

1. Purpose

John Henry Institute (JHI) is committed to providing quality training and assessment in accordance with the Standards for Registered Training Organisations (SRTOs 2015). As such, JHI is required to offer Recognition to all students, and to implement an assessment system that ensures that assessment (including Recognition of Prior Learning (RPL)) complies with assessment requirements of Training Packages and VET Accredited courses, the Principles of Assessment (POA) and Rules of Evidence (ROE).

2. Policy Statement

JHI is committed to providing effective processes for Recognition options to all current and prospective students.

JHI 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 students on enrolment.
- Adequate information and support are provided to students in understanding the process and gathering reliable evidence to support their recognition claim.
- Appropriate recognition will be given to AQF Certification documentation issued by other RTO's.

3. Definitions

The following words and expressions have the following specific meaning, as in the Standards for Registered Training Organisations (RTOs) 2015.

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

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

Assessment means 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 specified in a training package or VET accredited course.

Assessment system is a coordinated set of documented policies and procedures (including assessment materials and tools) that ensure assessments are consistent and are based on the Principles of Assessment contained in Table 1.8-1 and the Rules of Evidence contained in Table 1.8-2.

Authenticated VET transcript of an individual means a document prepared by the Registrar that sets out information:

- a) That relates to the VET undertaken by the individual; and
- b) That is prescribed by the regulations

Competency means 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 means 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) means an assessment process that assesses the competency/s of an individual that may have been acquired through formal, non-formal and informal learning to determine the extent to which that individual meets the requirements specified in the training package or VET accredited courses.

- 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, 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, social, family, hobby or leisure activities (for example the acquisition of interpersonal skills developed through several years as a sales representative).

Course Credit is the exemption from enrolment in a particular part of the course as a result of previous study, experience or recognition of a competency currently held. This includes academic credit and recognition of prior learning.

Credit Transfer is a process that provides students with agreed and consistent credit outcomes based on equivalence in content and learning outcomes between matched unit/s of competency.

Registrar means the Student Identifiers Registrar.

Statement of attainment means a statement issued to a person confirming that the person has satisfied the requirements of the unit/s of competency or accredited short course specified in the statement.

Unit of competency means the specification of the standards of performance required in the workplace as defined in a training package.

4. Policy Principles

4.1 Underpinning Principles

- a) Recognition is made available to any person commencing a course with JHI.
- b) 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.
- c) 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.
- d) Recognition is an alternative pathway to an AQF qualification or Statement of Attainment.
- e) Recognition assessment decisions must comply with Principles of Assessment and Rules of Evidence as outlined in the Standards for RTOs.
- f) All clients may apply for formal recognition of existing competencies against a AQF qualification / Accredited course / unit of competency /module that JHI is registered to deliver.
- g) The onus is upon the candidate to demonstrate competence to the satisfaction of the assessors, including the provision of certification documentation.
- h) Competency may be derived from many sources:
 - i. Work experiences
 - ii. Work product

- iii. Life experience
- iv. Training programs offered by industry, private or community based providers, which may or may not have been formally recognized
- v. Training programs undertaken overseas (which may or may not be accredited in that country)
- vi. Informal learning programs
- vii. Certification from another RTO
- i) Only accredited and approved assessors will conduct Recognition assessments on behalf of JHI.
- j) Recognition assessments must comply with the assessment requirements detailed in the relevant Training Package and VET Accredited course.
- k) Recognition application and assessments are subject to fees as outlined in this document
- l) The minimum acceptable claim for Recognition is one Unit of competency/module.
- m) Certification documentation will not be issued until all relevant fees are paid in full.
- n) Information of Recognition processes and arrangements are provided to all students and prospective students.
- o) 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 competency can be justified.

4.2 Mutual Recognition / Credit Transfer

- a) JHI will 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 other RTO's or AQF authorised issuing organisations.
- b) JHI recognises AQF certification documentation from other RTOs, and authenticated VET transcripts issued by the Registrar and after review and verification of validity will apply a credit to all relevant units of competency/modules.
- c) Mutual Recognition applies when the certification documentation provided by the client contains the same national competency code as those that form part of the training and assessment program offered by JHI.
- d) Certification documentation must be presented as either originals or certified copies of an original. Certified copies must be signed by an authorised signatory or the JHI Executive Manager to verify authenticity. Original Certification documentation will be returned to the applicant.
- e) JHI is not obliged to issue a AQF qualification or Statement of Attainment that is achieved wholly through recognition of units and /or modules completed at another RTO or RTOs. (ie student cannot complete all of their learning and assessment with another RTO and request JHI to issue the qualification under Recognition)
- f) The amount of recognition contributing to the issuance of certification documentation from JHI (ie using units/modules completed at other RTOs) is at the discretion of the JHI Executive Manager.
- g) In the event a student wishes to undertake refresher training in a unit/module for which they have been previously awarded recognition, then the student will be advised that the completion of the assessment is not necessary, however, may be offered as an option.
- h) Where the recognised AQF qualification and attributed units/modules forms part of another AQF qualification, the client will only be enrolled in the additional units required to complete the new qualification.
 - i. Fees will be calculated to reflect reduced learning load.

