

RECOGNITION POLICY

Excel Training is committed to providing quality training and assessment in accordance with the Standards for Registered Training Organisations 2015. As such, Excel Training is required to offer Recognition to all learners, and to implement a 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).

Policy Statement

Excel Training is committed to providing effective processes for Recognition options to all current and prospective learners.

Excel Training will ensure that:

- It implements an assessment system that ensures RPL assessments comply with requirements of relevant Training Packages and 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 learners on enrolment;
- Adequate information and support are provided to learners in understanding the process and gathering reliable evidence to support their recognition claim;
- all Recognition applications are processed in accordance with Excel Training's Assessment Policy; and
- Appropriate recognition will be given to AQF Certification documentation issued by other RTOs.

Policy Principles Refund Procedure

The following principles underpin this policy:

- Recognition is made available to any person commencing a course with Excel Training.
- 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 Excel Training "Assessment Policy".
- Recognition assessment decisions must comply with Principles of Assessment and Rules of Evidence as outlined in the Standards for RTOs and in Excel Training Assessment Policy. (*See Assessment Policy*)
- Learners may apply for formal recognition of existing competencies against any units of competency Excel Training has on their Scope of Registration.
- The onus is upon the candidate to demonstrate competence to the satisfaction of the assessors, including the provision of certified documentation.
- Competency may be assessed from many sources which may include but is not limited to -
 - Work experiences
 - Life experience
 - Previously completed training programs
 - Certification from another RTO

- Only accredited and approved assessors will conduct recognition assessments on behalf of Excel Training. (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 Excel Training's 'Schedule of Fees'.
- Certification documentation will not be issued until all relevant fees are paid in full. (See *Certification Policy*)
- Information of recognition processes and arrangements are provided to all learners and prospective learners upon enrolment.

Mutual Recognition / Credit Transfer

- Excel Training 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 matched units of competency.
- Mutual Recognition applies when the certification documentation provided by the learner contains the same national competency code as those that form part of the training and assessment program offered by Excel Training.
- Certification documentation must be presented as either originals or certified copies of an original. Certified copies must be signed by an authorised signatory to verify authenticity. Original Certification documentation will be returned to the applicant.
- Where the recognised AQF qualification and attributed units/modules forms part of another AQF qualification, the learner will only be enrolled in the additional units required to complete the new qualification.
- Fees will reflect reduced learning load.

Definitions

The following words and expressions have the following specific meaning, as in the Standards for Registered Training Organisations (RTOs) 2015.

- **AQF certification documentation** is a set of official documents that confirms that an AQF qualification or statement of attainment has been issued to an individual.
- **AQF qualification** means an AQF qualification type endorsed in a training package or accredited in a VET accredited course.
- **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.
- **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.
- **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.
 - 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);
 - 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).
- **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

Appeals

- Learners have the right to appeal a Recognition Assessment decision. *(See Complaints, Grievances and Appeals Policy)*

Access and Equity

- Learners 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)*