1. RECOGNITION POLICY

1 Recognising students’ skills and experiences.

1.1 SCBIT uses two processes to allow students to have their current qualifications, knowledge, skills and experience recognised.

- Recognition of Prior Learning (4-8)
- Credit Transfer (see 2).

1.2 Recognition of Prior Learning refers to the assessment of an individual’s non-formal and informal learning to determine the extent to which the required learning outcomes for a particular module have been achieved. (e.g. relevant workplace experience, courses completed as part of professional development).

1.3 Credit transfer refers to recognition of an individual’s prior formal learning, already completed, to determine the extent to which this counts towards further study (See section 2)

1.4 Credit transfer is related to National Recognition (previously known as “Mutual Recognition”). If a student has completed certain competencies of an AQF qualification from another RTO, they will be completely recognised towards the relevant AQF qualification at SCBIT. Because of this National Recognition, competencies gained at another RTO will be dealt with by SCBIT’s Credit Transfer systems. (See section 3)

1.5 Because these processes deal with recognition, we have grouped them together in a

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2 What is Credit Transfer?

2.1 Credit transfer refers to the assessment of an individual’s prior formal learning to determine the extent to which this is equivalent to the learning outcomes, competency outcomes or standards of a module at SCBIT. Formal learning takes place at an accredited institution that is linked to the attainment (or partial attainment) of a formal qualification or award (e.g. Certificate, Diploma etc).

2.2 Students must provide evidence that they have met the content area and learning outcomes through previous formal study at an equivalent level. The evidence provided by the applicant must be relevant, current, authentic and sufficient for an assessment to be made. VET students may seek recognition for national units of competency contained in their current course of study which have been completed previously at another institution (See Mutual Recognition – section 3).

2.3 For Credit Transfer, the requirements are;

a A student must fill Recognition Application Form

b Certified copies of relevant qualifications and academic transcripts from their previous educational institution.

c Course/subject/unit outline showing the content of the unit previously studied. This should clearly demonstrate that the unit of study is equivalent to the SCBIT unit.

d Examples of assessments may also be relevant in showing that the course material has been assessed at a comparable level.

2.4 For units of competency completed at another Registered Training Organisation which are mutually recognised through AQF (See section 3) the requirement is;

a Provide formal documentation. Provide evidence of units of competency completed at another Registered Training Organisation contained within the SCBIT course of study. Statements of Attainment/Transcripts must be certified copies.

2.5 Steps required for Credit Transfer are as for RPL, as in sections 7 and 8.

2.6 For details of enrolment of a student applying for Credit Transfer, see clauses 5.12 - 5.17 of Policy 7.7 Student Transfer Policy.
3 National recognition

3.1 SCBIT has mutual recognition of the AQF qualifications and Statements of Attainment awarded by any other RTO. If a student has completed certain competencies of an AQF qualification from another RTO, they will be completely recognised towards the relevant AQF qualification at SCBIT.

3.2 Students who have completed certain subject(s) or unit(s) of competency in an educational institution or RTO may apply for an exemption in that subject(s) or unit(s) of competency. For an exemption to be given, complete proof must be provided that the content, competencies achieved and duration of the prior subject is reasonably similar to a corresponding subject at SCBIT. The request should be made to the Director of Studies through the RPL Application Form that is available from Student Services.

3.3 If there is sufficient evidence in the application and supporting documentation, no further assessment may be necessary. If further assessment is required, it may take any practical form consistent with the assessment criteria for the claimed competencies and the principles of validity, reliability, fairness and flexibility. The form of assessment may be discussed with the student and may consist of interview, written assignment, workplace assessment, exam, or other method.

3.4 The Recognition Form is used, as for Credit Transfer.

4 What is Recognition of Prior Learning?

4.1 Recognition of Prior Learning is a process whereby evidence is collected and a judgement is made by an assessor or assessment team against the requirements of one or more endorsed units of competency from a relevant industry Training Package.

4.2 Recognition of Prior Learning (RPL) is like other forms of competency based assessment, being based on previous learning and how this contributed to the person’s current competence.

4.3 The judgement is made on evidence provided by candidates of the skills and knowledge that they have previously learnt through work, study, life and other experiences, and that they are currently using.

This evidence may include:
- work records
- records of workplace training
- assessments of current skills
- assessments of current knowledge
• third party reports from current and previous supervisors, trainers, managers and
customers or clients
• previous qualifications
• confirmation of relevant unpaid or volunteer experience
• examples of work products.

5 Types of Evidence

There are different ways of describing and categorising evidence. The most
common way of categorising evidence is:

5.1 Direct evidence
Competency is observed/witnessed, eg
• observations of candidates carrying out work activities
• oral questioning of candidates
• demonstration of specific skills needed to complete the task.

