INSTITUTE OF INTELLECT BLENDING

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Skills Recognition Policy and Procedure

Purpose & Scope

Institute of Intellect Blending (IIB) recognises the experiences, knowledge, skills, abilities and previous qualifications which students bring with them when they enrol in our courses. Therefore, IIB will ensure that Credit Transfer (CT) and Recognition of Prior Learning (RPL) is offered to all applicants on enrolment, and provide adequate information and support to enable applicants to gather reliable evidence to support their claim for recognition of competencies currently held, regardless of when, how or where their learning took place.

Students may apply to have previous courses, formal qualifications, completion of Units of Competency or qualifications with another provider, knowledge, work experience and/or life experiences or any combination of the above, recognised for credit or exemption towards their courses when they enrol with the Institute. The process of skills recognition operates in such a way that decisions are based on validity, authenticity, sufficiency, reliability and currency.

This policy satisfies the requirements of:

- Standard Three (Clause 3.5) of ASQA's Standards for Registered Training Organisations 2015 (SRTOs 2015) in relation to Credit Transfer and Recognition of Prior Learning;
- AQF National Principles and Operational Guidelines for Recognition of Prior Learning.

Definitions

Skills Recognition: the process through which students can gain entry to, or credit in, nationally recognised qualification courses based on competencies gained through formal, non-formal and informal learning.

Credit Transfer (CT): a process that provides students with agreed and consistent credit outcomes for components of a qualification based on identified equivalence in content and learning outcomes between matched qualifications. It is used to determine the extent to which the achievement of the previously acquired qualification is equivalent to the required learning outcomes, competency outcomes, or standards in another qualification. This may include credit transfer based on formal learning that is outside the AQF framework, but generally will relate to competencies achieved through another Registered Training Organisation. Units to be considered for credit transfer will correspond substantially in content, objectives and standard to equivalent units offered within the Institute. Evidence required is an original or verified copy of a Statement of Attainment or similar academic transcript, from the issuing Registered Training Organisation.

Recognition of Prior Learning (**RPL**): is an assessment process that involves the assessment of an individual's relevant non-formal and informal learning to determine the credit outcomes and the extent to which that individual has achieved the required learning outcomes or competency standards. RPL may involve the assessment of previously unrecognised skills and knowledge the individual has achieved outside the formal education and training system.

Recognition of Current Competency (**RCC**): applies if an individual has previously successfully completed the requirements for a unit of competency or module and is now required, (e.g., by a licensing authority) to be reassessed to ensure that the competence is being maintained.

Advanced standing: relates to exemption from parts of a course or Unit of Competence on the basis of Skills Recognition.

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CT/RPL Assessor: Is a person responsible for conducting the RPL assessment. They must be a qualified assessor and it is recommended that they have undertaken training in RPL procedures and practices. Refer to the SRTO's for assessor qualifications and competence.

Unit: The word 'unit' has been used to encompass both a 'unit of competency' and a 'module'.

Current Unit: The Unit of Competency that is current and in the current course the student is enrolled in

Old Unit: The Unit of Competency shown on the student's Transcript or Statement of Attainment.

CoE: is a Confirmation of Enrolment issued out of PRISMS.

PRISMS: is the acronym for the Australian Government Department of Education's Provider Registration and International Student Management System.

Policy

IIB has an established Skills Recognition process to recognise students who wish to gain entry to, or credit in, nationally recognised qualification courses based on competencies gained through formal, non-formal and informal learning. Skills Recognition will generally take the form of either Credit Transfer or Recognition of Prior Learning.

A qualified Assessor or Academic Manager can determine eligibility for Credit Transfer.

IIB shall at all times ensure that assessors completing assessment for prior learning will have completed a TAE40116 Certificate IV in Training and Assessment or its successor or higher-level qualification Assessing units plus the relevant vocational competencies.

Students are made aware that the Institute offers Skills Recognition via the enrolment process and via the IIB website. A fee may apply for processing a Recognition of Prior Learning application unless already covered by the course fee. There is no fee charged for processing a Credit Transfer application.

