

# Recognition Policy

## SCOPE

BGT is committed to providing effective processes for Recognition options to all current and prospective clients.

BGT will ensure that:

- It implements an assessment system that ensures RPL assessments comply with assessment requirements of relevant Training Packages, VET Accredited Courses;
- RPL assessment is conducted in accordance with the Principles of Assessment (POA);
- RPL assessment is conducted in accordance with the Rules of Evidence (ROE);
- Recognition is offered to all clients on enrolment;
- Adequate information and support are provided to clients in understanding the process and gathering reliable evidence to support their recognition claim;
- All Recognition applications are processed in accordance with the BGT Assessment Policy; and
- Appropriate recognition will be given to AQF Certification documentation issued by other RTOs.

## PURPOSE

BGT is committed to providing quality training and assessment in accordance with the AQTF Essential Conditions and Standards for Continuing Registration. As such, BGT is required to offer Recognition to all clients, and to implement an assessment system that ensures that assessment (including recognition of prior learning) complies with assessment requirements of Training Packages and VET Accredited courses, the Principles of Assessment (POA) and Rules of Evidence (ROE).

## DEFINITIONS

The following words and expressions have the following specific meaning, as in the AQTF Essential Conditions and Standards for Continuing Registration.

**AQF certification documentation:** the set of official documents that confirms that an AQF qualification or statement of attainment has been issued to an individual.

**AQF qualification:** an AQF qualification type endorsed in a training package or accredited in a VET accredited course.

**Assessment:** the process of collecting evidence and making judgements on whether competency has been achieved, to confirm that an individual can perform to the standard required in the workplace, as expressed by the relevant endorsed industry/enterprise

competency standards of a Training Package or by the learning outcomes of an accredited course in a training package or VET accredited course.

**Authenticity:** one of the rules of evidence. To accept as authentic, an assessor must be assured that the evidence presented for assessment is the candidate's own work.

**Competency:** the consistent application of knowledge and skill to the standard of performance required in the workplace. It embodies the ability to transfer and apply skills and knowledge to new situations and environments.

**Module:** a group of learning outcomes in a VET accredited course where it can be established that it is not possible to develop an appropriate unit of competency.

**Recognition of Prior Learning (RPL):** an assessment process that assesses an individual's non-formal and informal learning to determine the extent to which that individual has achieved the required learning outcomes, competency outcomes or standards for entry to and/or partial or total completion of a qualification.

**Statement of Attainment:** is issued by a Registered Training Organisation when an individual has completed one or more units of competency/modules from nationally recognised qualification(s)/course(s)

**Unit of competency:** specification of industry knowledge and skill and the application of that knowledge and skill to the standard of performance expected in the workplace.

## PROCEDURE

Recognition is made available to any person commencing a course with BGT.

Recognition of Prior Learning (RPL) is the determination, on an individual basis, of the skills and knowledge currently held by the learner acquired through formal, non-formal and informal learning.

Recognition is used to determine the advanced standing or 'credit', for a training program, that the learner may be awarded as a result of their prior knowledge, skills and experience.

Recognition is an alternative pathway to an AQF qualification or Statement of Attainment.

Recognition is an Assessment process, and as such is subject to all provisions of the BGT "Assessment Policy".

Recognition assessment decisions must comply with Principles of Assessment and Rules of Evidence as outlined in the AQTF Essential Conditions and Standards for Continuing Registration and in BGT's Assessment Policy

All clients may apply for formal recognition of existing competencies against a AQF qualification / Accredited course / unit of competency /module that BGT is registered to deliver.

## **ASSESSMENT PROCESS**

The assessment process will cover the following:

- a) Assessment processes should cover the broad range of skills and knowledge needed to demonstrate competency.
- b) Assessment of competency should be a process that integrates knowledge and skills with their practical application.
- c) During assessment, judgments to determine an individual's competency, wherever practicable, are based on evidence gathered on a number of occasions and in a variety of contexts or situations, including the validation of evidence.
- d) Assessment processes should be monitored and reviewed to ensure that there is consistency in the interpretation of evidence.
- e) Assessment should cover both on and off the job components of training.
- f) Assessment processes should provide for the recognition of competencies no matter how, where or when they have been acquired.
- g) Assessment processes should be made accessible to individuals so that they can proceed readily from one competency standard to another.
- h) Assessment practices must be equitable to all groups or individuals.
- i) Assessment procedures and the criteria for judging performance must be made clear to all individuals seeking assessment.
- j) The assessment approach should be participatory – the process of assessment should be jointly developed / agreed between the assessor and the candidate.
- k) A referee check will be conducted if required to confirm the authenticity of evidence.
- l) Opportunities must be provided to allow individuals to challenge assessments and provision must be made for reassessment in accordance with the Complaints and Appeals Policy, BGT Code of Practice, BGT Staff Handbook and BGT Client Handbook.

## **AQF QUALIFICATION RECOGNITION**

As required by the AQTF, BGT as an RTO must accept and mutually recognise the decisions and outcomes of any RTO or body in partnership with an RTO, thereby ensuring mutual acceptance throughout Australia of the qualifications and Statements of Attainment awarded by RTO's.

BGT Assessors must accept and recognise Statements of Attainment and AQF qualifications gained from other RTO's where National Training or State logos are justifiably used and competency is determined to be current and relevant. Assessment or re-assessment in such cases infringes an applicant's recognition rights and is non-compliant with the standards of the AQTF.

In the event a client / stakeholder wishes to undertake training in a recognised training program for refresher purposes, then they will be advised that the assessment at the learning level will not be necessary, however, may be offered as an option.

Where the recognised AQF qualification forms part of another AQF qualification e.g. TAEASS401B (Plan Assessment activities and processes), the client / stakeholder will be enrolled in the additional units only.

Clients / Stakeholders with part AQF qualifications will be required to provide documented evidence of their qualifications.

An applicant, who has undertaken a course that is not competency based, can gain credit transfer into a competency-based course if the mapping of qualifications can be justified.

### **RECOGNITION OF FEES**

The fees for RPL are as follows:

- a) Recognition for qualifications from Certificate II levels up to and including Diploma levels will incur a cost per unit +GST
- b) There is no associated cost for AQF Qualification Recognition.

Certificates or Statements of Attainment will not be issued until all fees are paid.

### **APPEALS**

Clients have the right to appeal a Recognition Assessment decision.

### **ACCESS AND EQUITY**

Clients have fair and equal rights to assessment, including recognition.