

**Standards:**

This Policy and Procedure relates to Standard 2- Recruitment of an overseas student in the National Code of Practice for Providers of Education and Training to Overseas Students 2018.

**Policy Statement:**

SGSCC International has a documented policy and process for assessing and recording Recognition of Prior Learning (RPL), and granting and recording course credit, if it intends to assess RPL or grant course credit.

The decision to assess prior learning or grant course credit will preserve the integrity of the award to which it applies and comply with requirements of the underpinning educational framework of the course.

**What is Recognition?**

Recognition of Prior Learning (RPL) is an assessment process that assesses the competency/ies of an individual that may have been acquired through formal, non-formal and informal learning to determine the extent to which the individual meets the requirements specified in the training package.

- a) Formal learning refers to learning that takes place through a structured program of instruction and is linked to the attainment of an AQF Qualification or Statement of Attainment (for example a Certificate or Diploma)
- 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)
- c) Informal learning refers to learning that results through experience of work-related, social, family, hobby or leisure activities (for example the acquisition of interpersonal skills developed through several years as a sales representative). (Extract from Standards for Registered Training Organisation (RTOs) 2015 p.11)

Most importantly, it should be noted that recognition is just another form of assessment and requires the same assessment systems and adherence to the Principles of Assessment and Rules of Evidence.

## **1. Recognition guidelines**

The following guidelines are to be followed when an application for Recognition is received:

- 1.1. any student is entitled to apply for Recognition in a course or qualification in which they are currently enrolled
- 1.2. students may not apply for Recognition for units of competency or qualifications which are not included on SGSCC International CRICOS-approved courses
- 1.3. 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
- 1.4. students who are currently enrolled in a training program are eligible to apply for Recognition in that program at no additional charge
- 1.5. assessment via Recognition is to apply the principles of assessment and the rules of evidence
- 1.6. Recognition may only be awarded for whole units of competence.

## **2. 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.

- 2.1. In evaluating assessment evidence, SGSCC International applies the following rules of evidence:

### **2.1.1. Sufficient**

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2.1.2. Valid

2.1.3. Authentic

2.1.4. Current.

2.2. 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.

2.2.1. Forms of evidence toward Recognition may include:

2.2.1.1. work records

2.2.1.2. records of workplace training

2.2.1.3. assessments of current skills

2.2.1.4. assessments of current knowledge

2.2.1.5. third party reports from current and previous supervisors or managers

2.2.1.6. evidence of relevant unpaid or volunteer experience

2.2.1.7. examples of work products

2.2.1.8. observation by an assessor in the workplace

2.2.1.9. performance appraisal

2.2.1.10. duty statements.

2.2.2. 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. SGSCC International 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.

### **3. 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.

### **4. Six Stages of the NSW Recognition Framework**

The process SGSCC International follows for applications and assessment of students seeking recognition is based on the NSW Recognition Framework – Six Stages of the Recognition Framework.

#### **4.1. Establish the context**

SGSCC International will look at each request for RPL individually and take into consideration the workplace, industry, the level of qualification and the individual candidate's work history and experience. Information gathered will allow the development of a customised student plan

#### **4.2. Provide information**

SGSCC International will provide information to the student regarding the Recognition process by providing them with a Recognition Kit and a Suitability Questionnaire for the qualification or units of competency they seek Recognition. Arrangements for an induction between the SGSCC International-designated Assessor and the student will then be made. This will probably be conducted by telephone, Skype or a face-to-face meeting

**4.3. Gather evidence**

Possibly at the same meeting above or at a second meeting or telephone conversation, the Assessor will discuss with the student the evidence required and provide guidance of types and sources of evidence they will prepare, how the evidence is to be presented and how it will be submitted. Timeframes will be agreed upon when the evidence will be submitted

**4.4. Assessment of the evidence**

The Assessor will arrange for when the student will present their evidence. A Professional Conversation will be conducted as the student explains their evidence while also demonstrating their underpinning knowledge of the unit of competency for which they seek Recognition. The evidence provided must satisfy the rules of evidence, ie, is it valid, sufficient, current and authentic.

**4.5. Make an assessment decision**

The Assessor will record their feedback, make an assessment judgment of competency and provide feedback of the evidence submitted against each of the relevant units of competency. Feedback will preferably be given in person, otherwise by telephone. The student will be asked to provide their feedback of the assessment process.

**4.6. Issue credentials and/or plan the next step**

Should the student be assessed as Not Yet Competent, they will be provided with the opportunity to re-submit, and provided further guidance as required. An action plan on the learner's record will be documented.

Should the student be deemed Competent they will be offered further advice about further learning and career opportunities including higher levels of study they may wish to undertake. Finally, the student will be asked to provide their feedback of the Recognition process and their contributions will be reviewed as part of SGSCC International continuous improvement processes.

## **5. Credit Transfer**

Credit Transfer is a process by which students who have previously been deemed competent for the same unit code and title as a unit of competency included in their proposed SGSCC International course, then apply for credit against the same unit(s).

For example, a student may have previously completed HLTAID003 Apply first aid, and then enrolls in Certificate IV in Ageing Support, which includes the same unit code and title, and provides their Statement of Attainment as evidence of their having previously completed that unit.