Students are advised of Credit Transfer/RPL possibilities prior to enrolment and are required to submit authenticated detailed documentation, including Course Transcripts, Statements of Attainment, Certificates, Unit Outlines and letters of reference at that time. Documents and application for Credit Transfer/RPL must be submitted when applying for the course, or prior to course commencement. All international documents must have a certified English translation. IIB reserves the right to verify the authenticity of documents submitted.

Students are advised that Recognition of Prior Learning and/or Credit Transfer may impact on the length of their course, and for overseas students advice is to be given that this may impact their visa and a change of duration will be indicated on the CoE issued out of PRISMS for the student. Where Credit Transfer or RPL is granted after the issue of a visa, the reduction in course duration will be reported via PRISMS within 14 working days and a new CoE will be issued.

Credit Transfer (CT) Procedure

Credit Transfer (CT)

Learners must not be required to repeat any unit or module in which they have already been assessed as competent, unless a regulatory requirement or license condition (including industry licensing schemes) requires this. Where a learner provides suitable evidence that they have successfully completed a unit or module at any RTO, the RTO must provide credit for that unit or

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module. In some cases, licensing or regulatory requirements may prevent a unit or module being awarded through a credit process. e.g., CPR and First Aid.

Credit must be granted not only for studies completed at an RTO, but at any authorised issuing organisation, such as a university. In such cases, an analysis as to the equivalence of the study completed with the relevant unit/s or module/s would need to be completed before any credit could be granted.

Credit Transfers may be granted for the following:

- Current units of study and/or module completed at another RTO or university
- Superseded units of study, which are equivalent to superseding versions completed at another RTO or university

Before providing credit on the basis of a qualification, statement of attainment or record of results, IIB will authenticate the information in the document (e.g., by contacting the organisation that issued the document and confirming the content is valid).

Note: providing credit for previous studies is not a recognition of prior learning (RPL) process. RPL is a form of assessment of the competence of a person, while providing credit is recognising the equivalence of studies previously undertaken and completed successfully.

Note: the RTO is not obliged to issue a qualification or statement of attainment that is achieved wholly through recognition of units and/or modules completed at another RTO or RTOs.

Implementation of the Credit Transfer (CT) Process

1. Credit transfer applications before enrolment

	Steps	Who is responsible	Comments
1	Providing Credit Transfer information to prospective students	QMT	Any Vocational Training Area (VTA) or section providing information to prospective students must include Credit Transfer information in all marketing materials e.g., Orientation, Application for Enrolment Form, Unit Outlines, Website, Student Handbook, etc. Student should be provided with the option to apply for Credit Transfer.
2	Identify Credit transfer requests during pre-enrolment	Marketing Officer, Admissions Officer	Credit transfer applications should be identified before enrolment process is finalised. Credit transfer application part on *IIB Application for Enrolment Form* must be checked while processing the application.

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			If a prospective student seeks for credit transfer, marketing or admission team must consult Academic Manager for possible implications and individual learning plan.
3	Apply for Credit Transfer	Student	Student complete and submit the *Skills Recognition Application Form* together with evidence to IIB Academic Team for review. Originals or certified copies of transcripts/statement of attainments must be provided to process credit transfer applications.
4	Determine Credit Transfer status and advise all staff who pre-engage & enrol students.	Academic Manager, Course Coordinator, Student Services Officer	To confirm the Credit Transfer status, refer to mapping document in Training Package or on www.training.gov.au.
5	Grant Credit Transfer and seek acknowledgement from student (where required).	CT Assessor	Credit Transfer granted in terms of *Clause 3.5 RTO Standards – Strategy for Certification, Issuing and recognition of Qualifications & Statements of Attainment* Credit may be granted in full or in special circumstances advanced standing may be granted for some components of the application and the student is required to undertake additional gap work/training to complete. An individual learning plan may need to be created for student to follow.

