RTO RECOGNITION POLICY

SECTION 1 - PURPOSE AND SCOPE

(1)   This policy provides a broad and flexible framework for efficient and equitable recognition services for College RTO students.

(2)   All College RTO students enrolled in AQF programs are entitled to be assessed for RPL.

SECTION 2 - DEFINITIONS

(3)   For the purposes of this policy, the following definitions apply:

   a.   "RTO" - Registered Training Organisation.

   b.   "AQF" - Australian Qualifications Framework and covers those programs on the scope of the College.

   c.   "RPL" - Recognition of Prior Learning, which is an assessment process that assesses the competency/s of an individual that may have been acquired through formal, non-formal and/or informal learning to determine the extent to which that individual meets the requirements specified in the training package or VET accredited courses.

   d.   "Formal Learning" - 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 university degree).

   e.   "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).

   f.   "Informal Learning" - to learning that results through experience of work-related, social, family, hobby or leisure activities.

   g.   "Assessment" - the process of collecting evidence and making judgements on whether competence has been achieved or whether specific skills, experience and knowledge has been achieved that will lead to the attainment of unit of competence.

   h.   "The University" - Western Sydney University.

   i.   "The College" - Western Sydney University The College a division of Western Sydney University Enterprises Pty Limited.

   j.   "RTO" - Registered Training Organisation.

   k.   "VET" - Vocational Education and Training.

l. "TAFE" - Technical and Further Education.

SECTION 3 - POLICY STATEMENT

(4)   All the College RTO students are entitled to apply for recognition of prior learning towards the qualification or unit of competency in which they are enrolled. The College RTO recognises formal learning (from acquisition of knowledge and skills), as well as non-formal and informal learning (from work/life experience, attitudes and aptitudes) that all students may bring to their learning experience.

(5)   The College RTO complies with the:

a.   Standards for Registered Training Organisations (RTOs) 2015. The RTO implements an assessment system that ensures that assessment (including Recognition of Prior Learning):

i.   complies with the assessment requirements of the relevant training package or VET accredited course;

ii.   is conducted in accordance with the Principles of Assessment and the Rules of Evidence.

b.   AQF Qualifications Pathways Policy.

SECTION 4 - PROCEDURES

(6)   The following documents will be utilised when completing recognition assessment activities. These templates are available in SharePoint.

a.   Recognition Application Form (attached);

b.   Recognition Toolkit (appropriate for various qualifications/units of competence).

(7)   Outcomes of recognition activities will be reported to the Director RTO using the Recognition Application Form.

4.1 Student Advice

(8)   Prior to enrolment students must be informed of:

a.   the availability of Recognition of Prior Learning (RPL);

b.   possible benefits RPL may represent for them (e.g. shorter time to complete the qualification).

(9)   Recognition information is provided to students through the following mediums:

a.   RTO Student Handbook;

b.   Course Enrolment Form;

c.   Course Outline;

d.   Student Help Line;

    e.   The College RTO Website.

(10)   Students are provided with guidelines for gathering reliable and sufficient evidence which is suitably current to support their claim for recognition.
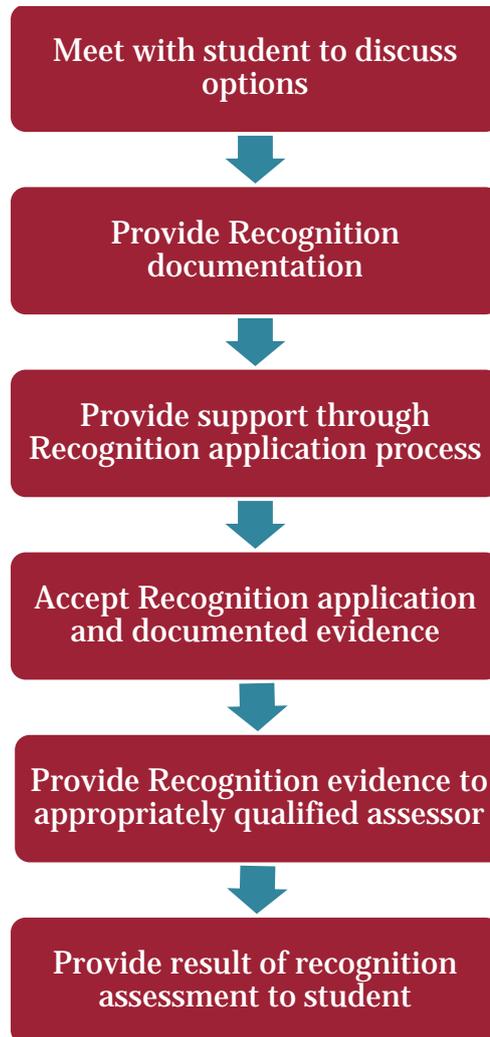
4.2 Recognition Application Process

(11)   The student makes an inquiry about recognition in a qualification.

