

Recognition
Policy, Procedures, Forms and Registers

POLICY

Purpose	ATAR Design is committed to providing quality training and assessment in accordance with the Standards for Registered Training Organisations (2015). As such, ATAR Design is required to offer Recognition to all clients, and to implement an assessment system that ensures that assessment (including recognition of prior learning) complies with assessment requirements of Training Packages and VET Accredited course, the Principles of Assessment (POA) and Rules of Evidence (ROE).
Standard reference	1.1, 1.2, 1.4, 1.8, 1.12, 3.5
Who is responsible	The CEO is responsible for ensuring compliance with this policy.
Review date	Every 12 months
Definitions	<p>The following words and expressions have the following specific meaning, as in the Standards for Registered Training Organisations (RTOs) 2015.</p> <p>AQF certification documentation is the set of official documents that confirms that an AQF qualification or statement of attainment has been issued to an individual.</p> <p>AQF qualification means an AQF qualification type endorsed in a training package or accredited in a VET accredited course.</p> <p>Assessment means the process of collecting evidence and making judgements on whether competency has been achieved, to confirm that an individual can perform to the standard required in the workplace, as specified in a training package or VET accredited course.</p> <p>Assessment system is a coordinated set of documented policies and procedures (including assessment materials and tools) that ensure assessments are consistent and are based on the Principles of Assessment and the Rules of Evidence</p> <p>Authenticated VET transcript has the meaning given in the Student Identifiers Act 2014. Competency means the consistent application of knowledge and skill to the standard of performance required in the workplace. It embodies the ability to transfer and apply skills and knowledge to new situations and environments.</p> <p>Module means a group of learning outcomes in a VET accredited course where it can be established that it is not possible to develop an appropriate unit of competency.</p> <p>Recognition of Prior Learning (RPL) means an assessment process that assesses the competency/s of an individual that may have been acquired through formal, non-formal and informal learning to determine the extent to which that individual meets the requirements specified in the training package or VET accredited courses.</p> <p>Formal learning refers 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);</p>

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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); and

Informal learning refers to learning that results through experience of work-related, social, family, hobby or leisure activities (for example the acquisition of interpersonal skills developed through several years as a sales representative).

Registrar has the meaning given in the Student Identifiers Act 2014.

Statement of attainment means a statement issued to a person confirming that the person has satisfied the requirements of the unit/s of competency or accredited short course specified in the statement.

Unit of competency means the specification of the standards of performance required in the workplace as defined in a training package.

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ATAR Design is committed to providing effective processes for Recognition options to all current and prospective clients.

ATAR Design will ensure that:

- It implements an assessment system that ensures RPL assessments comply with assessment requirements of relevant Training Packages, VET Accredited Courses;
- RPL assessment is conducted in accordance with the Principles of Assessment (POA);
- RPL assessment is conducted in accordance with the Rules of Evidence (ROE);
- Recognition is offered to all clients on enrolment;
- Adequate information and support are provided to ATAR Design clients in understanding the process and gathering reliable evidence to support their recognition claim;
- All Recognition applications are processed in accordance with the Assessment Policy; and
- Appropriate recognition will be given to AQF Certification documentation issued by other RTOs.

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Policy principles

- Recognition is made available to any person commencing a course with ATAR Design.
- Recognition of Prior Learning (RPL) is the determination, on an individual basis, of the skills and knowledge currently held by the learner acquired through formal, non-formal and informal learning.
- Recognition is used to determine the advanced standing or 'credit', for a training program, that the learner may be awarded as a result of their prior knowledge, skills and experience.
- Recognition is an alternative pathway to an AQF qualification or Statement of Attainment.
- Recognition is an Assessment process, and as such is subject to all provisions of the 'Assessment Policy'.
- Recognition assessment decisions must comply with Principles of Assessment and Rules of Evidence as outlined in the Standards for RTOs and in Assessment Policy. (See Assessment Policy)
- All clients may apply for formal recognition of existing competencies against a AQF qualification / Accredited course / unit of competency /module that is registered to deliver.
- The onus is upon the candidate to demonstrate competence to the satisfaction of the assessors, including the provision of certification documentation.

