Recognition Procedures

Recognition of Prior Learning / Current competency

STEP 1 – Initial Enquiry and Client briefing

No.	Who	Actions
1.1	**Client**	a) Client makes an enquiry regarding RPL.
1.2	**Admin**	a) Discuss with the client to determine if the client already possesses certification documentation relevant to unit/modes from another RTO. b) If client already has certification documentation relevant to unit/modes from another RTO, refer to Credit Transfer procedure below. c) If the client does not have certification documentation relevant to unit/modes from another RTO : i. Explain the process of RPL and requirements regarding assessment. ii. Provide client with '**RPL Application form'**. iii. Confirm and book a time for client to submit '**RPL Application form' with an Assessor.**
1.3	**Assessor**	a) Meet with client; accept **'RPL Application form'**. b) Inform clients assessment requirements, including : i. Expectations of the client; ii. Types of evidence; iii. RPL assessment process; iv. Principles of assessment; v. Rules of evidence; vi. Submission timeframes. c) Confirm the units /modules the client is seeking to complete as RPL. d) Supply RPL information and documentation to client. e) Conduct an assessment briefing session with the client to confirm assessment requirements for each unit/module/cluster; identifying assessment tasks, specific standards or learning outcomes which apply for units/modules. f) Complete **'Client Meeting Form'**. g) Provide **'RPL Application form', 'Client Meeting Form'** to Admin for Enrolment processing.

STEP 2 – RPL Assessment

No.	Who	Actions
2.1	**Client**	a) Client completes all assessment requirements for each unit/module/cluster. b) Client takes and keeps a copy of the completed assessment prior to submission. c) Client submits assessment to Admin for marking.
2.2	**Admin**	a) Upon receipt of assessment submission, stamp/note the date the assessment was received. b) Enter the details of the assessment submission into : i. **Assessment Received Register**; ii. Student information in SMS c) Provide copy of unmarked Assessment to Assessor for marking.

Recognition Procedures

Recognition of Prior Learning / Current competency

STEP 3 – Making Assessment judgement

3.1	**Assessor**	a) Mark assessments in order of date received, ensuring all assessments are marked within two (2) weeks of receipt. b) Use the **Assessment Marking Guide** for the unit/module to assist with judgement. c) Where reasonable, if minor clarification is required from client to determine a successful outcome, contact the client by telephone and discuss. d) Make relevant assessment judgement taking into account: a. Elements and performance criteria for the unit/module; b. Assessment requirements; c. Principles of Assessment; and d. Rules of Evidence; e. Competency standard required in the workplace. e) Complete all relevant documentation, including **Assessment Outcome Sheet**. f) Provide written feedback on assessment and **Assessment Outcome Sheet,** as appropriate. g) Contact/ Meet with the client, providing feedback and assessment outcome, and advise on any further evidence requirements or training, as appropriate. h) Advise client of right to appeal. i) Complete **'Client Meeting Form'**. j) Enter notes into Client records on SMS. k) Forward all assessment documentation to Admin for processing.

STEP 4 – Processing Marked Assessments

4.1	**Admin**	a) If Assessment judgement is "NYS": i. File all Assessment documentation onto **Client File. (Full Assessment submissions and records must be kept on file for a minimum six (6) months.)** ii. Update client record in SMS with assessment result. iii. Update the **Assessment Outcome Tracking Form** on the **Client File**. iv. Update the **Assessment Received Register.** b) If Assessment judgement is "S": i. Update client record in SMS with assessment result. ii. Update the **Assessment Outcome Tracking Form** on the **Client File**. iii. Update the **Assessment Received Register.** iv. File all Assessment documentation onto **Client File. (Full Assessment submissions and records must be kept on file for a minimum six (6) months.)** v. If Client is due for the Issuance of Certification Documentation, refer to **Certification Issuance Procedures.**

STEP 5 – Client completes further assessment submission

No.	Who	Actions
5.1	**Client**	a) Client completes all assessment requirements for each unit/module/cluster. b) Client takes and keeps a copy of the completed assessment prior to submission. c) Client submits assessment to Admin for marking.

