

## Recognition Policy & Procedure

### Purpose:

The purpose of this policy and procedure is to address Real Estate Training Solutions (RETS) obligations to inform students about recognition opportunities including Recognition of Prior Learning (RPL) and Credit Transfer (CT) and to have efficient processes in place to assess student applications for RPL and/ CT.

This policy and procedure also address the requirements of:

- *Standards for RTOs 2015: Clause 1.12, 1.8, 3.5*
- *Smart & Skilled Operating Guidelines, Standards 5.2, 6, 7.1, 7.2, 13,17.2, 18.1*
- *ACT Standards (and Compliance Guide) for Delivery of Subsidised Training: Standard 2.3, 2.4*

### Policy:

#### *Informing students:*

- RETS ensures that students, as soon as is practicable after initial contact, have access to information about RPL and Credit Transfer.
- RETS primary form of information provision is the Student Handbook.

#### *Credit Transfer (CT):*

- RETS acknowledges that nationally recognised qualifications and units of competency are recognised and portable across the country regardless of where they were issued.
- Students completing a course of study at RETS will not be required to repeat any unit in which they have already been assessed as competent (unless a regulatory requirement or licence condition (including an industry licensing scheme) requires this).
- If a student provides RETS with suitable evidence that confirms they have successfully completed unit of competency at another RTO, RETS will provide credit for the unit.
- To provide Credit Transfer, RETS must collect one of the following evidence formats:
  - AQF certification documentation issued by any other RTO to the applicant
  - VET transcripts issued by the Students Identifier Registrar
- RETS will retain the following evidence of Credit Transfer eligibility granted to students:
  - Testamur, Record of Results and/ or Statement of Attainment
  - VET transcript provided by the application or generated via the Students Identifier Registrar

#### *Recognition of Prior Learning (RPL):*

RETS recognises that an individual's competency may have been acquired through formal, non-formal and/or informal learning.

- RETS has processes in place to assess competency via RPL.
- RETS RPL assessment process is designed to determine how an individual meets the requirements specified in the relevant training package and may include identifying training needs to address competency gaps identified through the RPL process.

- As a form of assessment, RETS RPL processes form part of its assessment system and is administered at the unit of competency level.
- Therefore, RETS RPL processes and tools are designed to meet the requirements of Clause 1.8 of the Standards for RTOS, 2105, specifically, Principles of Assessment and Rules of Evidence.
- RETS will retain evidence of RPL processes for each applicant. Evidence includes but is not limited to:
  - Observation of workplace performance, demonstration, simulation
  - Third-party evidence, e.g., reports from workplace supervisors; references from past and/or present employers; testimonials from clients
  - Challenge tests on elements
  - Work samples collected and/or documented

#### *Smart & Skilled Subsidised Training:*

- For the purposes of notifying the NSW Department of Education about the enrolment of an eligible prospective student in subsidised training, RETS will:
  - use the STS Provider Calculator to input details of any Credit Transfers or Recognition of Prior Learning and generate details of the Student Fee (if applicable) chargeable and the applicable Subsidy.
- Training Delivery Data submitted within the required 28 days of the subsidised student's planned start date will include any Credit Transfer or Recognition of Prior Learning.
- RETS must note the difference between CT and RPL when reporting delivery data.
- To report RPL, RETS will:
  - use the UoC Outcome Code 51
  - use the start and end dates of the UoC as the start and end dates of the Recognition of Prior Learning process
- To report CT RETS will:
  - Use the UoC outcome code 60
  - Use the date of grant of CT as the start and end dates of the UoC
- RETS will list any CT or RPL granted towards one or more units of competency in the enrolled student's Training Plan.

#### *User Choice Australian Apprenticeship (AA) Subsidised Training*

- AA Prospective students undergo an Initial Skills Assessment before their formalisation of enrolment.
- The Initial Skills includes:
  - an explanation of RETS RPL and CT obligations and processes
  - an offer of RPL and/or CT to the prospective student

- RETS acknowledges that:
  - Funding for units of competency achieved through RPL is available for up to 50% of the total units in a qualification paid at 100% per unit of competency calculated on the total qualification subsidy amount.
  - Units of competency achieved through RPL beyond 50% will not be paid.
  - Funding is also not available for units of competency achieved through Credit Transfer
  - An AA is not eligible for a completion payment where more than 50% of the units are achieved through RPL.
- Where the Credit Transfer and/or RPL process results in the student already holding 80% or more of the required competencies, RETS will (in consultation with the student and employer), reassess the suitability of the qualification and:
  - select a different qualification, or
  - document the decision for the student to continue in the enrolled qualification.
  - retain evidence of discussions and decision will be retained.
- Hours used by the AA for RPL activities are included in RETS obligation to monitor access to a minimum of 20% training contact hours per week for structured training and assessment until the full qualification has completed.
- Training Plans developed by RETS for AAs will include the assessment arrangements against each unit of competency, including the identification of UoC for which Credit Transfer or RPL have been granted.
- When an AA changes from one employer to another or from a superseded/deleted qualification to a new/replacement qualification and remains with RETS, RETS will again explain the Credit Transfer process to the AA.

#### **Procedure:**

- Contact RETS for details of internal recognition (RPL and Credit Transfer) procedures.

#### **Pro-forma and supporting documents:**

- Student Handbook
- Smart & Skilled Training Plan
- Eligibility Checklist
- Student Consent for AQF Document Authentication Form
- Certified copies Information Sheet
- Issuing RTO email template
- CT Request email

**Version Control:**

<b>Title</b>	<b>Recognition Policy &amp; Procedure</b>			
<b>Description</b>	Describes processes used by RETS to process RPL and Credit Transfer applications			
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