

# Credit - Skills Recognition Procedure (VET)

## Section 1 - Summary

(1) TAFE at Victoria University (VU) is committed to recognising the existing skills and experience of its students through a Skills Recognition Process.

(2) This Procedure sets out the process by which VU will provide Skills Recognition to prospective and current students.

## Section 2 - HESF/ASQA/ESOS Alignment

(3) ESOS Standard 2: Recruitment of an Overseas Student.

(4) Standards for RTOs: Standard 1.8 and 1.12.

## Section 3 - Scope

(5) This Procedure applies to all Vocational Education and Training (VET) programs offered by VU TAFE.

(6) This Procedure applies to domestic and overseas students whether onshore or offshore.

## Section 4 - Definitions

(7) Skills Recognition: is the process by which the existing knowledge, skills and experience of prospective and current students are given formal recognition. Skills Recognition includes Credit Transfer (CT), Recognition of Prior Learning (RPL) and Recognition of Current Competency (RCC).

(8) Recognition of Prior Learning (RPL): is an assessment process that determines the extent to which the competencies of an individual meet the requirements specified in the Training Package or VET accredited courses. These competencies may have been acquired through formal, non-formal and informal learning as defined below:

- a. formal learning refers to learning that takes place through a structured program of instruction and is linked to the attainment of an Australian Qualifications Framework (AQF) qualification or Statement of Attainment (for example, a certificate, diploma or university degree);
- b. non-formal learning refers to learning that takes place through a structured program of instruction, but does not lead to the attainment of an AQF qualification or Statement of Attainment (for example, in-house professional development programs conducted by a business); and
- c. informal learning refers to learning that results through experience of work-related and social activities (for example the acquisition of interpersonal skills developed through experience gained as a community sport coordinator).

(9) Credit Transfer (CT): is credit granted for completed formal training evidenced by AQF certification documentation issued by any other RTO or AQF authorised issuing organisation. Documentary evidence required includes an authenticated VET Transcript through the USI Registry. Where the AQF certification documentation is not recorded in the USI Register (prior to 2015) the original statement of attainment, transcript of results and certificate if applicable must be sighted and certified before submission with the application for credit transfer. Where possible these documents must be verified by contacting the issuing RTO.

- a. Credit Transfer applies when the unit of competency has the same unit code and title or when the unit of competency has been deemed equivalent on the National Register.

(10) Recognition of Current Competency (RCC): is a specific form of Skills Recognition. It applies only where an individual has previously successfully completed the requirements for a unit of competency and reassessment is required to ensure that competence is being maintained, e.g. for licensing or regulatory requirements.

(11) Candidate: is the person seeking Skills Recognition.

## Section 5 - Policy/Regulation

(12) [Credit Policy](#)

## Section 6 - Procedures

### Part A - Roles and Responsibilities

Role	Responsibilities
Senior Manager, Administration and Governance	<p>Identify enrolment initiatives where Skills Recognition is not available or limited under the terms of the Victorian State Government VET Funding Contract. Ensure that there is reference to Skills Recognition options on each VET course program which can be used by marketing to reference Skills Recognition options on the website.</p> <p>Arrange completion approval of students for issuance of qualification</p>
Marketing	<p>Ensure that marketing materials developed for any course include information on Skills Recognition.</p>
Executive Director	<p>Approve the use of validated external Skills Recognition tool where appropriate.</p>
Education Managers/ Delegate	<p>Ensure that applicants seeking admission to courses are given the opportunity to apply for Skills Recognition prior to enrolment.</p> <p>Approve applications for RPL and RCC based upon assessment of evidence and skills by appropriately qualified skills recognition assessors.</p> <p>Verify AQF certification documents issued by non VU RTOs.</p> <p>Review and approve applications for CT.</p> <p>Provide finalised applications to teaching department administration for forwarding to Student Administration.</p> <p>Ensure that the relevant Skills Recognition materials are prepared for the course.</p> <p>Allocate appropriately qualified VET skills recognition assessors.</p>
Selection Officer	<p>Review application for RPL and RCC and CT as part of the PTR process</p> <p>Refer applications to appropriate Skills Recognition Assessor.</p>