5. Appeals

Students have the right to appeal a Recognition Assessment decision. (See Grievance Policy)

6. Access and Equity

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

7. Records Management

All documentation from Recognition processes are maintained in accordance with JHI Privacy Policy.

8. Monitoring and Improvement

All Recognition practices are monitored by the JHI Executive Manager and areas for improvement identified and acted upon.

9. Procedure

9.1 Application and Assessment

Where a student makes application for national recognition the following procedure is applied:

- i. Student completes JHI Enrolment Application Form and identifies a request for national recognition (RPL or credit transfer) at time of enrolment.
- ii. Student Enrolment Officer (SEO) provides the student with the RPL Application Form.
- iii. Student completes and submits the application form with the following supporting evidence:
 - Certified copies of AQF qualifications and/or statements of attainment awarded
 - Certified photographic proof of identification
- iv. AQF qualifications and/or statements of attainment provided by applicants must clearly identify the following:
 - Nationally recognised training
 - Name of RTO issuing the AQF qualification or statement of attainment
 - National provider number of RTO
 - Full surname and first name of the recipient
 - The qualification titles
 - Record of results identifying the units of competency attained
 - The issuing RTO is registered to issue the certification which is acceptable within the guidelines of the relevant Nationally Endorsed Training Package
- v. SEO will then verify evidence prior to acceptance of recognition.
- vi. A scanned photocopy will be taken of evidence and maintained on student file.
- vii. To authenticate and validate the testamur, the SEO will check www.training.gov.au website to ensure the RTO named on the testamur has the AQF qualifications and/or Statements of Attainment on its scope, if this is not the case then the SEO must follow-up with the RTO and clarify further.
- viii. The SEO will verify authenticity, completeness and compliance with the Australian Qualifications Framework 2011 and the VET Quality Framework.
- ix. On confirmation of authenticity and validity of AQF qualifications and/or Statements of Attainment, the SEO will communicate the results to the applicant and record the results in the learner database.

9.2 Recognition of Prior Learning (RPL)

All students will be given the opportunity to apply for RPL for industry skills or life skills, or where credit or credit transfer may apply. Students are advised of RPL possibilities prior to enrolment and encouraged to submit documentation when enrolling.

Credit and Recognition of Prior Learning (RPL) Policy and Procedures



Students wishing to apply for RPL should speak to the admission officer at the time of 'enrolment'. If the student wishes to apply for Recognition of either their past qualifications or experience they will need to do so within two weeks of enrolment.

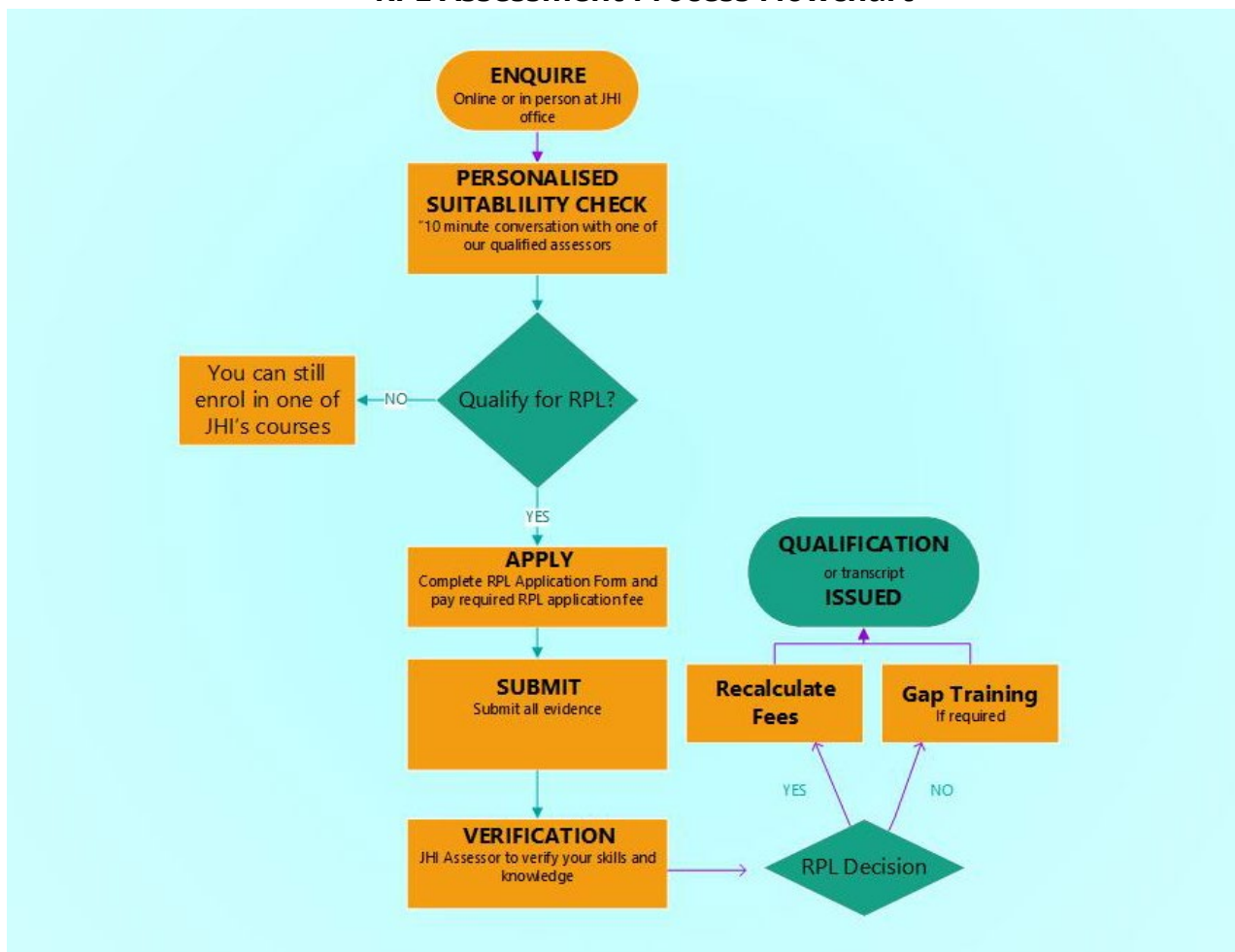
RPL is assessed against the units of competency in a program based on the completion of one or a combination of the following:

