

RECOGNITION OF PRIOR LEARNING (RPL) AND NATIONAL RECOGNITION POLICY

Recognition is a term that covers Recognition of Prior Learning (RPL), and Recognition of Current Competency (RCC) and Skills Recognition. The assessment process enables recognition of competencies currently held, regardless of how, when or where the learning occurred. Under the VET Quality Framework, competencies may be attained in a number of ways. This includes through any combination of formal or informal training and education, work experience or general life experience.

In order to grant recognition of prior learning/current competency the assessor must be confident that the candidate is currently competent against the endorsed industry Competency Standards of Australian Qualification Framework (AQF), Nationally Recognised Training Package, or competency outcomes specified in an Accredited Courses whilst observing licensing requirements.

In order to have these skills recognised you need to be able to clearly define these skills and provide evidence of your experience and ability. The evidence may take a variety of forms and could include certification, references from past employers, testimonials from clients and work samples. The assessor must ensure that the evidence is authentic, valid, reliable, current and sufficient.

All RPL applications should be submitted within four (4) weeks of course commencement.

Your trainer/assessor will contact you within 2 weeks to issue discuss your application and assessment through RPL.

To formally apply for RPL, you will be required to fill out the RPL Application Kit and Self Assessment and submit Evidence Documentation by mail (registered mail recommended) or hand deliver to Axiom College, or to an Axiom College representative. Evidence may be submitted electronically however, formal certificates will need to be verified as true copies.

National Recognition/Credit Transfer

National recognition is the acceptance by Axiom College or any other registered training organisation to recognise and accept Australian Qualifications Framework (AQF) qualifications and Statements of Attainment issued by other registered training organisations, enabling individuals to receive national recognition of their achievements. If you have completed units or modules of a qualification at another registered training organisation you may seek credit for your achievements. Credit may be awarded directly, or where units or modules are mapped to accredited courses or Training Packages.

Students who wish to gain credit for already acquired training must bring their qualification, Statements of Attainment or Statement of Results, or other evidence to Axiom College to be evaluated and sighted as a true copy by an authorised Axiom College representative.

Credit may be given for unit/s of competency attained through other training programs where evidence may map directly into the unit/s enrolled in. Once the credit transfer is approved, these units will not need to be undertaken.

What are the benefits of RPL?

If what you have learned at work or elsewhere is relevant to the qualification or accredited course you are enrolling in, then you may not need to complete those units of the course. This could mean finishing your course much earlier, or not having such a heavy subject load. You will only be doing units which are new and challenging as you do not have repeat unit areas in which you have already gained experience. It also recognises that you are not a total beginner but are entering the course with prior skills and knowledge.

What is competence?

Competency standards are statements that describe what your industry accepts as effective performance in the workplace. This includes the skills and knowledge you need to do a job. Being competent means that you:

- ✓ Can perform and manage a task/job/activity to an industry standard
- ✓ Understand why the job should be done in a certain way
- ✓ You can do it in a consistent way over time
- ✓ You have sufficient knowledge and skill to enable you to perform it in a range of conditions
- ✓ Understand workplace policies and procedures.

The industry standards reflect the skills and knowledge required in different jobs and job levels in specific industries. These standards are divided into units of competency, which match particular activities that people carry out at work. Units of competency are found in industry specific Training Packages, which are documents that cover training and assessment requirements for most industries across Australia.

What is a nationally recognised qualification?

Qualifications in the Vocational Education & Training (VET) sector are part of the Australian Qualifications Framework (AQF). The AQF covers the range of levels for qualifications, for example Certificate I, II, III, IV, or Diploma, that are recognised in all States and Territories. The qualifications are based on competency rather than course length, so they will show how a person applies their knowledge and skills at work. People who have acquired relevant skills and knowledge may be assessed and granted a qualification.

Overview of the RPL process

Recognition of skills need not be difficult, but assessors will need to get to the right information to confirm your skills and experience. By working together, you and the assessor can determine what your skills are, how they can be confirmed and, if needed, what other training can help you achieve your goals.

All students wishing to apply for RPL must obtain, complete and submit a RPL Application Kit and Self Assessment to Axiom College. The kit contains useful information to assist you with your RPL application. Students may choose one of the following methods for RPL:

- a. Assessment Only – Evidence based of prior learning and workplace experience, or
- b. Assessment Only - Complete an official course assessment tool, supported by workplace experience
- c. Training and Assessment.

After you have submitted your Recognition of Prior Learning application to Axiom College the assessment process provides for three screening phases, which is structured to minimise the time and cost to you. The assessor will need to gain information about your skills, knowledge and experience and how you have applied these to fit the requirements of the unit.