Competency may be derived from many sources:

- Work experiences
- Work product
- Life experience
- Training programs offered by industry, private or community based providers which may or may not have been formally recognised
- Training programs undertaken overseas (which may or may not be accredited in that country)
- Informal learning programs
- Certification from another RTO
- Only accredited and approved assessors will conduct Recognition assessments on behalf of. (See Assessment Policy)
- Recognition assessments must comply with the assessment requirements detailed in the relevant Training Package and VET Accredited course.
- Recognition application and assessments are subject to fees as outlined in 'Schedule of Fees'.
- The minimum acceptable claim for Recognition is a Unit of competency/module.
- Certification documentation will not be issued until all relevant fees are paid in full. (See Certification Issuance Policy)
- Information of Recognition processes and arrangements are provided to all clients and prospective clients.
- An applicant, who has undertaken a course that is not competency based, can gain credit transfer into a competency-based course if the mapping of competency can be justified.

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Credit Transfer

- ATAR Design will 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 other RTO's or AQF authorised issuing organisations.
- ATAR Design recognises AQF certification documentation from other RTOs, and authenticated VET transcripts issued by the Registrar and after review and verification of validity will apply a credit to all relevant units of competency/modules.
- **Credit Transfer** applies when the certification documentation provided by the client contains the same national competency code as those that form part of the training and assessment program offered by.
- Certification documentation must be presented as either originals or certified copies of an original. Certified copies must be signed by an authorised signatory or CEO to verify authenticity.
- Original Certification documentation will be returned to the applicant.
- ATAR Design are not obliged to issue a AQF qualification or Statement of Attainment that is achieved wholly through recognition of units and /or modules completed at another RTO or RTOs. (i.e. client cannot complete all of their learning and assessment with another RTO and request to issue the qualification under Recognition)
- The amount of recognition contributing to the issuance of certification documentation from (i.e. using units/modules completed at other RTOs) is at the discretion of the CEO.
- In the event a client wishes to undertake refresher training in a unit/module for which they have been previously awarded recognition, then client will be advised that the completion of the assessment is not necessary, however, may be offered as an option.
- Where the recognised AQF qualification and attributed units/modules forms part of another AQF qualification, the client will only be enrolled in the additional units required to complete the new qualification.
- Fees will reflect reduced learning load.

Records management

Appeals

Clients have the right to appeal a Recognition Assessment decision. (See Appeals and Complaints Policy)

Access and Equity

Clients have fair and equal rights to assessment, including recognition. (See Access and Equity Policy)

Records Management

All documentation from Recognition processes are maintained in accordance with Records Management Policy. (See Records Management Policy)

Monitoring and Improvement

All Recognition practices are monitored by the CEO and areas for improvement identified and acted upon. (See Continuous Improvement Policy)

PROCEDURE – RECOGNITION OF PRIOR LEARNING / CURRENT COMPETENCY

Step	Who	Procedure
1 Initial Enquiry and Client briefing	Client	<ul style="list-style-type: none"> Client makes an enquiry regarding RPL.
	Admin	<ul style="list-style-type: none"> Discuss with the client to determine if the client already possesses certification documentation relevant to unit/modes from another RTO. If client already has certification documentation relevant to unit/modes from another RTO, refer to Credit Transfer procedure below. If the client does not have certification documentation relevant to unit/modes from another RTO: Explain the process of RPL and requirements regarding assessment. Provide client with 'RPL Application form'. Confirm and book a time for client to submit 'RPL Application form' with an Assessor.
	Assessor	<ul style="list-style-type: none"> Meet with client; accept 'RPL Application form'. Inform clients assessment requirements, including: <ul style="list-style-type: none"> Expectations of the client; Types of evidence; RPL assessment process; Principles of assessment; Rules of evidence; Submission timeframes. Confirm the units /modules the client is seeking to complete as RPL. Supply RPL information and documentation to client. Conduct an assessment briefing session with the client to confirm assessment requirements for each unit/module/cluster; identifying assessment tasks, specific standards or learning outcomes which apply for units/modules. Complete 'Client Meeting Form'. Provide 'RPL Application form', 'Client Meeting Form' to Admin for Enrolment processing.
2 RPL Assessment	Client	<ul style="list-style-type: none"> Client completes all assessment requirements for each unit/module/cluster. Client takes and keeps a copy of the completed assessment prior to submission. Client submits assessment to Admin for marking.
	Admin	<ul style="list-style-type: none"> Upon receipt of assessment submission, stamp/note the date the assessment was received. Enter the details of the assessment submission into: <ul style="list-style-type: none"> Assessment Received Register; Student information in SMS Provide copy of unmarked Assessment to Assessor for marking.

