

Recognition of Skills Policy

Purpose

Recognition of Skills is defined as follows:

‘Exemption from enrolment in a particular part of the course as a result of previous study, experience or recognition of a competency currently held. This includes academic credit transfer, recognition of current competency and recognition of prior learning.’

Under this policy, RTO 22215 will provide applicants with the opportunity to apply for recognition during the Pre Training Review or during the initial part of the course. RTO 22215 will recognise past study and life experience and assess these aspects against the units and training package requirements.

RTO 22215 will grant Recognition to applicants that meet the respective criteria and provide them with the result of the assessment and feedback. Students will be given the opportunity to accept the result of the assessment.

The Application for Recognition of Skills Form is available from the RTO 22215 Administration Office and the website.

Each unit provides an opportunity to request skill recognition.

There are three types of skill and knowledge recognition.

National Recognition

National Recognition is the process used where an individual has a nationally recognised qualification that exactly matches the code currently used within the current course. In this case the individual is given an immediate competence for this UOC.

Credit Transfer

Credit Transfer is the process used if a student has any formal qualification which is similar, but not exactly matching to the code currently used within the current course. In this case mapping would have to be completed by the teacher for the student to gain competence in the UOC. A teacher may determine that the formal qualification does not map to the UOC and therefore CT is not applicable.

Recognition of Prior Learning

Recognition of prior learning (RPL) is the process used to assess individuals' existing level of knowledge and skills against a UOC. This can include formal or informal training, life skills, etc.

For a student to apply for **Recognition of Skills** the following needs to be followed.

- A Recognition of Skills Application form is available from the RTO 22215 office
- Applicant is to fill in Recognition document and submit back to RTO 22215.
- Upon enrolment Applicant to gather evidence requirements per unit and submit Recognition Form found on Training Tracker site.

The evidence provided must include:

- Photocopies or scanned images of the original transcripts certified by a suitable person to be a true copy of the original transcripts.
- Subject outlines specifying subject content and duration.

Incomplete applications may result in a rejection and/or delay in processing of the application.

The result of the exemption process will result in exemptions granted being shown on the student's academic transcript and result history.

Students may apply for exemptions from units of competency in courses where they can demonstrate that they have the skills or knowledge already. These skills have been obtained from prior study (similar courses) or even from life skills.

Recognition of prior learning is a way of recognising these skills and prior learning where it is relevant to a training course offered by RTO 22215.

Documentary evidence

Applicant students will be required to provide documentary evidence of prior learning for each module where exemption is claimed. Documentary evidence is required to be original qualification / certification or certified true copy. It is the responsibility of the RTO 22215 representative assessing the RPL evidence to also certify the authenticity of the documentary evidence.

Appeals Process Availability

An appeal process is available, in accordance with the RTO 22215 Complaints and Appeals Policy, for applicants who are unsuccessful in their claim for Recognition of Skills