Step One: Submit Application

Contact Axiom College to discuss your RPL needs and options that are available for you.

Complete the Application forms and Self Assessment Kit and attach as much evidence of your previous experience as you can. .

This is your first opportunity (and not the last) to provide proof of your variety of experience. Here you can supply examples of your work history which could include:

- ❑ a detailed resume
- ❑ validated statements or references of your work experience/s from employer/s, supervisor/s, community representatives
- ❑ photographs or samples of your work
- ❑ copies of statements of attainment or qualifications received from learning programs
- ❑ industry log book, training record book, or other information
- ❑ outlines of informal learning programs you have undertaken
- ❑ unit outlines or learning outcomes of formal learning programs you have undertaken

You will also need to provide contact details of two (2) work referees in the industry who can confirm your skills.

This evidence should be as comprehensive as possible to make your variety of experience very clear to a third party – that is the assessor. For more information to assist you with gathering RPL evidence, read the RPL APPLICATION KIT provided by Axiom College on request.

Step Two: Document Review, Interview, Assessment Plan and Questioning – phase 1

An assessor will review the information you provide and begin to match up your skills to the units in the qualification. In most cases you will be interviewed and you will have the opportunity to discuss your goals, ask questions and identify your previous experience with a qualified assessor who will understand your industry experience and conduct a professional conversation with you. An appropriate assessment plan will be negotiated and agreed to. You will be required to answer industry related questions (verbally and/or written) to identify your current knowledge and skills either at this interview, or at a practical skills assessment. During this discussion the assessor may also request further evidence to support a judgement of your competency. The assessor will tell you what form this evidence should be. If the assessor is satisfied that the evidence collected during this first screening phase is sufficient to cover requirements then no further assessment would be undertaken.

Step Three: Practical Skills Assessment – phase 2

The assessor may need to observe your skills and conduct a practical skills assessment which could be conducted at your workplace or at another suitable venue. If so this is your opportunity to demonstrate your level of competence in the units. This assessment will be focussed on skills that are required in the qualification. Your assessor will identify the skills that he/she will want you to demonstrate. If the assessor is satisfied that the evidence collected during this second screening phase is sufficient to cover requirements then no further assessment would be undertaken.

Step Four: Referee Report – phase 3

The assessor may want to confirm your skills with those who can confirm your skills over time and in context. Supervisors generally would perform this role and where necessary referee reports will be sought. If the assessor is satisfied that the evidence collected during this third screening phase is sufficient to cover requirements then no further assessment would be undertaken.

Further steps: Assessment Outcomes, Skills Gaps and Training Options

When your application has been assessed the RPL coordinator will provide you with written feedback informing you of the result. If your application is successful you will receive a Result of Assessment from Axiom College for the relevant units of competence. Your portfolio of evidence will be retained by the institute due to audit requirements. If you are not seen to have met all the outcomes at completion of the assessment process then you will be deemed as 'not yet competent'.

If skill gaps are identified these may be addressed through flexible training options.

NB: It is suggested that current Training and Assessment pathway students enrolled in a course attend all classes until the recognition process is completed. If you have not attended classes and your application is un-successful you may be required to re-enrol in the unit at a later date.

