

RTO Recognition Policy

Scope

This Policy applies to all Atwea College Staff.

Purpose

Atwea College is committed to providing effective processes for Recognition options to all current and prospective students.

Atwea College will ensure that:

- It implements an assessment system that ensures RPL assessments comply with assessment requirements of relevant Training Packages, VET Accredited Courses;
- RPL assessment is conducted in accordance with the Principles of Assessment (POA);
- RPL assessment is conducted in accordance with the Rules of Evidence (ROE);
- Recognition is offered to all students on enrolment;
- Adequate information and support are provided to students in understanding the process and gathering reliable evidence to support their recognition claim;
- all Recognition applications are processed in accordance with the Atwea College Assessment Policy; and
- Appropriate recognition will be given to AQF Certification documentation issued by other RTOs.

Definitions

The following words and expressions have the following specific meaning, and where applicable, as in the Standards for Registered Training Organisations (RTOs) 2015.

AQF certification documentation is the set of official documents that confirms that an AQF qualification or statement of attainment has been issued to an individual.

AQF qualification means an AQF qualification type endorsed in a training package or accredited in a VET accredited course.

Assessment means the process of collecting evidence and making judgements on whether competency has been achieved, to confirm that an individual can perform to the standard required in the workplace, as specified in a training package or VET accredited course.

Assessment system is a coordinated set of documented policies and procedures (including assessment materials and tools) that ensure assessments are consistent and are based on the Principles of Assessment contained in Table 1.8-1 and the Rules of Evidence contained in Table 1.8-2 (Standards for RTOs 2015).

Authenticated VET transcript has the meaning given in the *Student Identifiers Act 2014*.

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.

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Module means a group of learning outcomes in a VET accredited course where it can be established that it is not possible to develop an appropriate unit of competency.

Recognition of Prior Learning (RPL) 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).

Registrar has the meaning given in the *Student Identifiers Act 2014*.

Statement of attainment means a statement issued to a person confirming that the person has satisfied the requirements of the unit/s of competency or accredited short course specified in the statement.

Unit of competency means the specification of the standards of performance required in the workplace as defined in a training package.

ACE - the Adult and Community Education unit responsible for delivering both accredited and non- accredited training.

Policy

Underpinning Principles

Recognition is made available to any person commencing a course with Atwea College. Recognition of Prior Learning (RPL) is the determination, on an individual basis, of the skills and knowledge currently held by the learner acquired through formal, non-formal and informal learning. Recognition is used to determine the advanced standing or 'credit', for a training program, that the learner may be awarded as a result of their prior knowledge, skills and experience. Recognition is an alternative pathway to an AQF qualification or Statement of Attainment. Recognition is an Assessment process, and as such is subject to all provisions of the Atwea College Assessment Policy.

Recognition assessment decisions must comply with Principles of Assessment and Rules of Evidence as outlined in the Standards for RTOs and in Atwea College Assessment Policy. (See Assessment Policy)

All students may apply for formal recognition of existing competencies against a AQF qualification / Accredited course / unit of competency /module that Atwea College is registered to deliver.

The onus is upon the learner to demonstrate competence to the satisfaction of the assessors, including the

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provision of certification documentation. Competency may be derived from many sources:

- Work experiences
- Work product
- Life experience
- Training programs offered by industry, private or community based providers which may or may not have been formally recognised
- Training programs undertaken overseas (which may or may not be accredited in that country)
- Informal learning programs
- Certification from another RTO

Only accredited and approved assessors will conduct Recognition assessments on behalf of Atwea College. (See Assessment Policy)

Assessment Policy

Recognition assessments must comply with the assessment requirements detailed in the relevant Training Package and VET Accredited course.

Fees

Recognition application and assessments are subject to fees. Fees for recognition will be determined when the student applies for recognition as is dependent on the number of units they are applying for, to be recognised. These fees are outlined in the Atwea College 'Schedule of Fees'. The minimum acceptable claim for Recognition is a Unit of competency/module.

Certification documentation will not be issued until all relevant fees are paid in full. (See Certificate Issuance Policy)

Certificate Issuance Policy

Information

Information of Recognition processes and arrangements are provided to all students and prospective students.

An applicant who has undertaken a course that is not competency based, can gain credit transfer into a competency-based course if the mapping of competency can be justified.

Mutual Recognition / Credit Transfer

Atwea College will accept and mutually recognise the decisions and outcomes of any RTO or body in partnership with an RTO, thereby ensuring mutual acceptance throughout Australia of the qualifications and Statements of Attainment awarded by other RTO's or AQF authorised issuing organisations.

Atwea College recognises AQF certification documentation from other RTOs, and authenticated VET transcripts issued by the Registrar and after review and all reasonable attempts for verification of validity will apply a credit to all relevant units of competency/modules.

Mutual Recognition applies when the certification documentation provided by the student contains the same national competency code as those that form part of the training and assessment program offered by Atwea

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College. Certification documentation must be presented as either originals or certified copies of an original. Certified copies must be signed by an authorised signatory or ACE Manager Atwea College to verify authenticity. Original Certification documentation will be returned to the applicant.

Atwea College are not obliged to issue an AQF qualification or Statement of Attainment that is achieved wholly through recognition of units and /or modules completed at another RTO or RTOs. (i.e. student cannot complete all of their learning and assessment with another RTO and request Atwea College to issue the qualification under Recognition)

Where a student applies for recognition of an entire qualification, the amount of recognition contributing to the issuance of certification documentation from Atwea College (i.e. using units/modules completed at other RTOs) is at the discretion of the ACE Manager Atwea College.

In the event a student wishes to undertake refresher training in a unit/module for which they have been previously awarded recognition, then student will be advised that the completion of the assessment is not necessary, however, may be offered as an option.

Where the recognised AQF qualification and attributed units/modules forms part of another AQF qualification, the student will only be enrolled in the additional units required to complete the new qualification.

Fees will reflect reduced learning load where possible.

Process Map

The management of recognition by the RTO will be through the RTO RPL/CT Process and associated forms.

Recognition Process

Appeals

Students have the right to appeal a Recognition Assessment decision. (See Appeals Policy)

Appeals Policy

Access and Equity

Students have fair and equal rights to assessment, including recognition. (See Access and Equity Policy)

Access and Equity Policy

Records Management

All documentation from Recognition processes are maintained in accordance with Records Management Policy. (See Records Management Policy)

Records Management Policy

Monitoring and Improvement

All Recognition practices are monitored by the Executive Director Atwea College and areas for improvement identified and acted upon. (See Atwea Risk Framework)

Atwea Risk Framework

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Related documents, forms, and legislation

Assessment Policy

Certificate Issuance Policy

Recognition Process

Appeals Policy

Access and Equity Policy

Records Management Policy

Atwea Risk Framework

Review

The ACE Manager and Operations Manager will review this to make sure it is updated and that all procedures and best practices are as efficient and effective as possible.

This policy review period is: 2 yearly

Publication Log

Common (X) Drive	
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Policy Owner	Adult and Community Education Manager		
Review Panel	The ACE Manager and Operations Manager		
Approval Authority	Executive Director		
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