

1.03.805 SKILLS & QUALIFICATION RECOGNITION

WHAT YOU NEED TO KNOW – KEY TAKE OUTS

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

Always read this Policy in conjunction with the Related Procedures identified below.

Policy Principles	<p>IRT Academy provides students with the opportunity to have prior learning and experience recognised against individual units of competency on its' scope of registration.</p> <p>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.</p>
Purpose	To ensure that all students are offered learning pathways that recognise their experience, skills and other qualifications within the rules of the relevant training package.
Risk Statement	IRT has zero appetite for risk of failing to comply with legislation.
Scope	Covers all IRT Academy students, employees and/or third parties acting on behalf of IRT Academy.
Related Procedure	IRT Academy Procedure Manual - Recognition of Prior Learning (RPL) and Credit Transfer
Related Documents	<ul style="list-style-type: none"> • Student Handbook • Credit Transfer (RCC) Application Form • RPL Application Form • Policy 1.03.829 Complaints, Incidents & Appeals • Policy 1.03.845 Credit Transfer
Compliance Requirements	<ul style="list-style-type: none"> • National Vocational Education and Training Regulator Act 2011 • Standards for RTOs 2015
Policy Owner	Group Head IRT Academy
Effective Date	April 2021
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Content Manager Reference Number	EDOC2021/0023910

1 AGED CARE QUALITY STANDARDS & RELEVANT LEGISLATION

This policy has been written to align with the Aged Care Quality Standards and other relevant legislation and regulation. The following table explains the link between this policy and the relevant external requirements.

Standard / Legislation	What this Means
Standards for RTOs 2015	To ensure the RTO meets the regulatory standards for RTO operation and related legislation (see above).

2 POLICY DETAILS

2.1 What is Recognition?

Recognition involves the assessment of acquired vocational skills and knowledge achieved outside the formal education and training system.

Recognition assesses acquired skills and knowledge against the requirements of a unit of competence, in respect of both course 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 another form of assessment and is undertaken with the same rigour as other assessment in the VET environment.

2.2 Recognition Guidelines

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

- All students have the opportunity to apply for recognition of prior learning for unit/s of competency in a course or qualification in which they are currently enrolled
- Students may not apply for recognition for units of competence or qualification which is not included on IRT Academy's scope of registration
- Whilst students may apply for recognition at any time, they are encouraged to apply before commencing a qualification/RTO short course/skill set. 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 will incorporate the application of the principles of assessment and rules of evidence.
- Recognition may only be awarded for whole units of competence.
- IRT Academy will determine the minimum evidence requirements for RPL applications.
- Workplace experience should be no older than 3 years.

2.3 Forms of Evidence

Recognition acknowledges that workplace skills and knowledge may be gained through formal and informal learning including; work-based and/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 judgement is made by an assessor or assessment team. The judgement 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 accepted for applications of recognition of prior learning may include but is not limited to:

- Workplace 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.

2.4 Appealing Recognition Outcomes

If the student is not satisfied with the outcomes of an RPL application, they may appeal the outcome like other assessment decisions.

In Practice Example:

Joe X has enrolled in the Certificate IV in Ageing Support and Joe has been working as a Team Leader (TL) when his TL is on leave. He feels that he has experience that is relevant to one of the units of competency. He completes the RPL Application Form. He provides supporting evidence that is validated by his manager (employer) against the unit performance criteria. IRT Academy processes the application and grants recognition for the unit of competency.

3 ROLES AND RESPONSIBILITIES

Role	Responsibility
Policy Owner – Group Head IRT Academy	<ul style="list-style-type: none"> Ensuring the currency and appropriateness of the policy to meet regulatory and legislative requirements.
Policy Monitor – Learning and Development Manager	<ul style="list-style-type: none"> Ensure day to day implementation and compliance with policy.
Policy Implementation-Trainer/Assessor	<ul style="list-style-type: none"> Implement procedure as per IRT Academy Procedure Manual.

4 DEFINITIONS

In this Policy, words have the following meaning:

Term	Definition
RPL	Recognition of Prior Learning
RTO	Registered Training Organisation
RCC	Recognition of current competency
CT	Credit transfer