

Skills Recognition Procedure



PURPOSE

This procedure describes the processes for formally recognising and assessing prior learning and competencies that lead to a nationally recognised Vocational Education and Training (VET) qualification and to ensure quality, integrity and consistency. This procedure is in accordance with Standard 1 of the standards for Registered Training Organisations (RTO's) 2015

SCOPE

This procedure covers Recognition of Prior Learning (RPL), Recognition of Current Competence (RCC) and Credit Transfer (CT) across all courses on MADEC's (MADEC Australia) scope of registration. This procedure applies to all current and prospective students who seek recognition for learning previously gained through formal, non-formal and informal learning and work experience. This procedure does not apply to students undertaking short courses.

RESPONSIBILITIES

The National Training Manager is responsible for the overall management and administration of this procedure.

All Trainers & Assessors are responsible to ensure that all students are aware and how to apply for Recognition of Prior Learning, Current Competence and Credit Transfer.

PROCEDURE

1 - INFORMATION FOR PROSPECTIVE STUDENTS

Prospective students can access information on RPL, RCC and CT via the MADEC website, the Recognition of Prior Learning Guide, Student Information Booklet and discussion with the relevant course trainer and assessor. Students will also receive additional information on skills recognition options during the pre-training review and induction process.

2- PRE-TRAINING REVIEW

Prospective students who apply to undertake a qualification or accredited course must undertake a pre-training review as part of the pre-enrolment process. This review must identify literacy and numeracy skills, any competencies previously acquired (RPL, RCC, CT), ascertain the most appropriate qualification to be undertaken including consideration of the likely job outcomes from the development of new competencies and skills and ascertain that the proposed learning strategies and material are appropriate for the individual.

The pre-training review must be completed, and the outcomes known and documented, prior to the student commencing training.

3 - RECOGNITION OF PRIOR LEARNING (RPL) AND RECOGNITION OF CURRENT COMPETENCY (RCC)

An RPL and /or RCC application can be for a whole unit of competency, multiple units of competency or a complete course or qualification.

Fees for RPL and RCC apply the same as the standard tuition fee along with eligibility rules in Victoria. Fees for RPL and RCC apply the same as the standard Fee for Service rules in South Australia. Fees must be accompanied by an evidence portfolio and payment on enrolment to the relevant MADEC

The fee covers all stages of the process including administrative costs and issuance of Statement of Attainment or Qualification if awarded.

Credit Transfer attracts no fees. If credit transfer is applied after enrolment and tuition fees, amenities fees and materials fees have been charged, these will be automatically refunded at time of processing the credit transfer application.

Skills Recognition Procedure



To apply for RPL and/or RCC a student must complete and submit to their Vocational Trainer an [RPL Expression of Interest Form](#). Upon receipt, the Vocational Trainer will book a mandatory initial interview with the student, where they will be given a [Skills Recognition Application Form](#) and [Recognition of Prior Learning Guide](#) and will be provided with an overview on RPL and the involvement required from the student.

Should the student wish to proceed with RPL, they will be required to submit the [Skills Recognition Application Form](#) to the vocational trainer, whom will pass the information on to the assigned Project Officer. The Project Officer will contact the student to assist commencement and facilitate the evidence gathering process (including providing the appropriate RPL Kit). Once all evidence has been gathered and the RPL Kit has been completed, it will be passed back to the vocational trainer to make an assessment judgement on what has been provided and its relevance to the unit of competency. The outcome will then be provided directly to the student by the vocational trainer.

Please note: The Project Officer will not be making any assessment judgements.