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6	Attach to enrolment form and forward documents to Student Services.	CT Assessor	Forward all evidence and documents to student services for lodgement
7	Process enrolment and Credit Transfer documentation.	Student Services	Enrol student in all units of the course and calculate enrolment fees. Evidence of CT must go on the Statement of Attainment or the certificate. Record must be retained on the student file. Official confirmation from Academic Manager/ Coordinator must be sought to issue COE.
8	Enter results into Student Record System and organise official publication of results.	Student Services	Credit Transfer Granted.

2. Credit transfer applications after enrolment

Students who have commenced the course, can also apply for Credit Transfer.

	Steps	Who is responsible	Comments
1	Complete and submit credit transfer application and evidence	Student	Official and authentic evidence relevant to credit transfer request must be attached to the *Skills Recognition Application Form*. The student must provide an original or certified copy of their Statement of Results as evidence.
2	Process credit transfer application and determine possible transfers	CT Assessor	Application must be assessed in accordance with clause 3.5 of Standards for RTOs 2015. If any credit transfer is granted, an individual learning plan must be created for future study. Confirmation of credit transfer and individual learning plan must be sent to student services after processing.

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3	Seek student's approval for CT changes	Student services	Student's approval must be granted to implement new study plan because new study plan might require changes in CoE and course duration.
4	Student not satisfied with the CT decision	Student	Applicants that are dissatisfied with the result can appeal using the *Complaints and Appeals Policy and Procedure* which can be accessed through the IIB website or *Student Handbook*.
5	Process changes	Student services	If a new study plan requires changes in the Coe and learning plan, relevant procedures must be followed (e.g., withdrawal and re-enrolment)
6	Enter results into Student Record System and organise official publication of results.	Student Services	Credit Transfer has been granted and changes have been implemented and recorded.

Recognition of Prior Learning (RPL) Procedure

Implementation of the RPL process

1. Students may apply for credit from previous studies via RPL (Recognition of Prior Learning). The application form for Recognition of Prior Learning details the process for requesting RPL and how it is assessed. Applications for RPL must be submitted at least two (2) weeks prior to the commencement of the course.

2. To commence the process, an application for RPL is to be submitted by the applicant to formally request an assessment, using the IIB's *Skills Recognition Application Form*. On this form, the applicant is required to provide details of the qualification or units of competency the application applies to. This form also asks the applicant to provide some basic details of employment, work experience and other interests relating to the request and their relevant education and training history. The information is used as a point of reference in the initial interview stage of the process.

3. Once the initial application and supporting documentation has been received by IIB, the Academic Manager will allocate an appropriate RPL Assessor to organise an initial interview with the applicant at a mutually agreed date, time and location.

4. At the initial interview, the assessor discusses the application with the applicant to explore their prior learning experiences and discuss opportunities. The RPL Assessor may also use this interview (or a subsequent interview) to ask a range of documented questions from a question and answer bank from the RPL Assessor's Tool developed for the qualification, relating to the applicants' experience thus initiating a 'competency conversation' where the

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responses are to be documented and used as evidence to ascertain their level of knowledge and understanding.

At the initial interview, the applicant is to be provided with an *RPL Applicant Information Pack—Student Form* for the qualification or unit/s of competence for which they are applying. The *RPL Applicant Information Pack—Student Form* includes detailed directions and guidelines for the applicant to follow and a list of specified documents they will need to collate as part of their portfolio of evidence. This may include third party evidence from current, previous and/or community settings and previous study, certified certificates and work samples. To assist students with this process the applicant must also be provided with a copy of the unit/s of competency or reference to the training.gov.au website where applicable. The assessor will use the *RPL Assessor Took Pack—Assessor Form* to guide the applicant through the process and supply their contact details for any additional support they may need in this stage of the process.

5. Once the applicant has gathered and compiled their portfolio of evidence, they will need to meet with the assessor once again to answer 'competency conversation' questions, if not already done at the initial interview, and undertake a practical skills assessment in a practical environment to ensure they meet the required benchmark, as specified in the unit/s of competence. This practical assessment will also need to be documented by the assessor and retained as another form of evidence. When assessing the applicant, the assessor shall at all times ensure that the evidence supplied is authentic, valid, reliable, current and sufficient.

