



Recognition Policy

1. Purpose

TEIA is committed to providing quality training and assessment in accordance with the Standards for Registered Training Organisations (SRTOs 2015). TEIA is required to offer Recognition to all clients, and to implement an assessment system that ensures that assessment (including recognition of prior learning) complies with assessment requirements of Training Packages and VET Accredited course, the Principles of Assessment (POA) and Rules of Evidence (ROE).

2. Policy Statement

TEIA is committed to providing effective processes for Recognition options to all current and prospective clients.

TEIA will ensure that:

- It implements an assessment system that ensures RPL assessments comply with assessment requirements of relevant Training Packages;
- RPL assessment is conducted in accordance with the Principles of Assessment (POA);
- RPL assessment is conducted in accordance with the Rules of Evidence (ROE);
- Recognition is offered to all clients on enrolment;
- Adequate information and support are provided to students in understanding the process and gathering reliable evidence to support their recognition claim;
- All recognition applications are processed in accordance with the TEIA Assessment Policy; and,
- Appropriate recognition will be given to AQF Certification documentation issued by other RTOs.

3. Definitions

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 accredited 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.

Assessment system is a coordinated set of documented policies and procedures (including assessment materials and tools) that ensure assessments are consistent and are based on the Principles of Assessment contained in Table 1.8-1 and the Rules of Evidence contained in Table 1.8-2.

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.

Module means a group of learning outcomes in a VET accredited course where it can be established that it is not possible to develop an appropriate unit of competency.

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

- a) 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);
- b) 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
- c) 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.

4. Policy Principles

4.1 Underpinning Principles

- a) Recognition is made available to any person commencing a course with TEIA.
- b) Recognition of Prior Learning (RPL) is the determination, on an individual basis, of the skills and knowledge currently held by the learner acquired through formal, non-formal and informal learning.
- c) Recognition is used to determine the advanced standing or 'credit', for a training program, that the learner may be awarded based on their prior knowledge, skills and experience.
- d) Recognition is an alternative pathway to an AQF qualification or Statement of Attainment.
- e) Recognition is an Assessment process, and as such is subject to all provisions of the TEIA "Assessment Policy".
- f) Recognition assessment decisions must comply with Principles of Assessment and Rules of Evidence as outlined in the Standards for RTOs and in TEIA Assessment Policy. (See Assessment Policy)
- g) All clients may apply for formal recognition of existing competencies against a AQF qualification / Accredited course / unit of competency /module that TEIA is registered to deliver.



- h) The onus is upon the candidate to demonstrate competence to the satisfaction of the assessors, including the provision of certification documentation.
- i) Competency may be derived from many sources:
 - i. Work experiences
 - ii. Work product
 - iii. Life experience
 - iv. Training programs offered by industry, private or community-based providers which may or may not have been formally recognised
 - v. Training programs undertaken overseas (which may or may not be accredited in that country)
 - vi. Informal learning programs
 - vii. Certification from another RTO
- j) Only accredited and approved assessors will conduct Recognition assessments on behalf of TEIA. (See Assessment Policy)
- k) Recognition assessments must comply with the assessment requirements detailed in the relevant Training Package and VET Accredited course.
- l) Recognition application and assessments are subject to fees as outlined in TEIA 'Schedule of Fees'.
- m) The minimum acceptable claim for Recognition is a Unit of competency/module.
- n) Certification documentation will not be issued until all relevant fees are paid in full. (See Certification Policy)
- o) Information on recognition processes and arrangements are provided to all students and prospective clients.
- p) An applicant, who has undertaken a course that is not competency based, can gain credit transfer into a competency-based course if the mapping of competency can be justified.

4.2 Mutual Recognition / Credit Transfer

- a) TEIA will accept and mutually recognise the decisions and outcomes of any RTO or body in partnership with an RTO, thereby ensuring mutual acceptance throughout Australia of the qualifications and Statements of Attainment awarded by other RTO's or AQF authorised issuing organisations.
- b) TEIA recognises AQF certification documentation from other RTOs, and authenticated VET transcripts issued by the Registrar and after review and verification of validity will apply a credit to all relevant units of competency/modules.
- c) Mutual Recognition applies when the certification documentation provided by the client contains the same national competency code as those that form part of the training and assessment program offered by TEIA.
- d) Certification documentation must be presented as either originals or certified copies of an original. Certified copies are to be signed by an authorised signatory to verify authenticity.
- e) TEIA are not obliged to issue a AQF qualification or Statement of Attainment that is achieved wholly through recognition of units and /or modules completed at another RTO or RTOs. (i.e. client cannot complete their learning and assessment with another RTO and request TEIA to issue the qualification under the Recognition process)
- f) The amount of recognition contributing to the issuance of certification documentation from TEIA (i.e. using units/modules completed at other RTOs) is at the discretion of the Director of TEIA.



- g) In the event a client wishes to undertake refresher training in a unit/module for which they have been previously awarded recognition, then the client will be advised that the completion of the assessment is not necessary, however, may be offered as an option.
- h) Where the recognised AQF qualification and attributed units/modules forms part of another AQF qualification, the client will only be enrolled in the additional units required to complete the new qualification.
 - i. Fees will reflect reduced learning load.

