

Recognition Pathways Policy

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Policy Name	Recognition Pathways
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Related Policies	TL002 Assessment Appeals Policy Procedure TL008 Issuing Certification Policy Procedure TL011 Access Equity Policy Procedure OSS005 Records Management Policy PP005 Complaints Handling Policy Procedure
Related Documents	Assessment and Evidence Collection Procedure Standards of Assessment Guide Skills Recognition Kits

This Policy applies to Mid North Coast Community College (the College) and its trading arms.

1. PURPOSE

The College is committed to providing quality training and assessment services in accordance with the *Standards for Registered Training Organisations 2015*. As such, this document describes our obligation to support the recognition of skills and competencies previously attained by our students.

2. SCOPE

This policy forms part of the College's Quality Management System and applies to all nationally recognised training products on our scope of registration.

3. POLICY STATEMENT

Recognising the existing skills and competencies enables and encourages students to enter or continue with formal training and avoids duplication of relevant previous learning. It supports equity and fairness in access to, and participation in, education and training. As such, the College offers recognition and credit to all students and implements an assessment system that ensures that recognition assessment complies with assessment requirements of Training Packages, the Principles of Assessment and Rules of Evidence.

Recognition of Prior Learning (RPL) and Credit Transfer (CT) are credit arrangements that are an essential feature of the Australian Qualifications Framework (AQF). The College is committed to providing effective processes for skills recognition and credit options to all current and prospective students by:

- Implementing an assessment system that ensures RPL assessments comply with assessment requirements of relevant Training Packages

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- Conducting RPL assessment in accordance with the Principles of Assessment and the Rules of Evidence
- Offering recognition to all students at the time of enrolment
- Providing adequate information and support to students in understanding the process and gathering reliable evidence to support their claim
- Processing all recognition applications in accordance with the Colleges **Assessment** procedure and **Assessment and Evidence Collection** procedure; and
- Giving appropriate recognition to AQF Certification documentation issued by other RTOs

The College is committed to implementing and actioning the AQF definition of credit which is the value assigned for the recognition of equivalence in content and learning outcomes between different types of learning and/or qualifications. Credit reduces the amount of learning required to achieve a qualification and may be through credit transfer, articulation, recognition of prior learning or advanced standing.

4. CREDIT TRANSFER AND RECOGNITION

4.1 Credit Transfer

- Any student wishing to apply for credit transfer in a course or qualification in which they are currently enrolled must complete a **Recognition Pathways Application** and present their Nationally Recognised AQF Statement of Attainment, Qualification Certificate and Testamur or a USI Transcript for examination. These documents will provide the detail of the units of competence the student has been previously issued
- Whilst students may apply for credit transfer at any time, they are encouraged to apply before commencing a training program as this will reduce unnecessary training and will incur a fee reduction
- The student's AQF certification must be verified as being true and correct and copies must be taken from sighted originals and endorsed by staff
- A credit transfer can automatically be applied, if the units(s) of competency title as well as their unit codes are identical
- If credit transfer is being sought for a unit of competence which has a different title or code, then the equivalence between the unit held and the unit being sought will be mapped using the **Unit of Competency Equivalency Mapping Template**. In many cases this information can be found in mapping documents published in the relevant Training Package or by registering authorities who provide purchasing guidelines or mapping guides and in the AQF Qualifications Pathways Policy
- Credit transfer may only be awarded for whole units of competence that meet the packaging rules of the qualification for which a student is enrolled. Where a mapping guide identifies a partial credit, this will not be considered for credit transfer and the applicant will be advised to seek recognition
- Credit transfer will only be issued when the student's enrolment includes at least one other unit of competence; student may not enrol only for credit transfer

4.2 Recognition of Prior Learning (RPL)

- The Student will indicate that they wish to apply for RPL by submitting a **Recognition Pathways Application**. This form is to be issued to the relevant assessor who will assess the application and inform the student of acceptance of the application and the fees that may be relevant
- The **Recognition Pathways Application** and relevant fees, must be completed and paid before proceeding

