

Recognition Policy

In accordance with the requirements of the Standards for Registered Training Organisations, New Era Institute provides the opportunity for students to apply to have prior learning recognised toward a qualification or units of competency for which they are enrolled.

Recognition generally takes two forms: recognition of prior learning (RPL), which is the focus of this policy, and national recognition (Credit Transfer {CT}) which is dealt with in the previous section of this manual.

What is RPL?

The acknowledgment of skills and knowledge that have been gained through training, work, or life experiences into formal competencies. The assessment of RPL is made from the evidence provided against the units of competency (elements and performance criteria) as described in the relevant endorsed Training Package.

To support this type of application evidence of where and how the skills were obtained are required. I.e. A certificate where the codes do not match but are of similar skills and knowledge would require an ability to assess the learning outcomes against the learning outcomes of the current course. By removing the need for duplication of learning, RPL supports individuals' lifelong learning goals by providing the basis for individuals to progress through education and training and gain recognition for their prior learning and experiences.¹

Most importantly, it should be noted that RPL is just another form of assessment and requires the same application of policy and procedures outlined in the *Assessment Policy* of this manual.

RPL guidelines

The following guidelines are to be followed when an application for RPL is received:

- Any student is entitled to apply for RPL in a course in which they are currently enrolled.
- Students may not apply for RPL for units of competency or qualification which are not included in New Era Institute's scope of registration.
- While students may apply for national recognition at any time, they are encouraged to apply before commencing a course. Students can apply for RPL, preferably by the 2nd week of the first term of study in their enrolled course. This will reduce

¹ Australian Qualifications Framework (AQF) Advisory Board, 2013



unnecessary training and guide the student down a more efficient path to competence.

- Assessment via RPL is to apply the principles of assessment and the rules of evidence.
- RPL may only be awarded for whole units of competency.

Forms of evidence

RPL acknowledges that workplace skills and knowledge may be gained through a variety of ways, including both formal and informal learning or through work-based or life experience.

The following is a range of evidence possibilities that you could use to support a RPL application. However, the list is only to give the student some ideas on how and what to collect to prove competence.

- Interview, either in person or over the phone
- Performance testing/skill demonstration
- Documentation by self/others
- Essay supported by interview
- Lecture to novices explaining/demonstrating the key points to a topic
- Diary – reflective journal
- Product assessment
- Academic writing for professional journals, published articles
- Awards
- Examinations
 - Challenge
 - Oral
 - Standard test
- Project
- Certificates of achievement
- References/letters of support
- Evidence of committee work
- Video, Audio
- Photos
- Reading lists
- Duty statements/job descriptions
- Rosters/time sheets

All the information from the above listing can go towards proving what the student knows and can do.

All the above forms of evidence need to meet the following minimum evidence requirements before the assessor is able to use the evidence.

- **Valid** – evidence collected must focus on the appropriate knowledge and skills specified in the Performance Criteria and Evidence Guides.
- **Sufficient** – enough evidence must be collected to show competence across all elements according to the performance criteria.
- **Current** – Current evidence – sometimes evidence of competence is too old. Generally, evidence should not be more than 12 to 24 months old.
- **Authentic** – evidence needs to be checked to ensure that it actually relates to the person being assessed. Validation by a third party may be necessary.

Appealing recognition outcomes

If the student is not satisfied with the outcomes of a recognition application, they may appeal the outcome like other assessment decisions. Further information is available in the *Appeals Handling Policy*.

Recognition Procedure

The following procedure is to be applied by New Era Institute upon receipt of an application for recognition:

Step 1 Provide sufficient information to prospective students to inform them of opportunities for alternative pathways via recognition and the recognition process.

Step 2 Students who request recognition of their current competence are to be invited to carry out a self-assessment prior to enrolment to determine their suitability for a recognition application (using the *Recognition Self-Assessment Guide*). This step is not compulsory but is strongly suggested. The student should be provided an electronic version of the RPL application documents.