Role	Responsibilities
Skills Recognition Assessor	<p>Review the candidate application and confirm with the candidate if RPL / RCC is appropriate for them.</p> <p>Provide candidate with the relevant RPL kit and timeline for submission of evidence.</p> <p>Conduct the Skills Recognition process according to guidelines provided in this Procedure and in the Skills Recognition Assessor Kit.</p> <p>Place Skills Recognition evidence in the student's file.</p> <p>Submit <a href="#">Application for Recognition of Prior Learning (RPL) and Recognition of Current Competency (RCC)</a> to Education Manager for approval.</p>
Teaching department administration officer	<p>Forward Skills Recognition applications and enrolment documentation to Student Administration for enrolment and/or results processing.</p>
Student Administration	<p>Develop and maintain an internal procedure for the processing of applications for RPL, RCC and CT for VET courses.</p> <p>Process results of Skills Recognition assessment according to the documentation provided and send student an amended Training Plan reflecting RPL, RCC and CT outcome.</p> <p>Process any requests for Qualifications or Statements of Attainment.</p>
VU Global	<p>Provide Skills Recognition information to overseas students.</p> <p>Collect Skills Recognition applications from overseas students and forward them to the appropriate teaching department.</p> <p>Following the confirmation of enrolment, formally notify overseas students of reductions in course length as a result of RPL and/or CT.</p> <p>Ensure the confirmation of enrolment is issued for the reduced duration of the course.</p> <p>Report course duration changes in PRISMS if Skills Recognition is granted after the overseas student's visa has been approved.</p> <p>Provide written record of Skills Recognition decision to overseas students for acceptance.</p>

## Part B - Overview

(13) RPL, RCC and CT will only apply to those qualifications/skill sets and units of competency on Victoria University's current scope of registration for enrolling students. CT is only available to students who are enrolled to undertake training in the relevant qualification. The only exception to this is where the CT relates to a qualification or skill set which the student has completed at VU TAFE.

(14) For internal VU staff, Skills Recognition is available but must be conducted by a separate delivery area to that in which the staff member is employed. Where practicable, reciprocal agreements with another VET provider should be arranged to ensure the integrity of the assessment.

(15) Skills Recognition assessments must be conducted by assessors who have the required vocational currency and competency; and meet the requirements for assessors as documented in the [Standards for Registered Training Organisations \(RTOs\) 2015 \(Cth\)](#).

(16) Skills Recognition assessments must comply with the principles of assessment and the rules of evidence.

(17) Evidence to support applications for RPL and RCC must relate to work, study or qualifications attained within the

preceding three years.

(18) The RPL process should be completed within 3 months.

## Part C - Preparing for Skills Recognition

(19) The Education Manager or delegate is responsible for ensuring the development, maintenance and ongoing validation of the skills recognition tools. The tools must be in the form of TAFE's Skills Recognition Candidate Kit or an alternative approved Skills Recognition tool.

(20) For every skills recognition application, Program Managers must identify a skills recognition assessor who has relevant vocational competency and industry currency as well as current knowledge and skills in vocational training and learning that informs their training and assessment.

(21) The skills recognition assessor will conduct the skills recognition assessment only for those units for which they are vocationally competent and current. The skills recognition assessor will complete all required documentation to support the Skills Recognition assessment.

## Part D - Information to Students

(22) As part of the Pre-Training Review any relevant prior skills or learning are identified and information about Skills Recognition is provided. Prospective students who wish to apply for Skills Recognition are provided with the relevant application forms ([P005-F02 Application for Recognition of Prior Learning \(RPL\) and Recognition of Current Competency \(RCC\)](#) and/or [P005-F01 Application for Credit Transfer \(CT\)](#)).

(23) Overseas students are provided with information about Skills Recognition by VU Global as part of the admissions process. They are also advised of the potential implications for study load requirements associated with the granting of RPL, RCC or CT.

(24) Current information on fees and charges for Skills Recognition for domestic students is published on VU's website. Fees and charges information for overseas students is provided by VU Global.

(25) Candidates applying for RPL in a course that is supported by VET Student Loans are informed about this scheme, and advised of repayment obligations.

## Part E - Credit Transfer

(26) CT applications should be processed at the time of enrolment as outlined below:

- a. Students seeking CT are provided with access to a copy of the [P005-F01 Application for Credit Transfer \(CT\)](#) and assisted in completing this form if required.
- b. Documentary evidence required includes an authenticated VET Transcript through the USI Registry. Where the AQF certification documentation is not recorded in the USI Register (prior to 2015) the original statement of attainment, transcript of results and certificate if applicable must be sighted and certified before submission with the application for credit transfer. Where possible these documents must be verified by contacting the issuing RTO.
- c. The application is reviewed by the Program Manager or delegate and approved if the evidence supplied clearly supports a CT. The certified evidence is retained on the student file.
- d. The approved form is forwarded to Student Administration by the teaching department administration officer.
- e. If CT applications are processed after first participation has been marked for at least one UOC, the Education Manager or delegate is responsible for ensuring steps (a - b) are followed and the required documentation is submitted to Student Administration via the application process.