5. Appeals

Clients have the right to appeal a Recognition Assessment decision. (See Appeals Policy)

6. Access and Equity

Clients have fair and equal rights to assessment, including recognition. (See Access and Equity Policy)

6. Records Management

All documentation from Recognition processes is maintained in accordance with Records Management Policy. (See Records Management Policy)

7. Monitoring and Improvement

The Director of TEIA monitors all recognition practices and process and identified areas for improvement are acted upon. (See Continuous Improvement Policy)

Annex A: Recognition Procedures

Recognition Procedures

Recognition of Prior Learning / Current competency

STEP 1 – Initial Enquiry and Client briefing

No.	Who	Actions
1.1	Candidate	a) Potential candidate makes an enquiry regarding RPL.
1.2	Admin	a) Discuss with the candidate to determine if the candidate already possesses certification documentation relevant to unit/modes from another RTO. b) If candidate already has certification documentation relevant to unit/modes from another RTO, refer to Credit Transfer procedure below. c) If the candidate does not have certification documentation relevant to unit/modes from another RTO : <ol style="list-style-type: none"> i. Explain the process of RPL and requirements regarding assessment. ii. Provide candidate with 'RPL Application kit – Candidate's Guide' and TEIA enrolment form. iii. Confirm and assign an assessor for candidate to submit 'RPL Application form' to.
1.3	Assessor	a) Contact with candidate; discuss process and formation of application. b) Inform client of assessment requirements, including: <ol style="list-style-type: none"> i. Expectations of the client; ii. Types of evidence; iii. RPL assessment process; iv. Principles of assessment; v. Rules of evidence; vi. Submission timeframes. c) Confirm the units /modules the candidate is seeking to complete as RPL. d) Supply RPL information and documentation to candidate. e) Conduct an assessment planning session with the client to confirm assessment requirements for each unit/module/cluster; identifying assessment tasks, specific standards or learning outcomes which apply for units/modules. f) Provide ' RPL Application form' (from Candidate's Guide) and ' Enrolment Form' to Admin for enrolment processing.

STEP 2 – RPL Assessment

No.	Who	Actions
2.1	Candidate	a) Candidate completes all assessment requirements for each unit/module/cluster. b) Candidate takes and keeps a copy of the completed assessment prior to submission. c) Candidate submits assessment to Admin for marking.

Recognition Procedures

Recognition of Prior Learning / Current competency

2.2	Admin	<ul style="list-style-type: none"> a) Upon receipt of assessment submission, stamp/note the date the assessment was received. b) Enter the details of the assessment submission into: <ul style="list-style-type: none"> i. Assessment Received Register; ii. Student information in WiseNet c) Provide copy of unmarked RPL submission to assessor for marking.
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STEP 3 – Making Assessment judgement

3.1	Assessor	<ul style="list-style-type: none"> a) Mark assessments in order of date received, ensuring all assessments are marked within two (2) weeks of receipt. b) Use the RPL Kit for the unit/module to assist with judgement. c) Where reasonable, if minor clarification is required from candidate to determine a successful outcome, contact the candidate and conduct a 'Competency Conversation' using the RPL Kit booklet. Record all responses on the form provided in the kit. d) Make relevant assessment judgement taking into account: <ul style="list-style-type: none"> a. Elements and performance criteria for the unit/module; b. Assessment requirements; c. Principles of Assessment; and d. Rules of Evidence; e. Competency standard required in the workplace. e) Complete all relevant documentation, as provided in the RPL Kit – Forms. f) Provide written feedback on assessment as appropriate. g) Inform candidate of RPL outcome, providing feedback, and advise on any further evidence requirements or training, as appropriate. h) Advise candidate of right to appeal. i) Enter notes into candidate's records on WiseNet. j) Forward all assessment documentation to Admin for processing.
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STEP 4 – Processing Marked Assessments

4.1	Admin	<ul style="list-style-type: none"> a) If Assessment judgement is "NYC": <ul style="list-style-type: none"> i. File all Assessment documentation onto Student File. (Full Assessment submissions and records must be kept on file for a minimum six (6) months.) ii. Update candidate record in SMS with assessment result. iii. Inform the candidate of the outcome and hold RPL materials for a period of 6 months (in case of appeal), then destroy. b) If Assessment judgement is "C": <ul style="list-style-type: none"> i. Update candidate record in WiseNet with assessment result. ii. Update the Assessment Received Register. iii. File all Assessment documentation onto Assessment Holding file. (Full Assessment submissions and records must be kept on file for a minimum six (6) months.)
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Recognition Procedures

Recognition of Prior Learning / Current competency

		iv. If candidate is due for the Issuance of Certification Documentation, refer to Certification Issuance Procedures .
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STEP 5 – Client completes further assessment submission

No.	Who	Actions
5.1	Candidate	<ul style="list-style-type: none"> a) Candidate completes all assessment requirements for each unit/module/cluster. b) Candidate takes and keeps a copy of the completed assessment prior to submission. c) Candidate submits assessment to Admin for marking.

STEP 6 – Receiving further Assessment submissions

No.	Who	Actions
6.1	Admin	<ul style="list-style-type: none"> a) If this is the second (2nd) submission of an Assessment for the same unit/module, Refer to Step 2. b) If this is the fourth (4th or more) submission of an Assessment; client is to be advised they must re-enrol in the unit/module again. Normal course fees apply.

STEP 7 – Assessment Evaluation

No.	Who	Actions
8.1	Admin	<ul style="list-style-type: none"> a) Provide candidate with 'Assessment Evaluation form'. b) Refer to Evaluation Procedures.
8.2	Assessor	<ul style="list-style-type: none"> a) Complete 'Assessor Evaluation Form'. b) Submit completed form to Admin.