



Skills Recognition Policy & Procedure

Policy Statement

Skills Recognition is the formal recognition of an individual's skills, knowledge and competencies, through granting of an Australian Qualifications Framework qualification or credit towards a qualification, or Statement of Attainment.

The skills recognition process at AITP Institute of Management may take several forms:

- Recognition of Prior Learning (RPL)
- Recognition of Current Competence (RCC)
- Credit Transfer (includes exemption, transfer of credits and course conversion)

Objective

To enable an individual's skills, knowledge and abilities to be recognised so they are not required to undertake training for competencies already achieved.

Definitions, Terms and Acronyms

Recognition of Prior Learning (RPL): An assessment process that assesses the individual's skills and knowledge, regardless of how and where these skills may have been obtained, to determine the extent to which that individual has achieved the required learning outcomes, competency outcomes or standards for entry to, and/or partial or total completion of, a qualification.

Recognition of Current Competence (RCC): applies if an individual has previously successfully completed the requirements for a unit of competency or module and is now required (eg: by a licensing authority) to be re-assessed to ensure the competence is being maintained. In this case no extra skill or competencies are nationally recognised.

Credit Transfer: assesses the initial unit or subject that an individual is using to claim access to, or the award of credit in, a destination unit or module. The assessment determines the extent to which the client's initial unit or subject is equivalent to the required learning outcomes or competency

outcomes in the destination unit or subject. This may include credit transfer based on formal learning that is outside the Australian Qualifications Framework (AQF). Credit transfer may be in the form of exemption, transfer of credit and course conversion.

Related Legislation, Standards, Frameworks, Policies & Procedures

Standards for RTOs 2015

Assessment in the VET sector (DTWD 2015)

Recognition of Prior Learning: an Assessment Resource for VET practitioners (2013)

Supporting/Related Documents

Application for Skills Recognition (RPL/RCC) - RPL Assessment Tool Kit

Application for Exemption/Credit Transfer

Guidelines

Fees and Charges

Fees charged will be in accordance with the current Department of Training & Workforce Development policy on VET fees and charges.

AITP may also carry out Skills Recognition commercially on a fee for service basis.

Appeals

Applicants have the right to appeal the assessment decision by following the process laid down in the AITP Appeals Policy & Procedure for appealing against an assessment decision.

The grounds for appeals against an assessment decision are:

- The judgement was made incorrectly
- The judgement was not made in accordance with the assessment plan.

Appeals are to be centred on the judgement as to whether competence has been achieved. All learners will be made aware of the appeal process prior to commencing their course, and the cost of the non-refundable lodgement fee.

PROCEDURE

Applicants for Skills Recognition will be required to complete a Skills Recognition Application via a RPL Assessment Tool Kit (available from AITP on request).

A separate Form is available for Credit Transfer if the applicant has a previous qualification and or competency which maps directly to the qualification/competency being applied for and was acquired within the previous 5 years.

Students are advised that approval of a Skills Recognition application may impact on the length of their course.

A qualified Assessor will evaluate the application and evidence and will sign off the confirmation for Skills Recognition and submit for verification to the Managing Director.

Credit Transfer Procedure

1. Credit transfer will not normally be granted for studies completed more than five years prior to application, unless there is evidence of substantial relevant experience in recent years.
2. Credit transfer is evidence based therefore 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 details of previous course 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 in the unit and the student be required to undertake additional work to show full competency.

Recognition of Prior Learning

1. Evidence of an applicant's level of knowledge, understanding and skills will vary depending on the basis on which the application for RPL is made. AITP provides guidelines for students wishing to apply for RPL via the Assessment Tool Kit.
2. Where an application for RPL is made on the basis of non-formal education, self-directed learning or previous work or life experiences,

appropriate evidence will need to be provided for this.

3. Assessment for RPL may also require an interview or question and answer session 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 may be granted for some Elements of the Unit and the student therefore may be required to undertake additional work to complete the unit.

Recognition of Current Competence

1. Where a person is in possession of a previously awarded Unit of Competence, but is required to demonstrate current competence, appropriate evidence will be needed to demonstrate currency is being maintained. 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.

Implementation

1. Students are informed about Skills Recognition via course outlines, the enrolment process and website information and they are invited to apply either in relation to the course for which they are enrolling or as a separate application.
2. A fee will normally apply for the process of assessing a Skills Recognition application unless already covered by the course fee or government funded program.
3. Students are advised that they can seek assistance with their application for Skills Recognition.
4. Students initially should complete Part 1 of the RPL Assessment Tool Kit and provide all of the necessary supporting documentation and evidence of relevant knowledge, skills, training and competencies in support of their application.
5. Applications 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.

6. The results of the assessment are also communicated personally to the student. This enables discussion of the assessment result and explanation of the assessment rationale. The process also enables the student to discuss any grounds for an appeal which the applicant may wish to present.
7. If students change courses, the Skills Recognition assessments will need to be reconsidered in relation to the new course.
8. Written records of the application and assessment outcomes and any relevant supporting documentation are retained in the student file.
9. A separate transcript may be issued to a student to depict the outcomes of a Skills Recognition Application.

Contact Information

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