

SKILLS RECOGNITION POLICY AND PROCEDURE

Purpose

The Institute recognises the experiences, knowledge, skills, abilities and previous qualifications which students bring with them when they enrol in our courses.

Students may apply to have previous courses, formal qualifications, knowledge, work experience and/or life experiences recognised for credit or exemption towards their courses. The process of skills recognition will operate in such a way that decisions are based on validity, authenticity, sufficiency, and currency.

Following successful application for Skills Recognition, the Institute will issue a relevant Statement of Attainment or Qualification.

Definitions

Skills Recognition is the process through which students can gain entry to, or credit in, nationally recognised qualification courses based on competencies gained through formal, non-formal and informal learning.

Credit Transfer is used to determine the extent to which the achievement of the previously acquired qualification is equivalent to the required learning outcomes, competency outcomes, or standards in another qualification. This may include credit transfer based on formal learning that is outside the AQF framework, but generally will relate to competencies achieved through another Registered Training Organisation. Units to be considered for credit transfer will correspond substantially in content, objectives and standard to equivalent units in the Institute course.

Recognition of Prior Learning (RPL) is an assessment process that assesses the individual's non-formal and informal learning to determine the extent to which that individual has achieved the required learning outcomes or competency standards. RPL may involve the assessment of previously unrecognised skills and knowledge an individual has achieved outside the formal education and training system.

Recognition of Current Competency (RCC) applies if a client has previously successfully completed the requirements for a unit of competency or module and is now required, (eg by a licensing authority) to be reassessed to ensure that the competence is being maintained.

Specified credit relates to credit given for specific designated Units of Competence.

Advanced standing relates to exemption from parts of a course or Unit of Competence on the basis of Skills Recognition.

PROCEDURE

A qualified Assessor is required to sign off the confirmation for Skills Recognition, involving RPL or RCC. A Program Coordinator or Institute Manager can determine eligibility for Credit Transfer.

Students are made aware that the Institute offers Skills Recognition via the enrolment process and via the Institute website. A fee will normally apply for processing a Skills Recognition application unless already covered by the course fee or government funded program. There is no fee for a Credit Transfer application.

Students are advised that Credit Transfer may impact on the length of their course, and for overseas students advice is to be given that this may impact their visa.

Credit Transfer Procedure

1. Credit transfer is a process to determine whether an initial course or subject is the same or equivalent to a unit or units in a destination course. The determination is based on whether the initial course or subject is equivalent to the required learning outcomes/competency outcomes in the destination unit.
2. Students applying for credit transfer will need to provide a certified copy of their qualification and complete academic transcript and may also be required to provide detailed unit outlines, and/or samples of material submitted for assessment.
3. Credit may be granted in full or in special circumstances advanced standing may be granted for some components of the unit and the student be required to undertake additional work to complete the unit.

Recognition of Prior Learning

1. Evidence of an applicant's level of knowledge, understanding and skills will vary. The Institute provides a Skills Recognition Kit which includes guidelines for students wishing to apply for RPL.
2. An application for RPL will need to be accompanied by appropriate evidence will need to be provided for this. An Assessor will guide the student through the process if assistance is required.
3. Assessment for RPL may also require an interview with an Assessor in order to fully ascertain eligibility for granting the RPL.
4. RPL may be granted in full for a Unit of Competence or RPL may be granted for some Elements of the Unit and the student still be required to undertake additional work to complete the unit.

Recognition of Current Competence

1. Where a person submits a previously awarded Unit of Competence or other formal qualification, they may still be required to demonstrate current competence. Industry guidelines and/or licensing requirements may need to be referenced for currency specifications.
2. RCC is generally granted for a full Unit of Competence rather than a part of a unit.

Implementation

1. Applicants are advised that they can seek assistance or clarification with their application for Skills Recognition.

2. The applicant completes the Skills Recognition application kit and provides all of the relevant supporting documentation and evidence of knowledge, skills, training and competencies in support of their application. (To assist students with this process they can be provided with a copy of the Unit/s of competency or reference to the NTIS website where applicable).
3. Evidence is numbered/referenced as per the application kit and cross-matched against the relevant Unit/s of Competence to ensure validity with elements, performance criteria, critical aspects of evidence, employability skills, and the required knowledge and skills. Authenticity of the evidence is confirmed.
4. When the evidence has been initially assessed by the Assessor, the applicant may be required to participate in an interview or a Q&A to verify and authenticate evidence or to fill evidence knowledge gaps. The Assessor will keep the applicant informed about the progress of the application and indicate expected completion date.
5. Applicants are provided with documentation detailing the result of the Skills Recognition assessment process and the reasons for granting/not granting credit transfer, RPL or RCC. The student is required to sign the reverse side of the notification and return a copy to Administration.
6. The results of the assessment are also communicated personally to the applicant. This enables discussion of the assessment result and explanation of the assessment rationale. This process also enables the applicant to discuss any grounds for an appeal which the applicant may wish to present.
7. The application kit, assessment verification and sign-off and any relevant supporting documentation such as certified copies of qualifications, references, resume, etc are retained in the student file.
8. The final assessment sign-off is completed by the Assessor so that Admin can update the student data records according to type of outcome and produce a Statement of Attainment or Qualification parchment if required.

Overseas Students:

Overseas students should apply for Skills Recognition when making their initial application so that any reduction in the length of course due to the granting of credit transfer or RPL can be taken into consideration in issuing the CoE for visa purposes. If skills recognition is granted after the student visa has been processed, a change of course duration will be reported to DIACT via PRISMS within 14 days after the determination.

Responsibility	General Manager and Campus Manager
Policy Endorsed By	Continuous Improvement Committee
Revision Date	14 September 2010
Policy Complies with	AQTF 2007 and National Code 2007
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