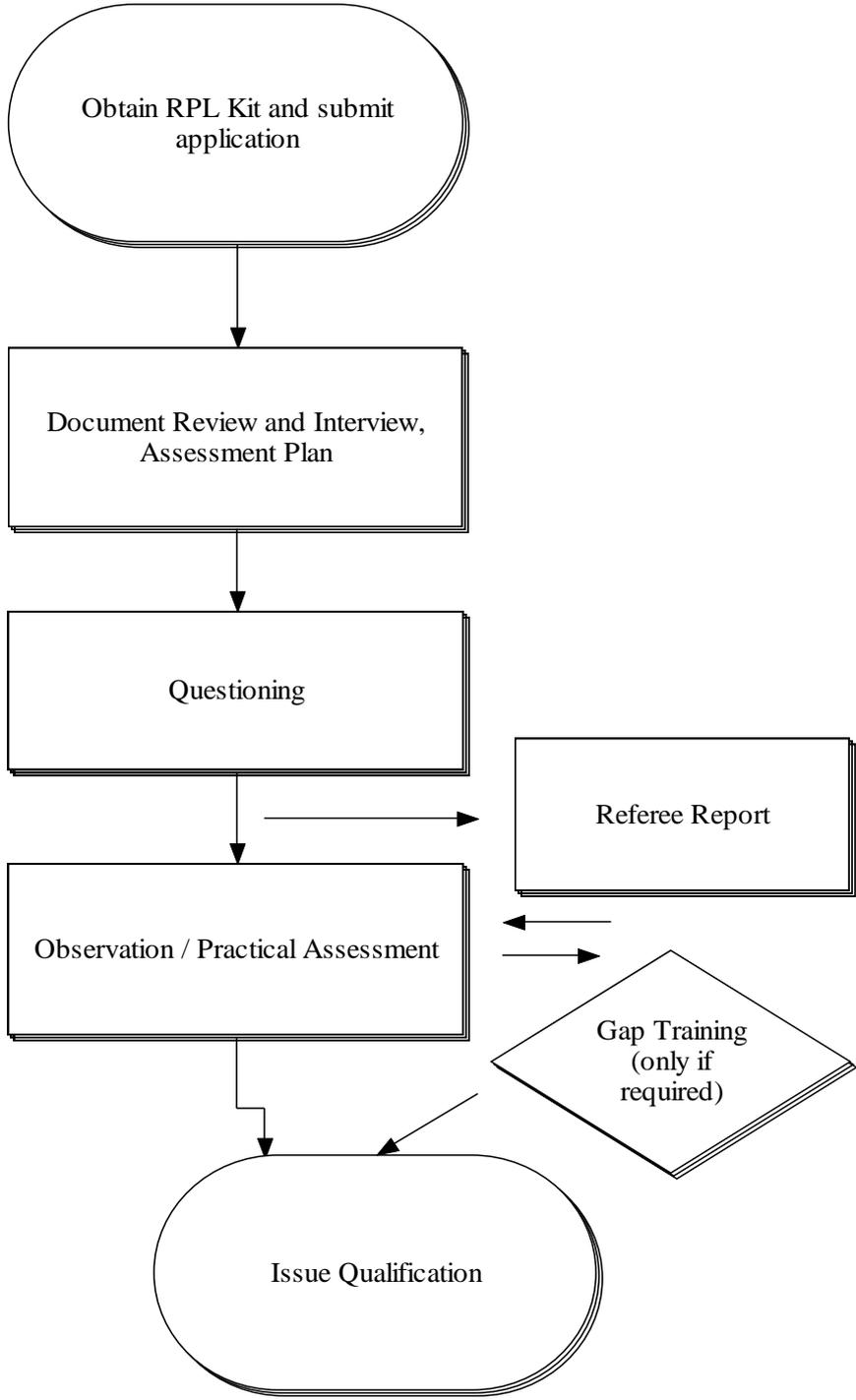
Appeals Process

You can appeal the assessment outcome if you feel that:

- You have been unfairly treated or discriminated against
- You believe that your application has been unfairly assessed.

Refer to the student handbook or our website www.axiom.com.au for an explanation of the Appeals process.

Overview of the RPL Process



STUDENT PROCEDURE

Completing and submitting your application

Axiom College strives to ensure its RPL process is structured to minimise the time and cost to applicants and provide adequate information, support and opportunities for participants to engage in the RPL process. Candidates should contact Axiom College Toll Free on 18000 AXIOM (29466) if they have any questions about the RPL process, and/or for help to complete the forms.

1. Obtain a copy of the RPL Application Kit, Self Assessment and Application forms from your trainer/assessor, or the student liaison officer at Axiom College.
2. Complete the following application details:
 - Application form
 - Employment Experience
 - Self Assessment (if you have not received this document already, please contact the student liaison officer on 18000 AXIOM (29466))
 - Summary of Evidence Presented forms and supply any supporting documentation
 - Witness Testimonies, Workplace References

NB: Supporting documentation should be clearly identifiable on the Summary of Evidence Presented forms, so your assessor can see what evidence relates to the unit you seek recognition in.

3. Submit your application along with the appropriate fee to your Axiom College trainer/assessor, or RPL officer.

Student Services
Axiom College
PO Box 1041
MILTON QLD 4064

NB: Existing students should submit their RPL application within four (4) weeks of course commencement. Existing students may submit their application to their trainer/assessor directly at the next visit, or post it to them. It is strongly recommended that posted applications be sent via registered post to avoid inconvenience in case your items are lost, as postal disappearances are beyond Axiom College's control.

4. Your trainer/assessor will contact you to discuss your RPL application and arrange a suitable time and place for an interview.

NB: If you have not heard from Axiom College's student liaison officer, or your trainer/assessor within two weeks about your application you should contact Axiom College on our Toll Free number: 18000 AXIOM (29466).

NB: Any documentation submitted for RPL will not be returned to the applicant, please ensure that you send copies and not originals.