- a) Review of Evidence including relevant Formal Qualifications.
- b) Interviews
- c) Confirmation of Testimonials
- d) Validated Workplace Logbooks
- e) Skills/Challenge testing
- f) Written/Oral reviews

The Steps to apply for RPL:

1. Student enquires and/or requests information on RPL at time of enrolment
2. Appropriate qualification and competencies are identified at enrolment
3. A JHI assessor will conduct a conversation with student to determine eligibility for RPL and will advise student of evidence required within 14 days of conversation.
4. The student will also be provided access to the course guide and details of unit competency/elements/performance criteria so they can clearly identify the learning outcomes or competencies they have to apply
5. If the student believes they have the skills and knowledge to gain recognition in the learning outcomes to industry standards which will satisfy the learning outcomes, the student will be provided with an RPL Application Form
6. The non-refundable administration fee is \$150.00, which must be paid with the completed Recognition of Prior Learning (RPL) application form
7. Additional student enrolment fees will be payable for the RPL assessment process, which will be determined and advised to the student upon application and enrolment. The terms and conditions of this student enrolment fee are covered under the Fee and Refund Policy
8. Student will then collect evidence to support their claim for RPL
9. Once evidence has been collected by the student, the student must book a meeting with the JHI trainer. At this meeting they will submit evidence together with the fee for RPL assessment. This process must be completed within two weeks of enrolment
10. A JHI Assessor will then analyse applicants individual experience and qualifications against appropriate learning outcomes/competency statements.
 - i. If claim matches learning outcomes/competencies, then full recognition will be granted
 - ii. If claim does not match learning outcomes/competencies, then further evidence will be requested - this may also involve an interview where applicant will support his/her case. Further evidence must be supplied within two weeks from application date
 - iii. If further evidence is not recognised or received within the additional two weeks, the RPL claim will be rejected. A letter of advice will be forwarded to applicant advising of decision either way
11. Student may appeal decision within 1 week of receiving letter of rejection by following the complaints and appeals process (see Grievance Policy). An additional letter of advice of outcome will be forwarded to applicant within two weeks of final decision
12. Completed RPL Application Form with attachments will be placed on the student file
13. Where RPL is granted course fees will be recalculated and student advised and provided with an invoice
14. Student to complete 'gap' training where required prior to qualification being issued.

RPL Assessment Process Flowchart



9.3 Credit Transfer

The Steps to Apply for Credit Transfer

1. Qualifications and statements of attainment issued by any RTO are to be accepted and recognised
2. Any student is entitled to apply for credit transfer in a course or qualification in which they are currently enrolled.
3. Credit transfer will not be granted for units of competence or qualifications which are not included in JHI's scope of registration.
4. Credit transfer may only be awarded for whole units of competence.
5. Students will not enrol only for credit transfer.
6. Students cannot credit transfer a whole qualification.
7. Student enrolment must include at least one other unit of competence from the same qualification for which student is participating in training or is seeking recognition (RPL).
8. Students will be required to present true and certified copies of relevant statement of attainment or qualification