STEP 6 – Receiving further Assessment submissions

Recognition Procedures

Recognition of Prior Learning / Current competency

No.	Who	Actions
6.1	**Admin**	a) If this is the second (2nd) submission of an Assessment for the same unit/module, Refer to Step 2. b) If this is the third (3rd) submission of an Assessment for the same unit/module: i. Upon receipt of assessment submission, stamp/note the date the assessment was received; ii. Enter the details of the assessment submission into a. **Assessment Received Register; and** b. Student information in SMS. iii. Advise the client of the re-submission fee; iv. Raise and send invoice to client for re-submission; v. Invoice must be paid prior to assessment being marked; vi. Once re-submission invoice has been paid, refer to Step 2.1c. c) If this is the fourth (4th or more) submission of an Assessment; client is to be advised they must re-enrol in the unit/module again. Normal course fees apply.

STEP 7 – Assessment Evaluation

No.	Who	Actions
8.1	**Admin**	a) Provide Client with '**Assessment Evaluation form'**. b) Refer to Evaluation Procedures.
8.2	**Assessor**	a) Complete '**Assessor Evaluation Form'**. b) Submit completed form to Admin.

Recognition Procedures

Credit Transfer – with Certification Documentation from another RTO

STEP 1 – Initial Enquiry and Client briefing

No.	Who	Actions
1.1	**Client**	a) Client makes an enquiry regarding RPL/Credit Transfer.
1.2	**Admin**	a) Discuss with the client to determine if the client already possesses certification documentation relevant to unit/modes from another RTO. b) If client already has certification documentation relevant to unit/modes from another RTO, provide with **'Credit Transfer Application Form'**. c) Explain the process of Credit transfer with the client.
1.3	**Client**	a) Client completes all **'Credit Transfer Application Form';** attaching original copy of certification documentation with application. b) Client takes and keeps a copy of the completed assessment prior to submission. c) Client submits assessment to Admin for assessment.

STEP 2 – RPL Assessment

No.	Who	Actions
2.1	**Admin**	a) Upon receipt of assessment submission, stamp/note the date the assessment was received. b) Enter the details of the assessment submission into : a. **Assessment Received Register**; b. Student information in SMS c) Provide copy of unmarked Assessment to Assessor for marking.

STEP 3 – Making Assessment judgement

3.1	**Assessor**	a) Review **'Credit Transfer Application Form'**. b) Verify validity with other RTO. c) Confirm unit/module codes and equivalence. d) Make assessment judgement and complete assessment '**Credit Transfer Application Form'**. e) Complete all relevant documentation, including **Assessment Outcome Sheet**. f) Contact/ Meet with the client, providing feedback and assessment outcome, and advise on any further evidence requirements or training, as appropriate. g) Advise client of right to appeal. h) Enter notes into Client records on SMS. i) Forward all assessment documentation to Admin for processing.

STEP 4 – Processing Marked Assessments

4.1	**Admin**	a) If Assessment judgement is "NYS": v. File all Assessment documentation onto **Client File. (Full Assessment submissions and records must be kept on file for a minimum six (6) months.)** vi. Update client record in SMS with assessment result. vii. Update the **Assessment Outcome Tracking Form** on the **Client File**. viii. Update the **Assessment Received Register.**

Recognition Procedures

Credit Transfer – with Certification Documentation from another RTO

		b) If Assessment judgement is "S": vi. Update client record in SMS with assessment result. vii. Update the **Assessment Outcome Tracking Form** on the **Client File**. viii. Update the **Assessment Received Register.** ix. File all Assessment documentation onto **Client File. (Full Assessment submissions and records must be kept on file for a minimum six (6) months.)** x. If Client is due for the Issuance of Certification Documentation, refer to **Certification Issuance Procedures.**

STEP 5 – Assessment Evaluation

No.	Who	Actions
5.1	**Admin**	c) Provide Client with '**Assessment Evaluation form'**. d) Refer to Evaluation Procedures.
5.2	**Assessor**	c) Complete '**Assessor Evaluation Form'**. d) Submit completed form to Admin.