

RECOGNITION (RPL) PROCEDURE

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 of prior learning (RPL) is defined as an assessment process that involves assessment of an individual's relevant prior learning (including formal, informal and non-formal learning) to determine the credit outcomes of an individual application for credit.

The following guidelines are to be followed when received student's requests recognition of prior learning:

- 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 competence or a qualification which are not included in WesTrac Institute 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.
- Apprentices who are currently enrolled in an Apprenticeship 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 competence.

3. Procedure

The following procedure is to be applied by WesTrac Institute for handling recognition applications

Step 1 Provide sufficient information to prospective learners to inform them of opportunities for alternative pathways via recognition and the recognition process.

Step 2 Students who request recognition of their current competence are to be invited to carry out a self-assessment prior to enrolment to determine their suitability for a recognition application (using the Recognition Self-Assessment Guide). The student should be provided an electronic version of the RPL application documents.

Step 3 Undertake a recognition assessment planning interview between the assessor and the candidate (using the Recognition Assessment Plan). This is to include where possible:

- Helping the candidate to identify appropriate forms of evidence;
- Guiding the candidate on the use of recognition tools; and
- Informing the candidate about the assessment process.

Step 4 Candidates are to compile their recognition submission (using a Recognition Evidence Report). This form allows candidates to record their particular documentary evidence against each unit of competency and to attach this evidence as required. Alternatively candidates can be assessed using the WesTrac Institute's assessment instruments relating to the respective unit of competence.

Step 5 The Assessor is then to review the assessment evidence and decide on the need for additional evidence on perceived gaps. The Assessor may invite the candidate to undertake a recognition interview to answer verbal or written questions and/or a practical assessment. At the end of the evidence gathering process the Assessor is to provide the candidate with written feedback regarding the assessment outcomes, including the procedure for the candidate to appeal the assessment outcome. For indentured apprentices the preferred method of RPL is for the candidate to complete the assessments for each unit that would be used if the apprentice was enrolled into training at the Institute.

Step 6 If the candidate is not satisfied with the outcomes of a recognition application, they may appeal the outcome like any other assessment decision. Refer the candidate to the appeals process which can be found in the student handbook, on WesTrac's Website www.westrac.com.au or by requesting a copy from the WesTrac Institute. Please refer to section 3.1 in this procedure.

Step 7 When all assessment and appeal processes have concluded, the assessment outcome is to be recorded in to WiseNet and issue the candidate with written advice of the outcome. This may include issuing statements of attainment or qualifications awarded through recognition in accordance with WesTrac Institute Qualifications Issuance policies and procedures.

3.1 Appealing a decision

An appeal is an application by a student for reconsideration of an unfavourable assessment decision. The process of lodging an appeal and the process for handling such an appeal are outlined in the Assessment Appeals Procedure located in the Student Handbook on WesTrac's Website www.westrac.com.au or by requesting a copy from the WesTrac Institute.

To submit a Compliant / Grievance or Assessment Appeal you will need to complete the Complaint Grievance and Assessment Appeal Form located on WesTrac's Website www.westrac.com.au.

4 Reporting

You have 2 months to submit your completed RPL kit. You will be provided with two opportunities to submit further evidence if required. Please allow a 28 day turnaround for the final assessment of your evidence from the date we receive your RPL application (subject to all evidence being provided and that it is appropriate. I.e. if you have to resubmit evidence, there will be another 28 day turnaround from receipt of the additional evidence).

5 Responsibilities

It is the responsibilities of the WesTrac Institute Managers and Compliance Advisor and assessors to ensure that the Recognition procedure is:

- reviewed and updated annually
- correct and accurate information is supplied to students
- assign appropriate assessors to undertake the recognition process

6 Further Information

All employees and contractors who require further information or need clarification of anything contained in this Procedure should contact the WesTrac Institute Managers

PROCEDURE

Document Number	PCD	NAT	INS	0018
Next Review Date	July 2022			
Document Owner	GM – People and Culture			

7 Accountabilities

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

8 Related Documents

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

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

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

Document Number	Title
FTT-NAT-INS-0029	Recognition Policy
FTT-NAT-INS-0022	Recognition Self-Assessment Form
FTT-NAT-INS-0021	Recognition 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
FTT-NAT-INS-0015	Complaint / Grievance & Assessment Appeal Form

9 Definitions and Abbreviations

The following definitions and abbreviations are used throughout this Procedure:

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

10 Document Amendment History

Revision	Date	Description	Prepared By	Reviewed By	Approved By
1.0	24/05/2017	Created, ready for review	RW		
1.0	20/08/2018	Reviewed with Changes	RW	PW & JF	PW & JF