

Document Number	POL	NAT	INS	0029
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Document Owner	GM – People and Culture			

RECOGNITION (RPL) POLICY

1 Purpose

In accordance with the requirements of the Standards for Registered Training Organisations, WesTrac Institute provides the opportunity for students to apply to have prior learning recognised toward a qualification or units of competency for which they are enrolled.

2 Scope

Recognition generally takes two forms: recognition of prior learning, which is the focus of this policy, and national recognition which is dealt with in the National Recognition Policy. For the purposes of this policy, recognition of prior learning will be referred to simply as recognition.

3 Policy Statements

Recognition involves the assessment of previously unrecognised skills and knowledge an individual has achieved outside the formal education and training system. Recognition assesses this unrecognised learning against the requirements of a unit of competency, in respect of both entry requirements and outcomes to be achieved. By removing the need for duplication of learning, recognition encourages an individual to continue upgrading their skills and knowledge through structured education and training towards formal qualifications and improved employment outcomes. This has benefits for the individual and industry.

3.1 Recognition Guidelines

The following guidelines are to be followed when an application for recognition is received:

- Any student is entitled to apply for recognition in a course or qualification in which they are currently enrolled.
- Students may not apply for recognition for units of competency or qualification which are not included in WesTrac Institute's scope of registration.
- Whilst students may apply for recognition at any time, they are encouraged to apply before commencing a training program. This will reduce unnecessary training and guide the student down a more efficient path to competence.
- Students who are currently enrolled in a training program are eligible to apply for recognition in that program at no additional charge.
- Assessment via recognition is to apply the principles of assessment and the rules of evidence.
- Recognition may only be awarded for whole units of competency

3.2 Forms of Evidence

Recognition acknowledges that workplace skills and knowledge may be gained through a variety of ways including both formal and informal learning or through work-based or life experience.

In evaluating assessment evidence, WesTrac Institute applies the following rules of evidence:

- Sufficient,
- Valid,
- Authentic, and
- Current.

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Like assessment, recognition is a process whereby evidence is collected and a judgement is made by an assessor or assessment team. The judgement is made on evidence provided by students of the skills and knowledge that they have previously learnt through work, study, life and other experiences, and that they are currently using. It also includes evidence to confirm a student’s ability to adapt prior learning or current competence to the context of the intended workplace or industry.

Forms of evidence toward recognition may include:

- Work records;
- Training Journal;
- Resume/CV;
- Statements of Attainment, qualifications certificates and/or results of assessments;
- Records of workplace training;
- Assessments of current skills;
- Assessments of current knowledge;
- Photos or videos of you undertaking the task;
- Evidence of relevant unpaid or volunteer experience;
- Examples of work products;
- Observation by an assessor in the workplace;
- Supplementary workplace evidence including Third Party Reports;
- Performance appraisal; or
- Position Description

Many of these forms of evidence would not be sufficient evidence on their own. When combined together with a number of evidence items, the student will start to provide a strong case for competence. WesTrac Institute reserves the right to require students to undertake practical assessment activities of skills and knowledge in order to satisfy itself of a student’s current competence.

3.3 Appealing Recognition Outcomes

If the student is not satisfied with the outcomes of a recognition application, they may appeal the outcome like other assessment decisions. Further information on the appeals process is available.

4 Further Information

All personnel who require further information or need clarification of anything contained in this Policy should contact the Training Manager

5 Accountabilities

Compliance to Policy	All WesTrac Institute Employees & Students
Implementation & Review	WesTrac Institute Managers
Approval of Policy	General Manager – People and Culture
Monitoring	Compliance Advisor

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Interpretation and Advice

WesTrac Institute Managers & Compliance Advisor

6 Related Documents

This Policy should be read in conjunction with the WesTrac Institute Policies and Procedures, along with WesTrac Institute Forms and Documents.

This policy should be read in conjunction with the following legislative or compliance guidelines (if required):

Title	Description
Standards for Registered Training Organisations (RTO) 2015	ASQA has developed this Standards Guide to assist RTOs to understand their obligations under the revised <i>Standards for Registered Training Organisations (RTO) 2015</i>
Australian Qualification Framework (AQF)	Australian Qualification Framework (AQF)

Document Number	Title
PCD-NAT-INS-0018	Recognition Procedure
FTT-NAT-INS-0029	Recognition Policy
FTT-NAT-INS-0022	Recognition Self-Assessment Form
FTT-NAT-INS-0021	Recognition RPL Kit
FTT-NAT-INS-0002	Student Handbook
POL-NAT-INS-0023	Complaints and Grievance Handling Policy
PCD-NAT-INS-0013	Complaints and Grievance Handling Procedure

7 Definitions and Abbreviations

The following definitions and abbreviations are used throughout this Policy:

Term	Definition
RTO	Registered Training Organisations
AQF	Australian Qualification Framework
ASQA	Australian Skills Quality Authority
RPL	Recognition Prior Learning

8 Document Amendment History

Revision	Date	Description	Prepared By	Reviewed By	Approved By
1.0	25/05/2017	Created, Ready for Review	RW	PW & JF	PW & JF
1.0	20/08/2018	Created, Ready for Review	RW	PW & JF	PW & JF