

Scope

This procedure has been developed in accordance with the Standards for Registered Training Organisations (SRTOs 2015) to ensure candidates are provided with credit and recognition for current skills and knowledge.

This procedure relates to the Standards for Registered Training Organisations (RTOs) 2015: 1.2, 1.4, 1.7, 1.8, 1.12, 3.5, 5.1.

Process Map

Not Required

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Procedure

Definitions

For the purpose of this procedure, the following definitions apply:

Authenticated VET Transcript has the meaning given in the Student Identifiers Act 2014.

Altrad Services means Cape Australia Holding Pty Ltd, TOID 7131, as defined on the National Register.

Registrar means the meaning defined under the Students Identifiers Act 2014.

Standards means the Standards for Registered Training Organisations (RTOs) 2015.

Recognition means recognition of skills and knowledge. This may be in the form of Credit Transfer (CT), Recognition of Prior Learning (RPL) or partial RPL in the form of reduced training and/or assessment in a course.

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.

Credit Transfer as defined under the Australian Quality Framework (AQF), is a process that provides students with agreed and consistent credit outcome for components of a qualification based on identified equivalence in content and learning outcome between matched qualifications.

Recognition of Current Competency (RCC) applies if a client has previously successfully completed the requirements for a unit of competency or module and is now required, (e.g. by a licensing authority) to be reassessed to ensure that the competence is being maintained. In this case, no extra skill or competencies are nationally recognised.

Recognition of Prior Learning as defined in the Standards, 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.

- 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 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)

Rules of Evidences as defined in the Standards – table 1.8-2: Rules of Evidence:

- a) **Validity** - The Assessor is assured that the learner has the skills, knowledge and attributes as described in the module or unit of competency and associated assessment requirements
- b) **Sufficiency** - The Assessor is assured that the quality, quantity and relevance of the assessment evidence enables a judgement to be made of a learner's competency
- c) **Authenticity** - The assessor is assured that the evidence presented for assessment is the learner's own work
- d) **Currency** - The Assessor is assured that the assessment evidence demonstrates current competency. This requires the assessment evidence to be from the present or the very recent past

Principles of Assessment as defined in the Standards – table 1.8-1: Principle of Assessment:

- a) **Fairness** - The individual learner's needs are considered in the assessment process.
 - Where appropriate, reasonable adjustments are applied by the RTO to take into account the individual learner's needs
 - The RTO informs the learner about the assessment process, and provides the learner with the opportunity to challenge the result of the assessment and be reassessed if necessary
- b) **Flexibility** - Assessment is flexible to the individual learner by:
 - Reflecting the learner's needs
 - Assessing competencies held by the learner no matter how or where they have been acquired
 - Drawing from a range of assessment methods and using those that are appropriate to the context, the unit of competency and associated assessment requirements, and the individual
- c) **Validity** - Any assessment decision of the RTO is justified, based on the evidence of performance of the individual learner. Validity requires:
 - Assessment against the unit/s of competency and the associated assessment requirements covers the broad range of skills and knowledge that are essential to competent performance
 - Assessment of knowledge and skills is integrated with their practical application;
 - Assessment to be based on evidence that demonstrates that a learner could demonstrate these skills and knowledge in other similar situations; and
 - A judgement of competence is based on evidence of learner performance that is aligned to the unit/s of competency and associated assessment requirements

- d) **Reliability** - Evidence presented for assessment is consistently interpreted and assessment results are comparable, irrespective of the assessor conducting the assessment

Process Stages

General Requirements

1. The objective of this procedure is to implement a fair and transparent process when providing recognition or credit to candidates (unless licensing or regulatory requirements prevent this) that complies with the assessment requirements of Training Packages and VET Accredited Course, the Principles of Assessment and Rules of Evidence.
2. Whilst Altrad Services does offer recognition in the form of Recognition of Prior Learning (RPL), Credit Transfer (CT) or Recognition of Current Competency (RCC) via an assessment only pathway, candidates may be required to undertake refresher training in accordance with industry, licencing or project requirements.
3. Predominately, Altrad Services is an Enterprise-RTO delivering training and assessment services for industry employees, by industry. Enterprise employees may be required to undertake training as a condition of their employment, generally predetermined by the requirements of the specific project.

Recognition/Credit Transfer

4. Altrad Services mutually recognises AQF certification documents issued by any other RTO, upon receiving evidence.

Providing information of Recognition

5. Altrad Services' RTO Recognition Procedure, AMS-AUS-PR-03-31, is publicly available on its training website. In addition, prior to enrolment candidates are provided with information about Recognition through the RTO Student Information Handbook, AMS-AUS-F-1042.

Application for Recognition/Credit

6. Whilst candidates can apply for recognition at any time, they are encouraged to apply prior to course commencement. Where a candidate presents evidence for recognition after they have commenced a unit of competency or module, and it can be demonstrated that the candidate was informed about their options prior to commencement, fees may apply.
7. Candidates applying for RPL must complete the:
 - RTO Application for Recognition of Prior Learning, AMS-AUS-F-1045; and
 - RTO Application for Enrolment Form, AMS-APAC-F-0566
 - RTO RPL Assessment Tool Kit, AMS-AUS-F-1044
8. Altrad Services reserves the right to seek further clarification from the issuing RTO where there is some ambiguity about verification and authenticity of an AQF certification document.
9. Some units of competency require an individual to complete refresher training in accordance with licencing, project or industry requirements.
10. Altrad Services will not accept wallet cards issued by another RTO as evidence of AQF certification documents.