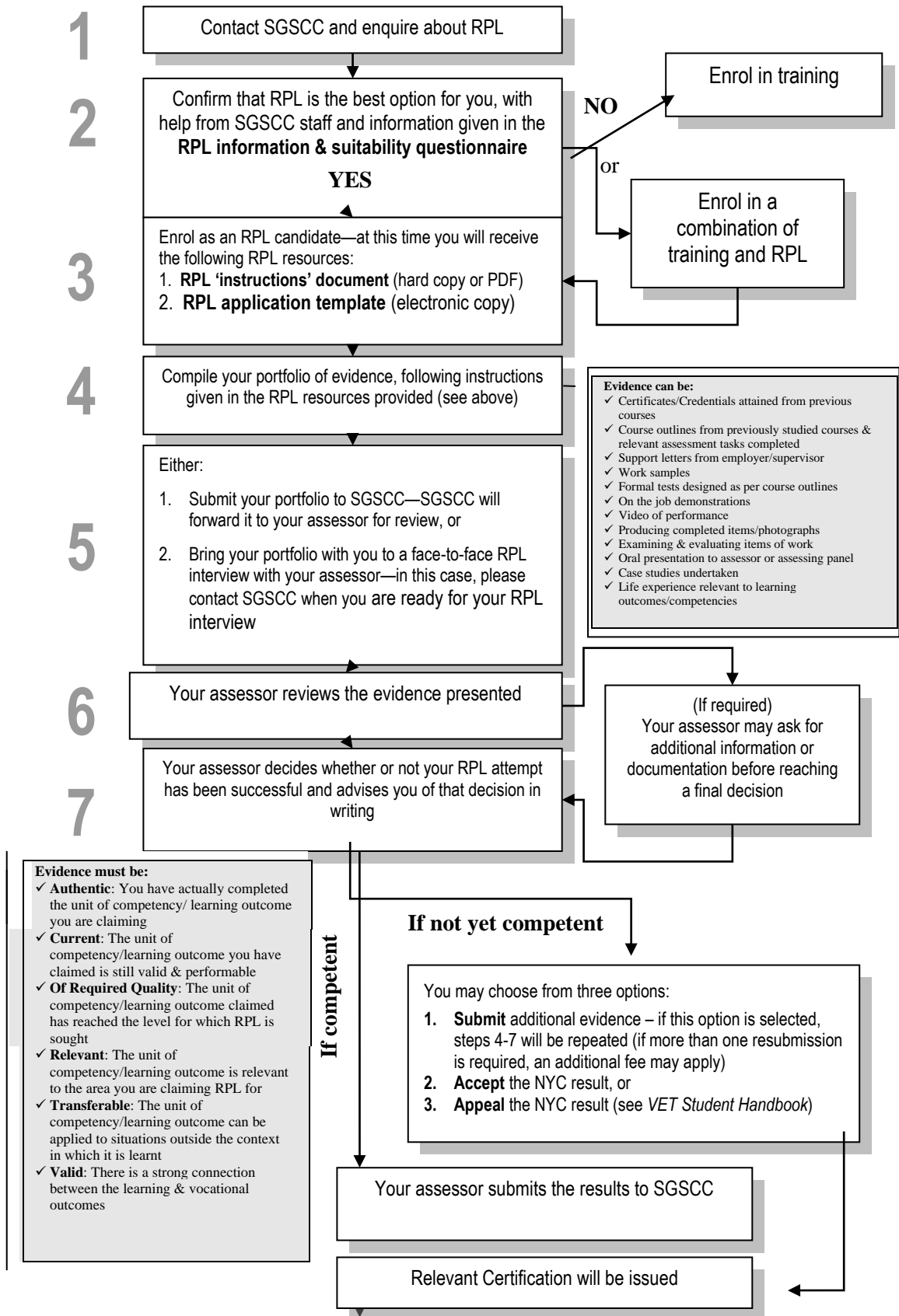
Statements of Attainment and/or Certificates need to be verified through the USI transcript. If the unit(s) have not been listed on the USI transcript, the International Manager need to obtain the student consent and contact the issuing educational institution or registered training organisation to authenticate the vocational and education qualifications and/or Statement of Attainment.

The Statement of Attainment/academic transcript together with the authenticated evidence are then uploaded and saved on to the SGSCC International Student Management System against the student's file.

There is no fee for credit transfer.

For Smart and Skilled funded programs, credit transfer has to be included in the relevant portal to calculate a revised fee.

A flow chart of the RPL / Credit Transfer process for students is below:



**6. Granting of Recognition/ Credit Transfer**

On the granting of RPL/CT to an overseas student SGSCC will:

- 6.1. give a written record to the overseas student on the decision of RPL and an offer to accept the decision
- 6.2. record the decision and written record on the SGSCC International Student Management System for a period of two years after the overseas student ceases to be an accepted student.

**7. Reduction in overseas student course length**

When an overseas student has been granted RPL or CT that reduces the length of the course SGSCC International will:

- 7.1. inform the student of the reduced course duration following the granting of the RPL
- 7.2. ensure that the Confirmation of Enrolment (COE) is created for the reduced duration of the course
- 7.3. when the course credit is granted after the student VISA is granted and /or student has commenced study, SGSCC International will report on any changes in course duration via PRISMS under section of the ESOS ACT.

**Person Responsible:**

SGSCC International Manager

SGSCC International Student and Business Advisor

**Related Documents:**