PROCEDURE – RECOGNITION OF PRIOR LEARNING / CURRENT COMPETENCY

Step	Who	Procedure
3 Making Assessment judgement	Assessor	<ul style="list-style-type: none"> Mark assessments in order of date received, ensuring all assessments are marked within two (2) weeks of receipt. Use the Assessment Marking Guide for the unit/module to assist with judgement. Where reasonable, if minor clarification is required from client to determine a successful outcome, contact the client by telephone and discuss. Make relevant assessment judgement taking into account: <ul style="list-style-type: none"> Elements and performance criteria for the unit/module; Assessment requirements; Principles of Assessment; and Rules of Evidence; Competency standard required in the workplace. Complete all relevant documentation, including Assessment Outcome Sheet. Provide written feedback on assessment and Assessment Outcome Sheet, as appropriate. Contact/ Meet with the client, providing feedback and assessment outcome, and advise on any further evidence requirements or training, as appropriate. Advise client of right to appeal. Complete 'Client Meeting Form'. Enter notes into Client records on SMS. Forward all assessment documentation to Admin for processing.
4 Processing Marked Assessments	Admin	<ul style="list-style-type: none"> If Assessment judgement is 'NYS': <ul style="list-style-type: none"> File all Assessment documentation onto Client File. (Full Assessment submissions and records must be kept on file for a minimum six (6) months.) Update client record in SMS with assessment result. Update the Assessment Outcome Tracking Form on the Client File. Update the Assessment Received Register. If Assessment judgement is 'S': <ul style="list-style-type: none"> Update client record in SMS with assessment result. Update the Assessment Outcome Tracking Form on the Client File. Update the Assessment Received Register. File all Assessment documentation onto Client File. (Full Assessment submissions and records must be kept on file for a minimum six (6) months.) If Client is due for the Issuance of Certification Documentation, refer to Certification Issuance Procedures.
5 Client completes further assessment submission	Client	<ul style="list-style-type: none"> Client completes all assessment requirements for each unit/module/cluster. Client takes and keeps a copy of the completed assessment prior to submission. Client submits assessment to Admin for marking.

PROCEDURE – RECOGNITION OF PRIOR LEARNING / CURRENT COMPETENCY

Step	Who	Procedure
6 Receiving further Assessment submissions	Admin	<ul style="list-style-type: none"> • If this is the second (2nd) submission of an Assessment for the same unit/module, Refer to Step 2. • If this is the third (3rd) submission of an Assessment for the same unit/module: <ul style="list-style-type: none"> – Upon receipt of assessment submission, stamp/note the date the assessment was received; – Enter the details of the assessment submission into Assessment Received Register; and – Student information in SMS. • Advise the client of the re-submission fee; • Raise and send invoice to client for re-submission; • Invoice must be paid prior to assessment being marked; • Once re-submission invoice has been paid, refer to Step 2 • If this is the fourth (4th or more) submission of an Assessment; client is to be advised they must re-enrol in the unit/module again. Normal course fees apply.
7 Assessment Evaluation	Admin	<ul style="list-style-type: none"> • Provide Client with 'Student Assessment Evaluation form'. Refer to Evaluation Procedures.

PROCEDURE – CREDIT TRANSFER – WITH CERTIFICATION DOCUMENTATION FROM ANOTHER RTO

Step	Who	Procedure
1 Initial Enquiry and Client briefing	Client	<ul style="list-style-type: none"> Client makes an enquiry regarding Credit Transfer.
	Admin	<ul style="list-style-type: none"> Client completes all 'Credit Transfer Application Form'; attaching original copy of certification documentation with application. Client takes and keeps a copy of the completed assessment prior to submission. Client submits assessment to Admin for assessment.
	Client	<ul style="list-style-type: none"> Review 'Credit Transfer Application Form'. Verify validity with other RTO. Confirm unit/module codes and equivalence. Make assessment judgement and complete assessment 'Credit Transfer Application Form'. Complete all relevant documentation, including Assessment Outcome Sheet. Contact/ Meet with the client, providing feedback and assessment outcome, and advice on any further evidence requirements or training, as appropriate. Advise client of right to appeal. Enter notes into Client records on SMS. Forward all assessment documentation to Admin for processing.
2 Making Assessment judgement	Assessor	<ul style="list-style-type: none"> Complete 'Assessor Evaluation Form'. Submit completed form to Admin.