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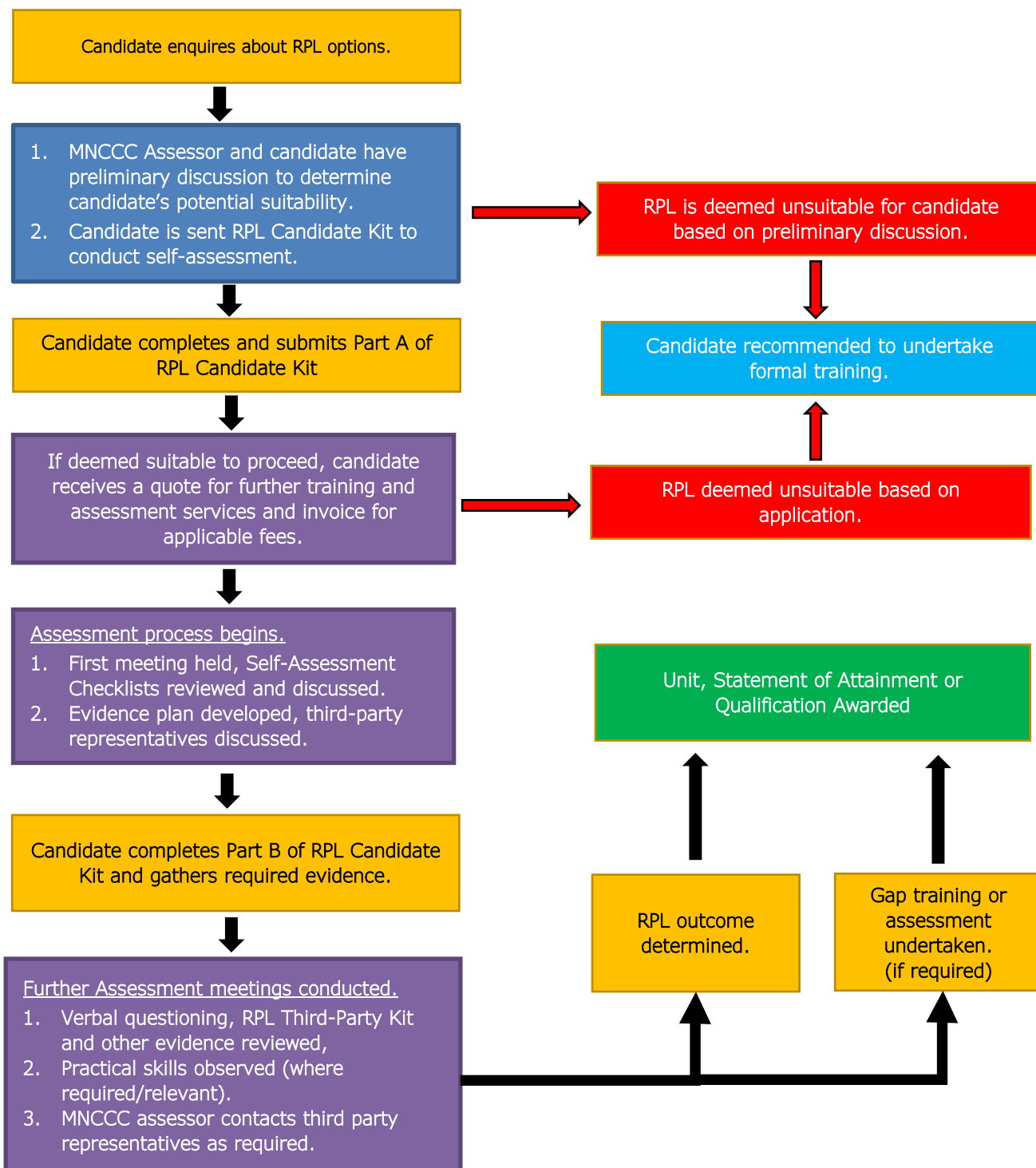
- c) The student and the assessor will meet to consider the application and to ensure that the student:
 - i. Understands the RPL process i.e., a formal assessment process leading to a competency decision
 - ii. Has access to copies of the relevant units of competency
 - iii. Understands the requirements of collecting and matching evidence to the requirements of the units
 - iv. Understands the timeframes and costs
- d) Further meetings will be scheduled with the assessor to progress through evidence collection. Assessors will record the evidence received on the RPL Kit
- e) On completion of the evidence collection process, If the assessor determines the student competent, assessment outcomes are recorded according to the **Assessment and Evidence Collection Policy Procedure**. If the student is determined to be not yet competent, a meeting will be arranged with the assessor to explain areas requiring further evidence or training. *NOTE: RPL may only be awarded for whole units of competency.*
- f) All relevant documentation including results and evidence of the RPL will be filed in accordance with the Management of Records Policy Procedure
- g) Where a student is not satisfied with the outcome of the recognition assessment, they may undertake an appeal referring to the Assessment Appeals Policy Procedure

4.3 RPL Kits

- a) RPL Kits are available for each qualification on our scope of registration. These assessment tools are to be used to guide the collection of RPL evidence. They have been designed to:
 - i. Collect evidence to demonstrate prior achievement of the learning outcomes and assessment requirements for each training product on our scope of registration
 - ii. Provide a range of methods against which the student can provide evidence
 - iii. Be at the same standard as other assessment for the qualification
 - iv. Recognise learning regardless of how, when and where it was acquired providing it is relevant to the learning outcomes in the training product
 - v. Meet the requirements of valid, authentic, current and sufficient evidence
 - vi. Provide a process that is fair, flexible, reliable and valid
 - vii. Include reasonable adjustment for the literacy levels, cultural background and experiences of students
 - viii. Meet the needs of students from different background and contexts

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4.4 Recognition Process Overview



4.5 Issuing Credentials

- a) Once the assessment decision has been made, the student will be issued with a credential as appropriate and in accordance with the **Issuing Certification Policy Procedure**. Record keeping and archiving processes will follow

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5. VARIATIONS

The College reserves the right to vary, replace or terminate this policy from time to time.

6. DEFINITIONS

As defined in the Quality Management Strategy and as follows:

- Credit Transfer (CT)
- Recognition of Prior Learning (RPL) - is a form of assessment and requires the same application as outlined against the Training and Assessment policy and procedures. RPL involves the assessment of previously unrecognised skills and knowledge an individual has achieved outside the formal education and training system. RPL assesses this unrecognised learning against the requirements of a unit of competency, in respect of both entry requirements and outcomes to be achieved

7. RELATED DOCUMENTS

- Assessment Appeals Policy Procedure – TL002
- Issuing Certification Policy Procedure – TL008
- Access Equity Policy Procedure – TL011
- Assessment and Evidence Collection Procedure
- Records Management Policy– OSS005
- Complaints Handling Policy Procedure – P005
- Standards of Assessment Guide
- Skills Recognition Kits

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