



SNR 15.5 Recognition of Prior Learning Policy and Procedure

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Assessment including Recognition of Prior Learning (RPL):

- a) meets the requirements of the relevant Training Package or accredited course
- b) is conducted in accordance with the principles of assessment and the rules of evidence
- c) meets workplace and, where relevant, regulatory requirements
- d) is systematically validated.

Purpose:

This policy and procedure is to be implemented and maintained by Australian Institute of T & I to allow students to gain recognition for qualifications and / or competencies already achieved through previous formal and informal training, and work and life experiences.

Scope:

This policy covers all qualifications and competencies included in Australian Institute of T & I's Scope of Registration.

Definitions:

Mutual Recognition is the recognition and acceptance by an ESOS Framework qualifications and Statements of Attainment issued by other Registered Training Organisations, enabling individuals to receive national recognition of their achievements.

Recognition is a process whereby evidence is collected and a judgment made by an assessor or assessment team against the requirements of one or more endorsed units of competency from a relevant industry Training Package or state/territory accredited course.

Recognition Process will be:

Valid – it will measure what it is intended to measure

Reliable – it will provide consistent results in given contexts

Fair – it will not disadvantage any individual and allows the individual to appeal the result



Flexible – it can be adapted to meet different workplace contexts or special needs of individuals

Evidence collected will be:

Valid – assessor needs to ensure that the evidence provided by the student directly covers the unit(s) of competency for which they are seeking recognition

Current – it is critical that appropriate evidence is available or is obtained to show that the student is currently able to use the skills and knowledge for which recognition is sought

Sufficient – assessor needs to ensure that the student has provided enough evidence to make a confident judgment that competence has been achieved

Authentic – assessor needs to ensure that the evidence is actually the work of the student and not someone else.

Forms of Evidence could include but are not restricted to:

Work records; Records of workplace training; Assessments of skills and knowledge; Third party reports from supervisors / managers, clients, trainers; Previous qualifications; Volunteer experiences; Examples of work products; Statutory Declarations; Photographs /Videotapes of work produced; Previous position descriptions; Customer response forms or letters.

Policy:

1. Australian Institute of T & I will recognise a student's existing competence against the competencies listed in an endorsed qualification or accredited course and issue AQF qualifications and Statements of Attainment.
2. Australian Institute of T & I through mutual recognition will recognise the AQF qualifications and Statements of Attainment issued by any other RTOs.
3. The Recognition Process will be available to all prospective students.
4. The Recognition Process will be valid, reliable, flexible and fair.
5. Evidence collected to support this process will be valid, current, sufficient and authentic.
6. Information on the Recognition Process will be available at www.aiti.edu.au and can be accessed by all students and assessors.



7. Australian Institute of T & I will ensure that an individual's learning and skills are recognised, irrespective of how or where they have been acquired. Individuals may apply for recognition of their learning and skills by supplying evidence of:
 - Previously recognised training undertaken
 - Work experiences
 - Life experiences
 - Non-formally recognised training undertaken
8. If granting of RPL leads to a shortening of the student's course, AITI either issues shorter CoE or notify the Department of Education, Employment and Workplace Relations (DEEWR) of change of the duration of the CoE through PRISMS
9. AITI's Administrative Officer will be the person responsible for the implementation and maintenance of the policy, and the grant of RPL should be approved by AITI's Training Manager.
10. Records of AQF qualifications and Statements of Attainment issued will be recorded in AITI's Student Recruitment Record System.
11. Documentation relating to the application will be retained in the student's personal file.
12. The cost for a Recognition application is \$100 per competency title.

Procedures:

1. Information and advice on making application for Recognition can be obtained from Australian Institute of T & I's Administrative Officer. Information about RPL is also accessible at <http://www.aiti.edu.au>
2. Student wishing to apply for Recognition discusses requirements with Australian Institute of T & I's Administrative Officer and Training Manager.
3. Student collates evidence and completes ESOS 12-2 Prior Learning Recognition Application Form.
4. Form sent to the Administrative Officer.
5. The Administrative Officer acknowledges receipt of application and records the application in the Form ESOS 12-1 Recognition Process Register.
6. Australian Institute of T & I's Administrative Officer co-ordinates processing of application:
 - Organises AITI's assessor to interview and/or observe student and consider evidence



presented

- Obtains report from AITI's assessor on the decision (maximum of 2 weeks to produce result)
- Updates records as appropriate

--RPL assessment shall be validated by the Training Manager and recorded in Form ESOS 12-1 Recognition Process Register

7. Student notified of result. A record of a student's RPL must be signed by the student (last page of Form ESOS 12-2 Prior Learning Recognition Application Form) and a copy placed on the student's file.
8. If RPL is granted before visa grant, AITI indicates the actual course duration in the CoE issued for that student for that course. If RPL is granted after visa grant, the change in course duration is reported via PRISMS under section 19 of the ESOS Act.
9. If application is unsuccessful, the student will be advised of the appeal / grievance process by AITI's Administrative Officer.
10. For audit purposes Australian Institute of T & I will archive:
 - Outcome of recognition process
 - Samples of evidence presented
 - If recognition not given, reasons why
 - Action plan for individual to address the gaps identified in the assessment
 - Details of appeals and results