5.2 Indirect evidence
Competency is inferred, eg
• assessment of technical qualities of finished product
• written test of underpinning knowledge
• review of previous work performed.

5.3 Supplementary evidence.
Supplementary evidence is additional evidence required by an assessor to
support a candidate's claim of competence. This could include:
• testimonials from employers
• reports from colleagues, clients and/or supervisors
• work diaries/journals
• evidence of training
• examples of reports or work documents.
## Possible evidence Sources

<table>
<thead>
<tr>
<th>Source</th>
<th>Explanation</th>
<th>Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>6.1 Practical Demonstration</td>
<td>Observation of real work or simulation by assessor or agreed third party</td>
<td>• Presentation at a meeting</td>
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<td>• Video of inducting new staff</td>
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<td>6.2 Third party reports</td>
<td>• Confirmation of consistent performance over time and a range of contexts.</td>
<td>Reports from:</td>
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<td>• Confirmation of candidate's application and adaptation of complex procedures.</td>
<td>• Supervisor</td>
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<td>• Ability to meet Key Performance Indicators</td>
<td>• Manager</td>
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<td>• Customer</td>
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<td>• Suppliers</td>
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<td>• Peers</td>
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<td>6.3 Questioning/structured</td>
<td>• Confirmation of understanding</td>
<td>• Application of enterprise procedures, eg OHS</td>
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<td>interview</td>
<td>• Clarification of ethics, values &amp; attitudes</td>
<td>• Handling of critical incidents</td>
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<td></td>
<td>• Review of portfolio for relevance, authenticity and sufficiency.</td>
<td>• Application of business goals in planning and evaluation</td>
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<td></td>
<td>• Establish capacity to handle unforeseen situations, predict and evaluate</td>
<td>• Reflection on personal/professional practice</td>
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</tbody>
</table>
| 6.4 | Personal statement/ resume | • Personal statement and self-assessment using relevant examples of performance  
• Resume that outlines past work experience and qualifications | • Self-assessment against performance criteria  
• Outline of work experience  
• Personal development activities  
• Reflections in diary or journal nominated referees |
| 6.5 | Workplace documents | • Verified work outputs that are relevant and current | • Job cards, rosters, shift records  
• Minutes of meetings  
• Operational plans/budgets/processes  
• Recommendations and reports  
• Explanations of procedures, manuals.  
• Calculations, flow charts, project plans |
| 6.6 | Training records | • Training outcomes mapped to competency standards in the relevant Training Package | • Workplace assessor qualifications  
• Equipment supplier's certificate  
• RTO qualification |
| 6.7 | Case study | • Critical analysis of performance that is mapped to competency standards in the relevant Training Package | • Design and implementation of new procedures  
• Illustration of ethical practice |
| 6.8 | Work project | • Completion of a negotiated task to provide evidence of the capacity to analyse, synthesize, predict & evaluate | • Marketing strategy for new product or service  
• Quality improvement to a process |
### 6.9 Journal/ diary entries
- Record of work roles, tasks and responsibilities, contributions to team outputs, reflection on personal performance, learning and training opportunities.
- Organisation and time management
- Operational planning, budgeting
- Analysis of critical incidents and contingency management
- Reflection on personal performance and development

### 6.10 Testimonials/ awards
- Independent confirmation of personal performance
- Memberships
- Solicited letters from customers
- Company/industry awards for innovation, excellence, achievement

### 7 Steps in RPL- application onshore

#### 7.1
Students requesting RPL will receive support from the Director of Studies. They will be interviewed and have the RPL process explained to them.

#### 7.2
The student/applicant will need to fill the Recognition Application form (available at Student Services) to indicate that they wish to undertake RPL assessment. The onus is on the applicant to gather all relevant information that will act as evidence for their RPL. The applicant must compare the learning outcomes of the competency/s with proof of his/her experience/knowledge, where and when the applicant gained this experience/knowledge. Every learning outcome in the competency/s must be addressed.

#### 7.3
Before recognition processes are carried out, the accounts department must verify that payment has been made (Payment is recorded on back page of Recognition Application form).

#### 7.4
Assessment then follows. This may take the form of an examination of all supporting documents/materials of proof, or it may be an actual testing of the skills the applicant wishes to have recognised.

#### 7.5
The assessor will use both the Recognition Application form (1.7.1), as well as relevant sections from the RPL kit (1.7.4-1.7.7) for the units which recognition is being sought. The relevant pages from the RPL kit will be attached to the Recognition form. The RPL kit has two parts:
- Portfolio cover sheet (for the candidate) – used to record evidence
- RPL Assessment Sheet (for the assessor) - used to record outcomes.
7.6 The IT units are clustered into modules. The IT RPL kits are also clustered into modules which means that when the applicant gains recognition for a module, the applicant will be competent in all units making up the module.

