Recognition of Prior Learning Policy and Associated Procedures

Purpose

AICC provides the opportunity for learners 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, which is the focus of this policy, and credit transfer which is dealt with in the Credit Transfer Policy. For the purposes of this policy, recognition of prior learning will be referred to simply as recognition. This policy aligns with the requirements of the Standards for Registered Training Standards 1.6, 1.7, and 2.2 of the Outcome Standards for RTOs and AQF certification documentation, student identifiers and nationally recognised training logo requirements in Compliance Requirements, as well as Standards 2 and 3 of the National Code of Practice for Providers of Education and Training to Overseas Students 2018.

Note: As a requirement of the National Code 2018, Standard 2.3, international students must be informed on enrolment that any credit may affect the duration of their course and CoE.

Definitions

What is recognition?

Recognition involves the assessment of previously unrecognised skills and knowledge an individual has achieved outside the formal education and training system. Recognition assesses this unrecognised learning against the requirements of a unit of competency, in respect of both entry requirements and outcomes to be achieved. By removing the need for duplication of learning, recognition encourages an individual to continue upgrading their skills and knowledge through structured education and training towards formal qualifications and improved employment outcomes. This has benefits for the individual and industry. Most importantly, it should be noted that recognition is just another form of assessment and requires the same application of the Assessment Policy and Procedure.

Policy Statements

Recognition guidelines

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

- Any learner is entitled to apply for recognition in a course or qualification in which they are currently enrolled.
- Learners may not apply for recognition for units of competency or qualification which are not included in AICC's scope of registration.
- Whilst learners may apply for recognition at any time, they are encouraged to apply before commencing a training program. This will reduce unnecessary training and guide the learner down a more efficient path to competence.
- Learners who are currently enrolled in a training program are eligible to apply for recognition in that program at no additional charge.
- Assessment via recognition is to apply the principles of assessment and the rules of evidence.

- Recognition may only be awarded for whole units of competency.
- **For RPL (Recognition of Prior Learning), similar to the policy followed by all Australian universities, AICC permits a maximum of 50% of the units of competency to be granted through RPL, even if the candidate provides sufficient evidence such as employment letters, payslips, industry experience, Statements of Attainment (SOA), and other supporting documents.**

  The remaining 50% of the units must be completed through face-to-face training. This ensures that any gaps are addressed and allows for additional validation of the candidate's experience, knowledge, and skills.

Forms of evidence

Recognition 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.

In evaluating assessment evidence, AICC applies the following rules of evidence:

- Sufficient
- Valid
- Authentic
- Current

Like assessment, recognition is a process whereby evidence is collected and a judgement is made by an assessor or assessment team. The judgement is made on evidence provided by candidates of the skills and knowledge that they have previously learnt through work, study, life and other experiences, and that they are currently using. It also includes evidence to confirm a candidate's ability to adapt prior learning or current competence to the context of the intended workplace or industry.

Forms of evidence toward recognition may include:

- Work records
- Records of workplace training
- Assessments of current skills
- Assessments of current knowledge
- Third party reports from current and previous supervisors or managers
- Evidence of relevant unpaid or volunteer experience
- Examples of work products
- Observation by an assessor in the workplace
- Performance appraisal
- Duty statements

Many of these forms of evidence would not be sufficient evidence on their own. When combined together with a number of evidence items, the candidate will start to provide a strong case for competence. AICC reserves the right to require candidates to undertake practical assessment activities of skills and knowledge in order to satisfy itself of a candidate's current competence.

Appealing recognition outcomes

If the learner is not satisfied with the outcomes of a recognition application, they may appeal the outcome like other assessment decisions. Further information on the appeals process is available at section three.

Procedures

1	**Recognition Procedure** **The following procedure is to be applied by AICC upon receipt of an application for recognition:**
1.1	Provide sufficient information to prospective learners to inform them of opportunities for alternative pathways via recognition and the recognition process.
1.2	Learners 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 learner should be provided a soft copy version of the RPL application documents.
1.3	Undertake a recognition assessment planning interview between the assessor and the candidate (using the Recognition Assessment Plan). This is to include where possible: Helping the candidate to identify appropriate forms of evidence; Guiding the candidate on the use of recognition tools; and Informing the candidate about the assessment process.
1.4	Candidates are to compile their recognition submission (using a Recognition Evidence Report). This form allows candidates to record their particular documentary evidence against each unit of competency and to attach this evidence as required.
1.5	The Assessor is then to review the assessment evidence and decide on the need for additional evidence on perceived gaps. The Assessor may invite the candidate to undertake a recognition interview to answer verbal questions or a practical assessment. At the end of the evidence gathering process the Assessor is to provide the candidate with written feedback regarding the assessment outcomes, including the procedure for the candidate to appeal the assessment outcome.
1.6	If the candidate is not satisfied with the outcomes of a recognition application, they may appeal the outcome like any other assessment decision. Refer the candidate to the appeals process which can be found in the Learner Information Booklet or policy and procedure manual.
1.7	When all assessment and appeal processes have concluded, the assessment outcome is to be recorded in the recognition register and issue the candidate with written advice of the outcome. This may include issuing statements of attainment or qualifications awarded through recognition in accordance with AICC Qualifications Issuance policies and procedure.
1.8	International applicants are advised of any effect or changes to course duration, CoE and visa implications as a result of credit.