- f. The student's training plan is amended to reflect the outcome of the CT application.

## Part F - Conducting Skills Assessment

(27) All applications and enquiries for RPL and RCC are directed to the Program Manager. The Program Manager identifies an appropriately qualified skills recognition assessor to conduct the assessment following the process outlined below:

- a. The skills recognition assessor meets with the candidate to provide the self-assessment tool from the Skills Recognition Candidate Tool Kit or approved Skills Recognition tool. Candidates are advised to provide a current resume and other evidence that supports the skills and experience they have identified in their application/PTR.
- b. At the meeting, the Skills Recognition process, options for completion if the Skills Recognition assessment is unsuccessful and applicable fees are discussed with the candidate to ensure they fully understand the process and their obligations.
- c. The skills recognition assessor documents any reasonable adjustments required.
- d. At, or immediately after, the interview a decision on whether or not to proceed with RPL for appropriate units is made. This decision is documented and signed by both the skills recognition assessor and the candidate in the Candidate Kit or relevant section of the approved Skills Recognition tool.
- e. Where the candidate elects not to proceed with the Skills Recognition process, all documentation to date is placed on the student file.
- f. Where the candidate elects to proceed with the Skills Recognition process, the [P005-F02 Application for Recognition of Prior Learning \(RPL\) and Recognition of Current Competency \(RCC\)](#), is completed and forwarded to Student Administration for processing immediately.
- g. The start dates for each unit listed on the [P005-F02 Application for Recognition of Prior Learning \(RPL\) and Recognition of Current Competency \(RCC\)](#), should be set to the date on which the candidate first provides evidence used to contribute to assessment of that unit. If evidence was provided at the time of enrolment, then the unit start date can be set to the date of enrolment. The unit end dates should be set to 3 months after the unit start dates (noting these dates can be changed if needed once the assessment is complete).
- h. The Skills Recognition assessment is conducted as per the Skills Recognition Assessor's Guide or the Assessor's Guide for the relevant approved Skills Recognition tool.

## Part G - Onshore Overseas Students

(28) The student is advised to contact VU Global to check whether the granting of RPL or CT has any implications for their study load requirements. If the student decides to proceed with their application the student is advised to complete an [Application for Reduced Study Load](#) and submit this with their RPL and/or CT application.

(29) Steps in the RPL process are followed as per Clause (28) a-h above.

## Part H - Review

(30) The candidate has the opportunity to request a review of their assessment if they believe the process or assessment judgment has not been fair. The review process described in the [Assessment for Learning - VET Assessment Procedure](#) is followed in this circumstance.

## Part I - Finalisation of Skills Recognition Process

(31) The original evidence and assessment outcome is placed on the student file.

(32) The [P005-F02 Application for Recognition of Prior Learning \(RPL\) and Recognition of Current Competency \(RCC\)](#) is resubmitted with the RPL assessment outcome to Student Administration for processing and unit end dates can be updated at this time if needed.

(33) The student's training plan is amended and sent to the student reflecting the outcome of the Skills Recognition application by Student Administration.

(34) Teaching area arrange issuance of documentation:

- a. Completion approval request to Administration and Governance for qualification (only if the candidate has completed sufficient units to meet the packaging rules of the qualification).
- b. A request to Assessment and Resulting for a Statement of Attainment (only if the candidate has included a selection of units in their application, and is not planning to complete the remainder of the qualification).

(35) The full documentation associated with the Skills Recognition Process is retained on the student's file for a period of at least three years from the end date of the relevant Victorian State Government VET Funding Contract.

(36) For overseas students, VU Global provides a written record of the decision to the overseas student for their acceptance. The written record of acceptance is retained by VU Global for two years after the student ceases to be an accepted student.

## Status and Details

<b>Status</b>	Current
<b>Effective Date</b>	9th March 2022
<b>Review Date</b>	9th March 2025
<b>Approval Authority</b>	Academic Board
<b>Approval Date</b>	2nd March 2022
<b>Expiry Date</b>	Not Applicable
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