular documentary evidence against each unit of competency and to attach this evidence as required.



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- ◆ **Step 5** The Assessor is then to review the assessment evidence and decide on the need for additional evidence on perceived gaps. The Assessor may invite the student to undertake a recognition interview to answer verbal questions or a practical assessment. At the end of the evidence gathering process the Assessor is to provide the student with written feedback regarding the assessment outcomes, including the procedure for the student to appeal the assessment outcome.

- ◆ **Step 6** If the student is not satisfied with the outcomes of a recognition application, they may appeal the outcome like any other assessment decision. Refer to the Complaints and Appeals process.

- ◆ **Step 7** When all assessment and appeal processes have concluded, the assessment outcome is to be recorded in the recognition register and issue the student with written advice of the outcome. This may include issuing statements of attainment or qualifications awarded through recognition in accordance with Qualifications Issuance policies and procedures.



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NATIONAL RECOGNITION (CREDIT TRANSFERS)

Worksite Training acknowledges the requirement as a Registered Training Organisation to recognise the awards issued by other RTOs. This is limited to outcomes that are drawn from the national skills framework being units of competency awarded and accurately identified in statements of attainment and qualifications.

What is national recognition?

National recognition (commonly referred to as Credit Transfer) is the recognition of learning achieved through formal education and training. Under the Standards for Registered Training Organisations, qualifications and statements of attainment issued by any RTO are to be accepted and recognised by all other RTOs. National recognition allows the unit of competency previously achieved by a student to be recognised when they are enrolling in a related course where those units can assist them in meeting the requirements for a qualification. It is important to note that **national recognition is not recognition of prior learning (RPL)**. RPL is assessment and is addressed within the Recognition policy.

Evidence requirements

An applicant will be required to present his or her statement of attainment or qualification for examination by Worksite Training. These documents will provide the detail of what units of competency the applicant has been previously issued. Applicants must provide satisfactory evidence that the statement of attainment or qualification is theirs and that it has been issued by an Australian RTO. Statements of attainment or qualifications should be in the correct format as outlined in the Australian Qualifications Framework, Second Edition, 2013. The applicant is required to submitted copies only which are certified as a true copy of the original by a Justice of the Peace (or equivalent).

National recognition guidelines

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

- ◆ Any student is entitled to apply for national recognition in a course or qualification in which they are currently enrolled.



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- ◆ Students may not apply for national recognition for units of competency or qualification which are not included in our scope of registration.
- ◆ Whilst students may apply for national 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 competence.
- ◆ The student does not incur any fees for national recognition and we do not receive any funding when national recognition is granted.
- ◆ National recognition may only be awarded for whole units of competency. Where a mapping guide identifies a partial credit, this will not be considered for national recognition and the applicant will be advised to seek recognition.
- ◆ National recognition will only be issued when the student's enrolment includes at least one other unit of competency for which the student is participating in training or is seeking recognition.
- ◆ The recognition of a unit of competency under a national recognition arrangement is not contingent on the applicant demonstrating their currency. If the unit has been previously awarded and equivalence can be demonstrated, then the unit can be recognised. The currency of the applicant is not a factor to be considered.

National Recognition Procedure

The following procedure is to be applied by Worksite Training upon receipt of an application for national recognition:

- ◆ **Step 1** We will provide sufficient information to students to inform them of opportunities for alternative pathways via national recognition and the national recognition policy. Ideally, this information should be provided to students prior to enrolment.
- ◆ **Step 2** To apply for national recognition, the applicant must complete and submit the following documentation to Worksite Training:
 - National Recognition Application Form;
 - Certified copy of the qualification or statement of attainment; and
 - Enrolment application for the training program applicable to the units of competency for which national recognition is requested.



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- ◆ **Step 3** On receipt of the application, we will check the qualification or statement of attainment for authenticity and grant national recognition for the equivalent units of competency that have been completed at any other Registered Training Organisation.
- ◆ **Step 4** Where the units of competency do not align with the units of competency requested, further information is to be sought in the form of the Training Package mapping guide if available.
- ◆ **Step 5** Verified copies of qualifications and statements of attainment used as the basis for granting national recognition must be kept on the student file.
- ◆ **Step 6** The completed national recognition application form must be signed by the student and Worksite Training Managing Director (or delegate) and retained on the student's file at Worksite Training.
- ◆ **Step 7** Students will be notified in writing of the outcome of their application. This may include issuing statements of attainment or qualifications awarded through national recognition in accordance with our Certification policies and procedure.