Responsibilities

The Academic Manager is responsible for ensuring assessors review RPL applications as per the policy and procedures and for approving RPL applications and outcomes.

The Operations Manager is responsible for the implementation of this procedure, to maintain records as per this policy and to ensure that all staff with responsibility are aware of and implement this policy.

All staff must be aware of and implement this policy.

Document Control

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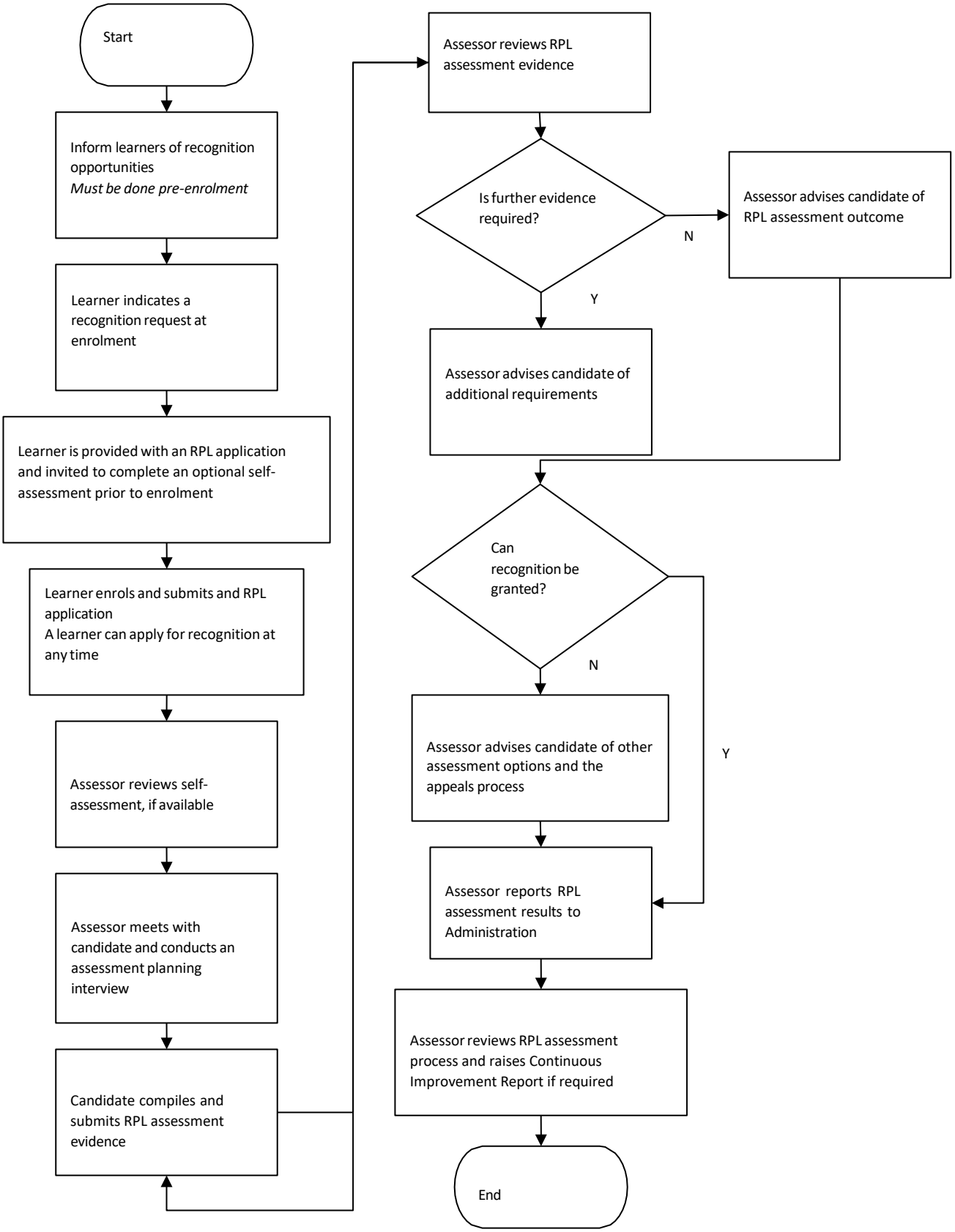
Recognition Process