Recognition Policy

In accordance with the requirements of the Standards for NVR Registered Training Organisations, Workforce Training & Development provides the opportunity for students to apply to have prior learning recognised toward a qualification or units of competence for which they are enrolled.

Recognition generally takes two forms: recognition of prior learning & recognition of current competence.

Scope

This policy is applicable to Workforce Training & Development and individuals enrolled in the units, skills sets or qualification with Workforce Training & Development.

What is recognition?

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 competence, 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.

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 competence or qualification which are not included in Workforce Training & Development’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 competence.

**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, Workforce Training & Development applies the following rules of evidence:

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

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 candidates 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 candidate’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:

- CV
- Work records;
- Records of workplace training;
- Assessments of current skills;
- Assessments of current knowledge;
- Third party reports from current and previous supervisors or managers;
- Evidence of relevant unpaid or volunteer experience;
- Examples of work products;
- Observation by an assessor in the workplace;
- Performance appraisal; or
- Duty statements.
- Transcripts

Many of these forms of evidence would not be sufficient evidence on their own. When combined together with a number of evidence items, the candidate will start to provide a strong case for competence. Workforce Training & Development reserves the right to require candidates to undertake practical assessment activities of skills and knowledge in order to satisfy itself of a candidate’s current competence.
WHO IS INVOLVED IN RECOGNITION

- Groups or volunteer organisations you have belonged to.
- Your assessor and your college.
- You
- Employers past or present
- Others who can provide evidence

The assessment decision

The assessor will make a judgement on the extent to which the application provides evidence of the candidate’s skills, knowledge and experience in relation to the award subject or unit/s of competence for which recognition is sought.

The assessor will make one of three decisions:

1. Accept the application and grant an exemption.
2. Request further information because they were unable to make a decision on the evidence provided.
3. Deny the application and recommend that the candidate undertake further training or study to achieve the learning outcomes or unit/s of competence.

Notification of outcome

Students will be advised of the outcome of their application within three weeks’ after submission.

No numerical mark will be awarded. Students will be deemed ‘competent’ or ‘not yet competent’

In the event that an application is unsuccessful, the candidate may be invited to submit further evidence in the relevant area. In some cases, the assessor may also contact the candidate to arrange an interview.
Fees

Refer to Fees and Refund Policy. The application fee covers all stages of the recognition process including administrative costs and is non-refundable.

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.