



# Recognition Policy

## 1. Purpose

Tiwi Islands Training and Employment Board (TITEB) is required to offer Recognition of Prior Learning (RPL) and Credit Transfer to all students. To implement an assessment system that ensures that assessments comply with the requirements of Training Packages and VET Accredited courses.

TITEB ensures:

- RPL and Credit Transfer is offered to all students.
- RPL assessment is conducted in accordance with the Principles of Assessment and Rules of Evidence.
- Adequate information and support are provided to students in understanding the process and gathering reliable evidence to support their recognition claim.
- Appropriate recognition will be given to AQF Certification documentation issued by other Registered Training Organisations (RTOs).

## 2. Definitions

The following words and expressions have the following specific meaning, consistent with 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 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.

**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.

**Recognition of Prior Learning (RPL)** means an assessment process that assesses the competency 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.

- 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).
- 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
- 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.

### **3. Policy Principles**

Recognition is a term used to include:

- Recognition of prior learning (RPL) also known as Recognition of Current Competence (RCC) and
- Credit transfer (CT).

All students have the opportunity to apply for recognition.

TITEB believes that no student should be required to undertake training when they are already able to demonstrate satisfactory achievement of the performance outcomes, as stated in Training Package or nationally accredited course. Students who think they already have the skills and knowledge identified in all or part of any course or qualification offered by TITEB may seek recognition.

#### **Recognition Process (RPL)**

Recognition is a method of assessing if a student has evidence of competence for a particular unit of competency they are enrolled in or intend to enrol in. Recognition is an assessment process not an assumption of competence.

Recognition is the determination, on an individual basis, of a student's competencies they have developed over time and may be derived from many sources:

- previous formal training.
- work experience.
- 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.

The focus of Recognition is what has been learned rather than how, where or when it was learned. Recognition focuses on both the demonstration of competence and the currency of that competence to industry standards.

Prior to applying for Recognition students need to be aware that it is their responsibility to document and present the evidence to justify their claim for recognition to the satisfaction of the Assessor. The onus is upon the candidate to demonstrate competence to the satisfaction of the assessors, including the provision of certification documentation.

#### **Credit Transfer**

TITEB recognises the AQF qualifications and Statements of Attainment issued by other RTOs. This is commonly referred to as Credit Transfer. Any previously completed unit(s) can count toward a student's current course or qualification when a Qualification, Statement of Attainment or verified Transcript from the Registrar is provided and has the same national competency codes as those for the course that they are enrolled in or intend to enrol in.

Students granted Credit Transfer are not required to undertake learning in the unit/s again.



When reviewing evidence for Credit Transfer:

- TITEB will recognise AQF certification documentation from other RTOs, and authenticated VET transcripts issued by the Registrar. After review and verification of validity TITEB will apply a credit to all relevant units of competency/modules.
- TITEB will apply a credit when the certification documentation provided by the client contains the same national competency code as those that form part of the training program offered by TITEB.
- Certification documentation must be presented as either originals or certified copies of an original. Certified copies must be signed by an authorised signatory. Original Certification documentation will be returned to the applicant.
- TITEB will not issue an AQF qualification or Statement of Attainment that is achieved wholly through recognition of units completed at another RTO or RTOs. (ie; a client cannot complete all their learning and assessment with another RTO and request TITEB to issue the qualification under Credit Transfer). The maximum amount of credit that will be awarded toward issuing an AQF qualification or Statement of Attainment is 50% of the units identified within the programs packaging rules.

### **Recognition Decisions**

Regardless of the type of evidence presented, Assessors must be confident that the evidence meets the following criteria:

- Regulatory requirements are addressed.
- That the evidence is valid and demonstrates the student has the skills, knowledge and attributes required to meet the Unit of Competency(s).
- The evidence is authentic, that it is the students own work and that it can be proven.
- The student's skills are current and they can demonstrate the requirement of the competency consistently and reliably to the standard expected by industry for the qualification level.
- The amount of evidence presented is sufficient and there is enough relevant evidence to make a judgment.

Assessors will examine evidence and then make a judgment on that evidence which will be either:

- Competent (C) – the student is deemed competent against all the requirements of the Unit/s of Competency.
- Not Yet Competent (NYC) – the student has not demonstrated competency for all requirements.

Assessors will advise the student of the outcome and where required the reason for a NYC result and what further action may be required, this could include presenting additional or different evidence or undertaking “gap” training for any short fall that may have been identified.

### **4. Appeals**

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

### **5. Records Management**

All documented evidence gathered through the Recognition processes are maintained within the TITEB Student Management System (VETtrak).