The Project Officer:

- Gains authentication of evidence using the [Consent for Verification of Information Form](#) and ensures that the RPL/RCC meets the requirements of the relevant Training Package or Accredited Course;
- May contact the student for additional evidence

The Assigned Vocational Trainer:

- May seek the assistance of a subject technical expert to conduct the assessment;
- Analyses, evaluates the authentication of evidence and ensures that the RPL/RCC meets the requirements of the relevant Training Package or Accredited Course;
- May contact the student for additional evidence or to conduct an interview to support the application; and
- Completes the appropriate RPL Kit to map all evidence collected
- Ensures assessment is conducted in accordance with the “The Principles of Assessment and the Rules of Evidence”;
- Ensures that [Skills Recognition Application Form](#) is signed and has all the accurate and required documentation;
- Ensures that there are no unresolved issues about the application.;
- Completes the assessment process and makes the assessment judgement using the [Skills Recognition Competency Outline Form](#)
- Ensures the completed RPL/RCC portfolio and [Skills Recognition Application Form](#) is forwarded to Administration for data entry and filing

The Administration Officer will process the outcome of the application and provide a letter to the student to inform them of the outcome of the application. This **may** include the issuing of a Statement of Attainment or qualification awarded through RPL/RCC.

Skills Recognition Procedure



4 - CREDIT TRANSFER

All students are entitled to apply for credit transfer in a course or qualification in which they are currently enrolled.

Whilst students may apply for credit transfer at any time, they are encouraged to apply before commencing a training program.

The student does not incur any fees for credit transfer and there is no funding associated with credit transfer.

Students can apply for Credit Transfer by completing a [Credit Transfer / GAP Training Application Form](#) available from the relevant MADEC office and submit together with a copy of the Statement of Attainment or Statement of Results and Consent for Verification of Information Form (if applicable) to the relevant MADEC office.

On receipt of the application the Trainer & Assessor will check the document for authenticity and grant credit transfer for the units of competence that have been completed and are relevant to the course being undertaken.

Where the units of competence do not align with the units of competence requested, the Trainer and Assessor is to review training package mapping guides and purchasing guides to determine equivalence.

Credit transfer may only be awarded for whole units of competency. Where the mapping guide identifies a partial credit, this will not be considered credit transfer and the applicant will be advised to seek recognition of prior learning where the original award can contribute to a portfolio of evidence.

The Trainer & Assessor is to approve the [Credit Transfer / GAP Training Application form](#) and forward to the National Training Manager and/or Delegated Officer who will check the [Credit Transfer / GAP Training Application form](#) for completeness and accuracy, sign and then forward to the Student Records Officer for processing.

The Student Records Officer will verify the Academic Transcript with the issuing organisation and process the outcome of the application and provide a letter to the student to inform them of the outcome of the application. This may include the issuing of a Statement of Attainment or qualification awarded through credit transfer.

The application and verified copies of the qualifications and statement of attainment used as the basis for granting credit transfer must be kept centrally.

Associated Documents

RPL/RCC Application Form
Credit Transfer / Gap Training Application Form
Consent for Verification of Information Form

Custodian: National Training Manager

7 –REFERENCES

National Vocational Education and Training Regulator Act 2011
Standards for Registered Training Organisations (RTO's) 2015

Definitions

Skills Recognition

The recognition, acknowledgement or verification of competencies currently held, regardless of how, when or where the learning occurred.

Recognition of Prior Learning (RPL)

An assessment process that assesses an individual's formal, non-formal and informal learning 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 VET qualification.

Recognition of Current Competence (RCC)

Applies if a student has successfully completed the requirements of a unit of competency or module previously, and is now required to be reassessed to ensure that competency is being maintained.

Credit Transfer (CT)

Means transfer of credits from units of competency achieved in formal and nationally recognised education and training systems to equivalent units of competency, satisfying the required competency standards. Credit Transfers can be granted under any of the following circumstances:

1. Under the principles of National Recognition a student is granted an automatic credit for any unit that they successfully completed at any other Registered Training Organisation (RTO).
2. When the unit has exactly the same code and title, even if it is not from the same Training Package.
3. When the unit has been reviewed and this has resulted in minor changes to the unit code or title (e.g. A code to B code). This indicates that the outcomes of the unit have remained substantially the same.
4. When the unit code has changed completely however there is a mapping document that demonstrates equivalence.