

Standard 8.2 Skills Recognition

SKILLS RECOGNITION Policy and Procedures QP8.2

POLICY

Skills Recognition is the formal recognition through granting of an Australian Qualifications Framework qualification or credit towards a qualification or Statement of Attainment of an individual's skills, knowledge and competencies. Skills Recognition involves a competency-based assessment and/or a credit transfer arrangement. Recognition of Current Competencies (RCC), Recognition of Prior Learning (RPL) and mutual recognition are Skills Recognition.

DEFINITIONS

Recognition of prior Learning or Recognition of current competencies

Recognition of Prior Learning is the formal acknowledgement of competencies (Skills, Knowledge and Attitudes) held as a result of formal/informal training and education, work experience and/or life experiences from many sources including:

course/training programs undertaken in Australia with other RTO's or other organisations

courses/training programs undertaken overseas

paid or unpaid work experience

community or voluntary work

life experiences (e.g. travel, hobbies, home duties and caring duties)

Note: The minimum SKILLS RECOGNITION acceptable is for the equivalent of one module.

REFERENCES AND DOCUMENTS

A Framework for SKILLS RECOGNITION in the Vocational Education and Training Sector of W.A.

The Framework for Competency Based Assessment in VET in W.A.

National Assessment Principles.

Assessor Manual/Workplace Assessor Manual

Application Form

Appeal Form

Actions

Student Enquiry Occurs

When a student enquires about Skills Recognition, the staff member or subcontractor discusses with the applicant the methodology behind skills recognition and provides every assistance to the person to apply and the RCC package is provided to each applicant.

Receive Application

When the application has been received it is passed to the Assessor for assessment. The assessor has two weeks to mark and return to the Managing Director.

Process SKILLS RECOGNITION Application

The Assessor reviews all necessary documentation provided with the application. All competencies are matched against the Performance Criteria and documented on the Check sheets for each Unit of Competency. If appropriate, additional information is requested of the applicant. A further interview with the applicant may be necessary for further investigation. The evidence is assessed against the performance criteria ensuring that all the national assessment principles have been met.

Assessment Decision Options

Assessment decision options available to the Assessor include:

- Deny recognition and student continues to study or must enrol.
- Further proof required or re-assess the application.
- Grant SKILLS RECOGNITION – minimum SKILLS RECOGNITION granted is one Unit of Competency.

Notify Client

If the application has not been completely assessed within two weeks of receipt, clients are to be advised of the current progress of their application by the Managing Director.

Results Recorded

The data entry operator records the application for RCC on the Database. National Corporate Training informs the student of the outcome of their application by formal letter and files the application. When the result has been derived, the result is recorded on the database.

APPEALS

If the applicant wishes to appeal the decision, they are requested to write a letter to the Managing Director stating their grounds for appeal. Upon receipt, we attach any documentation to assist in the appeal process to the letter. Once completed, the Managing Director sends the file to an external arbiter/panel for the appeal.

Set up Appeal Panel

The Managing Director is responsible for setting up an appeal panel. The panel assessing the appeal must be external to the company and be independent. The appeal will be remarked within 10 working days of receipt of the appeal.

Notify Parties of Appeal Result

Once a decision has been reached, the student is notified by the Managing Director. Copies of all documentation of the appeal process are to be filed.