

Recognition Policy

SCOPE

The objective of the Recognition Policy is to ensure that an individual's prior learning achieved through formal and informal training, work experience or other life experiences is appropriately recognised. This process determines the extent to which an individual has achieved the required learning outcomes, competency outcomes, or standards for entry into, and/or partial or total completion of a program of study. Recognition of Prior Learning (RPL) is the determination, on an individual basis, of the skills and knowledge obtained by the learner through previous training, work experience and/or life experience. RPL is used to determine the advanced standing, within a training program, that the learner may be awarded as a result of this learning/experience. RPL assessments are primarily used to determine an individual's starting point in a course or program.

PURPOSE

1. Enquirers will be offered an outcome to meet their specific circumstances within Latrobe Valley Training and Assessment Centres Scope of Registration, subject to the fees and charges outlined below (subject to change and review annually).

PROCEDURE:

2. The RPL Policy is to be consistent with the Access and Equity Policy.
3. Only accredited assessors will conduct RPL assessments on behalf of Latrobe Valley Training and Assessment Centre.
4. All RPL assessments are to comply with the requirements detailed in the curriculum documentation or training product documentation.
5. RPL Applications are available from Latrobe Valley Training and Assessment Centre.
6. The general principle to be observed is that "As the level of risk increases, there should be a corresponding increase in the rigor of the RPL processes".
7. Latrobe Valley Training and Assessment Centres RPL Policy is based on National Assessment Principles:



- a. "Latrobe Valley Training and Assessment Centres assessment process shall provide for the recognition of prior learning regardless of where this has been acquired"

Assessment Processes

8. The assessment process will cover the following:

- a) Assessment processes should cover the broad range of skills and knowledge needed to demonstrate competency.
- b) Assessment of competency should be a process that integrates knowledge and skills with their practical application.
- c) During assessment, judgments to determine an individual's competency, wherever practicable, are based on evidence gathered on a number of occasions and in a variety of contexts or situations, including the validation of evidence, a completed Pre-Assessment Skills Observation provided by Latrobe Valley Training and Assessment Centre or, copies of any worksite documentation that clearly outlines the hours relevant to the assessment example Pre-start checklist/Truck driver Log book
- d) Front covers of assessment instruments will not be accepted as evidence as these may have been amended.
- e) Assessment processes should be monitored and reviewed to ensure that there is consistency in the interpretation of evidence.
- f) Assessment should cover both on and off the job components of training.
- g) Assessment processes should provide for the recognition of competencies no matter how, where or when they have been acquired.
- h) Assessment processes should be made accessible to individuals so that they can proceed readily from one competency standard to another.
- i) Assessment practices must be equitable to all groups or individuals.
- j) Assessment procedures and the criteria for judging performance must be made clear to all individuals seeking assessment.
- k) The assessment approach should be participatory – the process of assessment should be jointly developed / agreed between the assessor and the candidate.
- l) A referee check will be conducted if required to confirm the authenticity of evidence.
- m) Opportunities must be provided to allow individuals to challenge assessments and provision must be made for reassessment in accordance with the Complaints and Appeals Policy, Latrobe Valley Training and Assessment Centres Code of Practice, Latrobe Valley Training and Assessment Centres

Staff Handbook and Latrobe Valley Training and Assessment Centres Student Handbook.

AQF Qualification Recognition –Credit Transfer –Recognition Current Competency

9. As required by the AQTF 2007, Latrobe Valley Training and Assessment Centres as an RTO must 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 RTO's.
10. Latrobe Valley Training and Assessment Centres Assessors must accept and recognise Statements of Attainment and AQF qualifications gained from other RTO's where national ANTA or State logos are justifiably used and competency is determined to be current and relevant. Assessment or re-assessment in such cases infringes an applicant's recognition rights and is non-compliant with the standards of the AQTF.
11. In the event a client / stakeholder wishes to undertake training in a recognised training program for refresher purposes, then they will be advised that the assessment at the learning level will not be necessary, however, may be offered as an option.
12. Where the recognised AQF qualification forms part of another AQF qualification the client / stakeholder will be enrolled in the additional units only.
13. Clients / Stakeholders with part AQF qualifications will be required to provide documented evidence of their qualifications.

Recognition Fees

14. The fees for RPL are as follows:
 - a) Recognition for qualifications for Credit Transfer up to and including Certificate III will not incur a cost.
 - b) Recognition of Prior Learning Assessments will incur a cost of \$300 GST Exempt per unit

Certificates or Statements of Attainment will not be issued until all fees are paid.