(12)   Students wishing to apply for recognition will receive a copy of the learning outcomes for the units/course in which they are seeking recognition.

(13)   Where possible and available, students will also receive a Recognition Toolkit relevant to the qualification or Unit of Competence. This toolkit will be used to document the evidence they are submitting with their application for each Unit of Competence.

(14)   Documentary evidence can include work and/or life experience and previous studies which show that the student possesses the knowledge and skills contained in the Unit of Competency outcomes.

(15)   For claims based on previous studies (for example: TAFE, overseas, university, school or other qualifications), certified copies of all documents supporting the claim must be attached.

(16)   For claims based on life experience and work experience, information should describe how their skills and knowledge have been acquired and maintained. Students must attach supporting documentation, for example: job descriptions, references, statements from employers (on employer letterhead) and/or verified examples and samples of work completed.

(17)   The Recognition Application Form must be completed in full and the declaration signed. Incomplete forms will not be processed.

(18)   The original form must be received by the College RTO Course Coordinator before an assessment can occur. NOTE: Students are advised to keep copy for their own records.

(19)   An RPL assessment will determine the extent to which a student has achieved the required learning outcomes, competency outcomes, or partial or total completion of a qualification.

(20)   RPL can only be granted at the unit level, not for an assessment or qualification. To grant RPL for an entire qualification, RPL must be granted individually for all the units that make up the qualification.

(21)   RPL may include skills and knowledge acquired through previous training, and/or work and/or life experience including community or volunteer work gained in Australia or overseas.

SECTION 5 - GUIDELINES AND REFERENCES

5.1 Responsibilities

No	Responsibility
1.	**Course Coordinator** • Confirms that student is enrolled. • Consults with student to provide information on the RPL evidence requirements. • Provide student with the relevant assessment guidelines, performance and assessment criteria from relevant Training Package accredited course. • Assist students to clarify their objectives in terms of recognition. • Advise on the amount, type and acceptability of evidence and documentation of their claim. • Assist applicants with self-assessment to determine likelihood of gaining recognition. • Maintain records of assessment and evidence submitted.
2.	**Course Coordinator** • Ensures that no real and/or perceived conflict of interest exists prior nominating a **qualified** assessor. • If there is a potential for a real or perceived conflict of interest, the following should be undertaken: a. An officer delegated by the Director RTO should form a judgement as to whether the assessor should not assess in the specific case and/or, in circumstances where the assessor has already conducted part or all of the assessment, whether assessment already conducted should be confirmed by another assessor.
3.	**Assessor** • Carries out the assessment and makes a decision based on the evidence provided within two weeks of receipt of the evidence and documentation from the student. • Requests further evidence where necessary.
4.	**Course Coordinator** • Receives the RPL assessment outcome from the assessor and ensures details of evidence are given for each RPL outcome. • Ensures all areas on the RPL Evidence Summary Report are completed correctly. • Records the outcome of the RPL assessment. • Advise students in writing of the outcome of the assessment within four (4) weeks of the date that the application was lodged. • Advise unsuccessful students in writing why they were not successful and informing them of the College RTO Appeals Policy. • Provide post-assessment guidance as required; document the outcomes including feedback on the recognition service provided to the student.

SECTION 6 - WORKFLOW OF RECOGNITION PROCESS

Meet with student to discuss options

↓

Provide Recognition documentation

↓

Provide support through Recognition application process

↓

Accept Recognition application and documented evidence

↓

Provide Recognition evidence to appropriately qualified assessor

↓

Provide result of recognition assessment to student

RTO RECOGNITION POLICY

STATUS AND DETAILS

Status:	Current
Version:	2
Effective Date:	20 October 2017
Review Date:	20 October 2020
Approval Authority Policy:	Western Sydney University Enterprises Board
Endorsed by:	English and RTO Committee
Approval Date:	20 October 2017
Expired Date:	N/A
Last Updated	20 October 2017
Owner:	The College Registered Training Organisation
Enquiries Contact:	Emma Bright | P: 9852 4109 | E: E.Bright@westernsydney.edu.au

Available On:	SharePoint	☐	Website	☑

Disclaimer: Printed copies of this document are regarded as uncontrolled

Summary of Changes from Previous Version

Change of title for Director RTO and business name nomenclature.