CREDIT TRANSFER APPLICATION FORM

SECTION 1 – CLIENT & VISIT DETAILS

Client Name:		Client No:	
Qualification / Course:			
Assessor Name:		Date:	/ /

SECTION 2 – APPLICATION AND DECLARATION

Client:

- ☐ I wish to apply for credit transfer for the units of competency/modules listed below.
☐ I have attached original copy of certification documentation from another RTO.
☐ I declare that certification documentation supplied is legitimate, true and correct.
☐ I understand that the Assessor will verify my certification documentation for validity.

Assessor Name:		Date:	/ /
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SECTION 3 – UNITS /MODULES OUTCOME

Unit Code	Unit Name	Assessor Only			
		Evidence Supplied	Evidence Verified	Assessment Outcome	Assessor Initial
		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>		

SECTION 4 – ASSESSOR JUDGEMENT AND DECLARATION

- ☐ I declare that if have verified certification documentation supplied is legitimate, true and correct.

Assessor Signature:		Date:	/ /
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ADMIN USE

- ☐ I declare that if have verified certification documentation supplied is legitimate, true and correct.

SMS Updated	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date		Initial	
Client file updated	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date		Initial	

RPL APPLICATION FORM

SECTION 1 – CLIENT AND VISIT DETAILS

Client Name:		Date	/	/
Contact Tel:		Mobile:		
Address:				
Email:				
Qualification / Course:				

SECTION 2 – APPLICATION AND DECLARATION

Client:

- ☐ I wish to apply for Recognition of Prior of Learning for the units of competency/modules listed below.
- ☐ I have attached original copies of certificates I have achieved previously from other courses and training providers.
- ☐ I declare that certification documentation supplied is legitimate, true and correct.
- ☐ I understand that the Assessor will verify my certification documentation for validity.
- ☐ I agree to pay the fee of \$..... for document administration and a fee of \$..... per assessment for any challenge test that is required for me to confirm my competency.
- ☐ I understand that Travel and accommodation for an Assessor to conduct on site assessments (if required) will be added to any assessment fees quoted.
- ☐ I understand that the RPL process is an assessment only process whereby I submit evidence. ATAR Design will count any competency achievement towards any grading in future competency based summative assessments.
- ☐ I understand that there is no training or learning guide provided to me in this process and that I am using this process to fast track my certification.
- ☐ I understand that ATAR Design is not responsible for searching, or discovering any information or supporting evidence.
- ☐ I understand that I am responsible to supply all supporting evidence and information required by ATAR Design, and I shall pay any additional search and discovery fees incurred as a result of insufficient evidence being provided.
- ☐ I understand that I shall not be entitled to any refund of fees in the event that I do not meet the competency standards and that any further training and assessments I require shall be at my expense at the current ATAR Design rate.
- ☐ I have supplied a copy of my most recent CV / Resume to demonstrate my industry experience and education.

Declaration

I, _____ have read the RPL Policy and understand that if this application is successful that a RPL pack will be provided to me for the relevant units of competency, at a briefing session. I understand that I will only receive RPL for those modules upon successful submission of all requirements as outlined in the RPL Pack for each module.

Clients Signature		Date	/	/
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RPL APPLICATION FORM

SECTION 3 – WORKPLACE REFEREES WHO CAN SUPPORT MY RPL APPLICATION

Referee 1 – Name and
Contact Details:

Referee 2 – Name and
Contact Details:

SECTION 4 – UNITS /MODULES OUTCOME

Unit Code	Unit Name	Assessor Only			
		Evidence Supplied	Evidence Verified	Progress to RPL Kit	Assessor Initial
		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>		

SECTION 5 – ASSESSOR ENDORSEMENT

☐ I declare that the above is sufficient evidence to warrant the client progressing through RPL process for the above noted units/modules.

Assessor Signature:

Date:

/ /

ADMIN USE

☐ I declare that if have verified certification documentation supplied is legitimate, true and correct.

SMS Updated	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date		Initial	
Client file updated	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date		Initial	