Step 3 Undertake a recognition assessment planning interview between the assessor and the student (using the *Recognition Assessment Plan*). This is to include where possible:

- Helping the student to identify appropriate forms of evidence;
- Guiding the student on the use of recognition tools; and
- Informing the student about the assessment process.

Step 4 Students are to compile their recognition submission (using a *Recognition Evidence Report*). This form allows students to record their particular documentary evidence against each unit of competency and to attach this evidence as required.

Step 5 The trainer and assessor is then to review the assessment evidence and decide on the need for additional evidence on perceived gaps. The trainer and assessor may invite the student to undertake a recognition interview to answer verbal questions or a practical assessment. At the end of the evidence gathering process the trainer and assessor is to provide the student with written feedback regarding the assessment outcomes, including the procedure for the student to appeal the assessment outcome.

Step 6 If the student is not satisfied with the outcomes of a recognition application, they may appeal the outcome like any other assessment decision. Refer the student to the *Appeals Handling Policy*.

Step 7 When all assessment and appeal processes have concluded, the assessment outcome is to be recorded in the recognition register and issue the student with written advice of the outcome. This may include issuing statements of attainment or qualifications awarded through recognition in accordance with New Era Institute's *Issuing Certificates Policy*.

Procedure

All students are made aware of the ability to apply for unit/s credit via a RPL application throughout the enrolment and Orientation process of the course. This is supported with information provided in the Recognition Self-Assessment Guide which can be found at www.newera institute.edu.au under Student Portal and more details can be found in the Student Handbook.

While students may apply for national recognition or Recognition of Prior Learning at any time, they are encouraged to apply before commencing a course. Students can apply for CT, preferably by the 2nd week of the first term of study in their enrolled course.

To apply for unit/s credit, the student must complete a CT and RPL Application Form found in the appendices of the Recognition Self-Assessment Guide.

All applications are to be submitted to Student Services and include original documents to be sighted and copied by Student Services or the student may submit copies which are certified as a true copy of the original by a Justice of the Peace (or equivalent). Applications will not be accepted unless all required information is included.

Where RPL is being applied for the students must include all relevant evidence of work experience and where learning has occurred.

A 'CT and RPL Application Form' must be accompanied with nationally recognised Certificates and/or with detailed Statement of Attainments indicating the units successfully completed including unit codes and titles and dates of completion.

Students are required to submit their application with supporting evidence as required and outlined in the applications:

Credit Transfer

Students who have completed a Nationally Recognised qualification/unit that have the exact same code as a unit currently enrolled will be eligible for credit transfer for the particular unit/s. The student must submit the original certificate to Student Services who will sight, copy and scan:

1. For filling in the student file
2. Collating the supporting documents to make a decision on verification to award Credit Transfer by a qualified assessor.

Recognition of Prior Learning

Where students have gained relevant skills and knowledge other than undertaking accredited training for the unit, a student may be eligible for RPL.

The student must complete the CT and RPL application form and submit to Student Services with supporting evidence as required. The portfolio of evidence must be clearly identifiable, as stated in the Recognition Self-Assessment Guide, to support the applicant's case for Recognition of Prior Learning by addressing the relationship of evidence to the Unit of Competency credit is being sought.

The student must submit the portfolio of evidence to Student Services who will sight, copy and scan all the evidence submitted:

1. For filling in the student file after the assessment process
2. Collating the supporting documents to make a decision on verification to award RPL by a qualified assessor.

Where any application for unit/s credit is received by New Era Institute, either CT or RPL, the outcome to the application will be made within 14 working days of receiving it, or as soon as practical where further information is required to determine the outcome.

Where either of the above, CT or RPL applications are assessed, the following will occur:

- Student Services must adjust the student's CoE to reflect any reduction in the period of study the student if the application is successful is enrolled after seeking approval from the CEO.
- New Era Institute will provide the student a 'Letter of the outcome of CT and RPL application.
- All documentation is to be kept in the student's file.
- The successful outcome is entered in RTO Data.

Recognition Process