Credit Transfer

11. Credit may be granted for any unit/s previously attained that match to a unit in the candidate's current enrolment, or where units from a preceding training package are seen to be equivalent, as documented by the training package guidelines and these courses are on the scope of registration.
12. Credit transfer may not be granted:
 - Where industry, licencing, project or regulatory requirements apply
 - For partial completion of a unit of competency
 - Where a qualification or statement of attainment is achieved wholly through recognition of units and / or modules completed at another RTO

13. Certification documentation must be presented as either originals or certified copies of originals, in the form of:
 - A Testamur or Statement of Attainment clearly demonstrating the RTO government issued number and logo
 - A record of results clearly demonstrating the RTO course codes and competency achieved
 - An authenticated VET transcript issued by the Registrar
14. Credit transfer cannot be granted for partial completion of a unit of competency.
15. Altrad Services is not obligated under the Standards for RTOs to issue a qualification or Statement of Attainment that is achieved wholly through recognition of units and/or modules completed at another RTO or RTOs.
 - Credit transfer will not be awarded to candidates who enrol into a single unit course

Assessment Only Pathway (RCC)

16. Candidates who have previously completed training and assessment and are now required to complete refresher training, in accordance with any licencing or industry requirements, may apply for an assessment only pathway. To be eligible for assessment only, candidates:
 - Must meet the eligibility criteria set out for the individual unit of competency, module or skills set
 - Must be able to demonstrate the minimum amount of work experience required, as defined in the eligibility criteria
 - Are required to undertake a written/oral assessment to demonstrate current knowledge
 - Are required to undertake a practical demonstration to confirm they have retained the current skills required
17. Candidates who fail the assessment only pathway can apply to enrol into the full course, additional fees will apply.
 - Should the candidate proceed with enrolment into the full course, additional fees will be communicated at that time.
18. Units of competency associated with a High Risk Work Licence (HRWL) are exempt from an assessment only pathway.

RPL Procedure

19. RPL acknowledges that workplace skills and knowledge may be gained through a variety of both formal and informal learning through work-based or life experiences. RPL is a process whereby evidence is collected, and judgement is made by a qualified Assessor.
 - Any enrolled candidate is entitled to apply for RPL, providing it is included on Altrad Services' RTO's scope of registration
 - Assessment of RPL is conducted in line with the Principles of Assessment and Rules of Evidence, as defined in the Standards. Recognition may only be awarded for whole units of competency
 - The Assessor may also identify the need to conduct an observation of the candidate's skills in a workplace / simulated environment and arrangements will be made with the candidate
 - Fees and charges will be communicated to the candidate upon receipt of their application.
 - Fees will vary based on the number of units the applicant is applying for
 - A non-refundable administration and processing fee will apply. Refer to "additional fees" documented in Altrad Services' RTO Fees, Cancellation and Refund Procedure, AMS-AUS-PR-03-36
 - Travel and accommodation for an assessor to conduct an on-site assessment will be in addition to any quoted fees and charges, unless stated otherwise

Application for RPL

Applicants for RPL will be provided with an RPL Assessment Tool Kit, AMS-AUS-F-1044, which will consist of:

- RTO Application for Recognition of Prior Learning, AMS-AUS-F-1045
 - RTO Application for Enrolment Form, AMS-APAC-F-0566
20. Upon receipt of the completed documentation and RPL Assessment Tool Kit, Altrad Services will assign a qualified Assessor, who will assess the RPL application.
 - The Assessor is responsible for mapping competency against the required criteria in a unit of competency or module, ensuring that evidence provided meets the Rules of Evidence and Principles of Assessment, as defined in the Standards
 - Candidates will be interviewed as part of the evaluation process
 - Assessors may require a candidate to undertake a practical assessment of skills and knowledge to satisfy themselves of a student's current competency
 - The assessor will contact nominated third party referees to confirm the information provided as part of their RPL application
 - Candidates will be advised of the outcome of their application usually within 21 days. Where more than 21 days is required, the candidate will be kept informed
 21. The outcome of the RPL will be recorded in the Student Management System.
 22. In accordance with Altrad Services' RTO Records Management Procedure, AMS-AUS-PR-03-26, all evidence pertaining to the RPL outcome will be stored electronically on the client's file. If the RPL is unsuccessful, the candidate will be advised in writing of the following:
 - Reason the application was unsuccessful
 - If any further evidence and documentation is required
 - Advised of their right to appeal
 23. There is no refund for RPL fees should the client be deemed unsuccessful in the RPL process

Evidence for Recognition

24. Assessors who conduct the RPL must ensure they follow the evidence requirements as outlined in the assessment kit and mapping matrix, as well as the RPL procedure.
25. Forms of evidence may include:
 - Third party feedback/reports
 - Portfolio of work and review of products
 - Trade tests
 - Direct observation by a Trainer / Assessor
 - Structured activities
 - Verbal questioning
 - Formal previous training records
 - Evidence of relevant unpaid/volunteer work

Key Related Documents

Reference Number	Document
AMS-AUS-PR-03-31	RTO Recognition Procedure
AMS-AUS-PR-03-36	RTO Fees, Cancellation and Refunds Procedure
AMS-AUS-PR-03-26	RTO Records Management Procedure
AMS-AUS-F-1042	RTO Student Handbook
AMS-AUS-F-1045	RTO Application for Recognition of Prior Learning
AMS-AUS-F-0566	RTO Application for Enrolment Form
AMS-AUS-F-1044	RTO RPL Assessment Tool Kit