7.7 After the assessment by the assessor a decision will be made as to whether RPL will be granted. There will be a post-assessment interview to advise the applicant of the outcome and a written rationale will be provided to the applicant if RPL has not been granted. The applicant will be provided with certification for any skills, competencies or courses for which RPL has been granted, or, the applicant will be provided with information about further action he/she may take if the result is not to their satisfaction.

7.8 Should the applicant wish to take further action, they will need to complete an Recognition Appeals Form and submit it along with supporting evidence to the Director of Studies.

7.9 The Director of Studies shall review all of the evidence, meet with the assessor, and make a decision regarding the RPL application.

7.10 The Director of Studies will meet with the client to discuss the final decision.

7.11 The Director of Studies fills in back page of Recognition form to authorise the number of units granted.

7.12 Ebecas is updated.

7.13 Marketing Department is informed – form is given to Marketing Department and Student Services.

8 Steps in RPL – offshore application

8.1 Students requesting RPL from overseas will be required to contact the main office of SCBIT directly. They will be directed to the Director of Studies who will explain the RPL process to them, or send a guideline to them as well as Recognition application form.

8.2 The Director of Studies will ensure that the student’s agent is aware of their application and the implications regarding a shorter course, if the application is successful.

8.3 The student/applicant will need to fill the Recognition Application form to indicate that they wish to undertake RPL assessment. The onus is on the applicant to gather all relevant information that will act as evidence for their RPL. The applicant must compare the learning outcomes of the competency/s with proof of his/her experience/knowledge, where and when the applicant gained this experience/knowledge. Every learning outcome in the competency/s must be addressed.
8.4 The student/applicant will provide this information to the agent who will forward this to the College.

8.5 Assessment will follow as for 7.4, 7.5, 7.6 and 7.7

8.6 If the applicant is successful a tentative RPL will be made. Original documents will need to be viewed by the Director of Studies before full RPL is given. This will be done when the student arrives onshore at the College.

8.7 The agent will be informed of the decision and the College will inform the agent if the course should be be shortened and fees reduced.

9 Fee

9.1 A fee of $400 will be charged for each unit of competency for RPL

9.2 Credit Transfer is free.

10 Administrative Aspects of Recognition

10.1 If Recognition is granted, then the duration of the course will change. This will be recorded in PRISMS and eBECAS. It will affect fees and students and agents must be notified about changes in their tuition fees.

10.2 Student will need to meet with Marketing and Student Services to formalise the Recognition (RPL or Credit Transfer).

10.3 Student must complete a new application form

10.4 New letter of offer is given to student, if required

10.5 Recognition status to be updated on eBECAS by Student Services Manager

10.6 All RPL documents are to be placed in student’s file

10.7 Student is advised to contact DIAC if new visa is required as a result of course variation

By whom

Student services Staff
Marketing Department
Marketing staff
Marketing staff
Marketing staff
Student Services
Student Services Manager
Student Services Manager
Student Services Manager
10.8 Finance Department to be notified if any change to fees. Accounting staff

10.9 Director of Studies will supervise a study plan for the student – which may be done by DOS. A copy to be placed in student file. Director of Studies

10.1 Changes to enrolment, such as dropping of a unit, due to the granting of Recognition, cannot be done after two weeks from the starting day of a term.
11 Some Theoretical Issues

11.1 Since RPL was introduced in the early 1990’s, there have been some changes in the definition. Originally RPL was a term used to cover all manner of recognition, both formal and informal. Today, there is a plethora of terms used. Hence the need to have strict definitions. In an earlier theoretical paper, (Batemen, A & Knight B., 2003) this matters have been discussed clearly, so the following section, quotes some of the distinctions.

11.2 RPL should be seen as a purpose of assessment with an important role in the training cycle, especially as a precursor to training. RPL is bound by the same principles and rules of evidence and quality assurance strategies as other assessments. At a training organisation level, RPL should be included within the broader framework of policies and procedures for assessment. (p.3)

11.3 The term credit transfer should be retained as separate from assessment, as it involves the recognition of formal training previously undertaken, which is deemed equivalent through a set of administrative procedures (p.3).

11.4 RPL is granted after an assessment undertaken by the registered training organisation. Credit transfer arrangements, on the other hand, allow status or credit to be given for satisfactory completion of equivalent subjects at another education or training institution, such as some other VET provider or a secondary school, and is essentially an administrative process. (p.10).

11.5 Mutual recognition involves the recognition and acceptance of qualifications and statements of attainment by other registered training organisations (RTOs) and it enables individuals to receive national recognition of their achievements; this should be distinct from the other forms of recognition processes (p.3).

