

## 1.03.805 SKILLS AND QUALIFICATION RECOGNITION

**This policy is applicable to:** All IRT Academy Students, IRT Academy employees and Third Parties acting on behalf of IRT Academy.

### DISCLAIMER

The information contained in this document remains the intellectual property of IRT. Any unauthorised copying or use (including emailing) is prohibited without the express permission of IRT. Any reference contained within this policy to 'IRT Employee/Staff Member' equally applies to IRT Academy Learner/Student or Client in receipt of training &/or assessment services.

## DOCUMENT CONTROL

<b>Policy Number:</b> 1.03.805	<b>Policy Owner:</b> General Manager IRT Academy	<b>Version:</b> 2.0
<b>Contact position:</b> General Manager IRT Academy	<b>Approved for circulation:</b> Group Leadership Team	<b>TRIM classification reference:</b>
<b>Date approved:</b> February 2015	<b>Review due to:</b> Legislative change	<b>Next review due:</b> February 2016
<b>Procedure Manual reference:</b> Recognition of Prior Learning	<b>Compliance/Accreditation/ Standards reference:</b> Standards for RTOs 2015 Standard 1. The RTO's training and assessment strategies and practices are responsive to industry and learner needs and meet the requirements of training packages and VET accredited courses.	

## REVISION RECORD

Date	Version	Revision description
April 12	1.0	IRT Academy major review of all policies and procedures against Standards for NVR Registered Training Organisations 2011- Essential Standards for Continuing Registration
No Date	1.1	Previous Policy to be superseded.
Oct 15	1.2	No material change
Jan 15	2.0	Updated to align to Standards for RTOs 2015

## **1. TITLE**

1.03.805 SKILLS AND QUALIFICATION RECOGNITION

## **2. POLICY STATEMENT**

IRT Academy provides all students the opportunity to have prior learning and experience recognised against individual units of competency on its scope of registration.

IRT Academy recognises AQF qualifications and statements of attainment issued by other Registered Training Organisations according to the rules of the relevant Training Package Qualification on IRT Academy's scope of registration. All students are informed that they have the opportunity to have prior learning and AQF qualifications recognised.

## **3. PURPOSE**

To meet the requirements of:

- National Vocational Education and Training Regulator Act 2011; and
- Standards for Registered Training Organisations 2015

## **4. SCOPE**

The scope of this policy covers all IRT Academy students, employees and/or third parties acting on behalf of IRT Academy.

## **5. OBJECTIVE**

The purpose of this policy is to:

- To ensure that all students are provided with pathways to learning outcomes that recognise individual skills and qualifications achieved.

## 6. POLICY DETAILS

### 6.1 What is recognition?

Recognition involves the assessment of previously un-recognised skills and knowledge an individual has achieved outside the formal education and training system.

Recognition assesses this un-recognised learning against the requirements of a unit of competence, 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 section of this manual.

### 6.2 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 competence or qualification which are not included in IRT Academy'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 (and payments are up to date), 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.
- Recognition may only be awarded for whole units of competence.
- IRT Academy will determine the minimum evidence requirements to individual RPL applications.
- Workplace experience should be no older than 3 years.

### 6.3 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, IRT Academy applies the following rules of evidence:

- Sufficient
- Valid
- Authentic
- Current

Like assessment, recognition is a process whereby evidence is collected and a judgment is made by an assessor or assessment team. The judgment is made on evidence provided by candidates 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 candidate'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
- Duty statements

### 6.4 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.

## 7. ROLES AND RESPONSIBILITIES

All employees are required to comply with this Policy. There are no specific roles or responsibilities other than those outlined in the table below.

Specific roles and responsibilities of employees and management are outlined in Section 6 of this policy.

Specific roles and responsibilities of areas/departments/functions are outlined in the table below.

<b>Role</b>	<b>Responsibility</b>
Policy Owner – General Manager IRT Academy	Ensuring the currency and appropriateness of the policy to meet regulatory and legislative requirements.
Policy Monitor – Operations Coordinator	Ensure day to day implementation and compliance with policy.
Policy Implementation- Trainer/Assessor	Implement procedure as per IRT Academy Procedure Manual

## 8. EDUCATION AND STAFF DEVELOPMENT

This is a Standard Policy.

Education and Staff development relevant to this policy will occur via:

- Via IRT Academy On-Boarding procedure.
- Via IRT Academy quarterly meetings.
- This is a standard policy – specific education is not required, employees are expected to be familiar with this policy.

## 9. MONITORING, EVALUATION AND REVIEW

Feedback regarding this policy can be referred to:

- General Manager.
- Operations Coordinator.

The policy will be reviewed every 2 years by the General Manager or delegate. Triggers for review outside of the usual cycle include:

- Changes to the business activity relating to this policy.
- New business activities impacting on this policy.
- Changes to internal controls relating to this policy.
- Changes to legislative or regulatory requirements.

## 10. DEFINITIONS AND ABBREVIATIONS

Term	Meaning
RTO	Registered Training Organisation
RPL	Recognition of Prior Learning

## 11. ASSOCIATED PROCEDURES AND FORMS

Name and number of document
Student Handbook
Credit Transfer Application Form
IRT Academy Procedure Manual
RPL Application Form
RPL Feedback/Outcome Form

## 12. REFERENCES – COMPLIANCE AND BEST PRACTICE

<b>Legislative references</b>
National Vocational Education and Training Regulator Act 2011
<b>Best Practice references</b>
Standards for RTOs 2015 Standard 1. The RTO's training and assessment strategies and practices are responsive to industry and learner needs and meet the requirements of training packages and VET accredited courses.

If a business unit's compliance plan makes reference to this policy as a control for a particular compliance risk, the relevant compliance plan should be referred to here.

**Compliance Plan reference:** Not applicable.

## 13. LINKS TO OTHER POLICIES

1.03.845 Credit Transfer Policy
1.03.829 Complaints, Incidents and Appeals Policy