6. Academic manager or trainer and assessor will determine whether the RPL application is/ is not approved based on the initial conversation outcomes, resume, supporting documents and evidence provided by applicants. Academic manager or trainer and assessor may request additional evidence from applicants.

7. RPL may be granted in full for a unit or units of competence or be granted for some Elements of the unit and the applicant may still be required to undertake additional work or gap training to complete the unit.

8. When the assessment process is completed, the successful or unsuccessful results are reviewed and authorised by the Academic Manager and then communicated personally to the applicant and followed up in writing to the applicant. This enables discussion of the assessment result and explanation of the assessment rationale.

9. If the application is rejected, the open communication process enables the applicant to discuss any grounds for an appeal which the applicant may wish to present. If the application is rejected, they may request further assessment, re-apply providing additional information and evidence or appeal the decision, via the *Complaints and Appeals process*.

10. For a successful assessment, the authorized results are updated to the Student Management System (RTOM).

11. The RPL application, copies of evidence, supporting documentation and final results are to be placed in the students file and retained in accordance with IIB's student records keeping process.

12. It is expected the RPL application process will take between 2-8 weeks depending on quantity of units been assessed.

13. RPL assessment is to be undertaken and finalized prior to the commencement of formal study. Students are not provided with access to learning materials, teaching or classroom session attendance while RPL application and assessment processes are in progress.

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14.   Student timetable may be effected and require amendment if RPL application is approved.

Considerations when assessing evidence:

- Has the applicant's evidence addressed the performance criteria, knowledge and skills requirements and critical aspects of evidence?
- Is the relevance of evidence provided clear and applicable to the respective parts of the unit of competency?
- Has the applicant provided sufficient evidence for a reliable judgement to be made?
- Has the applicant provided relevant and appropriate evidence, such as third-party reports, meeting minutes, examples of work, videos, performance reviews or other appropriate evidence?
- Has the applicant demonstrated competence when observed?
- Has the applicant demonstrated competency through answering written and/ or verbal questions?
- Does the evidence demonstrate competency across all areas of assessment?
- Is the evidence current and authentic?

Types of appropriate evidence

The types of appropriate evidence accepted to demonstrate competency may vary depending on the unit of competency. However, the following are generally the accepted types of evidence:

- Third party reports from employers.
- Performance appraisal records from employers.
- Completed workplace documentation that demonstrates competency.
- Videos of the applicant applying skills and knowledge that demonstrate competency.
- Transcripts of formal training undertaken.
- Demonstration of competency.
- Responses to written and/ or verbal questions.
- Third party reports from individuals/ organisations who can verify competence.

Recognition of Current Competence (RCC) Procedure

Recognition of Current Competence (RCC) is a process where a person submits a previously awarded Unit of Competence or other formal qualification, they may still be required to demonstrate current competence, e.g., First Aid, which may only be valid for two years.

Industry guidelines and/or licensing requirements may need to be referenced for currency specifications. In general, IIB does not use this process due to the nature of current scope offerings. RCC is generally granted for a full Unit of Competence rather than a part of a unit.

Fees

Fees for RPL will be $300 per unit.

NOTE: There is no reduction in course fees for RPL applications. Before a subject can be repeated, the tuition fees in relation to the subject must be paid in full regardless of any fees that may have been paid in advance for other subjects.

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No fees apply for Credit Transfer applications.

Related Documents

- Formalisation of Enrolment and Written Agreements Policy
- Assessment Policy & Procedure
- Fees, Charges and Refunds
- Complaints and Appeals Policy and Procedure
- Qualification Issue Policy and Procedure
- Skills Recognition Application Form
- Recognition of Prior Learning Applicant Information Pack—Student Form
- Recognition of Prior Learning Assessor Tool Template—Assessor Form

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Related Standard

Clause 3.5

The RTO accepts and provides credit to learners for units of competency and/or modules (unless licensing or regulatory requirements prevent this) where these are evidenced by:

a. AQF certification documentation issued by any other RTO or AQF authorised issuing organisation, or
b. Authenticated VET transcripts issued by the Registrar.

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