11.6 Recognition of Current Competency (RCC). Kirkwood and Kearney (1998) consider that it is not a worthwhile debate to try and separate the two definitions of RPL and RCC, and Kenyon et al. (1996) consider that the differences are not really that important. (p.9)


Kenyon, R 1996, Recognition of prior learning: Get recognised, NCVER, Adelaide

Procedures attached

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<tr>
<th>ID</th>
<th>Procedure Name</th>
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Documents attached

<table>
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<tr>
<th>ID</th>
<th>Document Name</th>
<th>Comment</th>
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<tbody>
<tr>
<td>1.7.1</td>
<td>Recognition Application Form</td>
<td></td>
</tr>
<tr>
<td>1.7.2</td>
<td>Student information Sheet-Recognition</td>
<td></td>
</tr>
<tr>
<td>1.7.3</td>
<td>Recognition Appeal Notification</td>
<td></td>
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<tr>
<td>1.7.4</td>
<td>RPL Kit for BSB51107</td>
<td>The RPL kit has two parts;</td>
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<tr>
<td></td>
<td></td>
<td>• Portfolio cover sheet (for the candidate) – used to record evidence</td>
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<tr>
<td></td>
<td></td>
<td>• RPL Assessment Sheet (for the assessor) - used to record outcomes.</td>
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<td>1.7.5</td>
<td>RPL Kit for BSB60407</td>
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<tr>
<td>1.7.6</td>
<td>RPL Kit for ICA50705</td>
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<tr>
<td>1.7.7</td>
<td>RPL Kit for ICA60105</td>
<td></td>
</tr>
<tr>
<td>1.7.8</td>
<td>Entry requirements for ICA50705 Diploma of Information Technology</td>
<td>The IT units are clustered into modules. The IT RPL kits are for units (not modules). In order to get recognition for a module, the applicant must be competent in all units making up the module</td>
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<td>1.7.9</td>
<td>Application for Internal Credit Transfer</td>
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Context

<table>
<thead>
<tr>
<th>This policy meets the requirements of:</th>
<th>Section</th>
</tr>
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<tbody>
<tr>
<td>VET Quality Framework.</td>
<td>SNR(s) 15.2, 15.5 (Specifically RPL), 16.7, 17.3, 17.4.</td>
</tr>
<tr>
<td>Standards for NVR Registered Training Organisations</td>
<td></td>
</tr>
<tr>
<td>National Code of Practice (2007)</td>
<td>Standard (s) 12 Course Credit</td>
</tr>
<tr>
<td>Other relevant legislation</td>
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### Revision history

<table>
<thead>
<tr>
<th>Revision no</th>
<th>Date</th>
<th>Description of modifications</th>
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<tbody>
<tr>
<td>1</td>
<td>8 May 2009</td>
<td>Complete overhaul of original.</td>
</tr>
<tr>
<td>2</td>
<td>4 Sept 2009</td>
<td>Jobs transferred from Academic Director to DOS – 5.1, 5.5, 5.6, 5.7, 6.1, 6.2, 7.2</td>
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<tr>
<td>3</td>
<td>7 Dec 2009</td>
<td>Name change from RPL Policy to Recognition Policy. Part 1 changed. Order changed – Credit Transfer &amp; Mutual Recognition brought forward and rewritten (Sections 2 &amp; 3).</td>
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<tr>
<td>4</td>
<td>15 March 2010</td>
<td>Theoretical issues added, Docs to be updated section.</td>
</tr>
<tr>
<td>5</td>
<td>29 March 2010</td>
<td>9.1 “A fee of $200 will be charged”</td>
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<tr>
<td>6</td>
<td>22 April 2010</td>
<td>Forms 1.7.8 and 1.7.9 added</td>
</tr>
<tr>
<td>7</td>
<td>15 July 2010</td>
<td>10.6 added (modified 27 Aug 2010)</td>
</tr>
<tr>
<td>8</td>
<td>28 Sept 2010</td>
<td>RPL price $400. Extensive modifications of sections 7 and 10.</td>
</tr>
<tr>
<td>9</td>
<td>5 Aug 2011</td>
<td>VET Quality Framework. Standards for NVR Registered Training Organisations</td>
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### Documents to be updated after amendments

<table>
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<tr>
<th>ID of document</th>
<th>Document Name</th>
<th>Location of document</th>
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<tbody>
<tr>
<td>1.7</td>
<td>Recognition Policy</td>
<td>College Website, Academic Portal, VET Academic (Q) drive, QA Compliance (S) drive, Fileshare (M) Drive</td>
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<tr>
<td></td>
<td>College brochure</td>
<td>Key Policies and Procedures</td>
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<td></td>
<td>College Website</td>
<td>Policies and Procedures</td>
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<tr>
<td>7.1.1</td>
<td>Student Handbook</td>
<td>VET Academic (Q) drive; VET Section 12 Handbooks</td>
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