

Policy and Procedure

Skills Recognition

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Policy

RAISE Training ensures that assessment, aligns with Training Package requirements, follows assessment principles and evidence rules, meets workplace and regulatory standards, and undergoes systematic validation.



Purpose

RAISE Training shows its dedication to ensuring trust in certification documents, including those from Skills Recognition, by transparently stating its methods for learners, employers, and industries.



Scope

This policy applies to all employees engaged in providing training and assessment services, including recognition of prior learning.

Definitions

Recognition of Prior Learning (RPL) - is an assessment process that evaluates an individual's formal, non-formal, and informal learning to determine how well they meet the requirements outlined in the training package.

Formal learning - involves structured instructional programs linked to the achievement of an AQF qualification or statement of attainment.

Non-formal learning - occurs through structured instruction but doesn't result in an AQF qualification or statement of attainment, such as in-house professional development programs conducted by a business.

Informal learning - is learning that occurs through experiences in work-related, social, family, hobby, or leisure activities, such as acquiring interpersonal skills during years as a sales representative.

Skills Recognition

Skills recognition, also known as Recognition of Prior Learning (RPL), is a process that allows individuals to gain formal recognition for the skills and knowledge they have acquired through practical experience, work, or other non-formal learning activities.

The purpose of skills recognition/RPL is to assess an individual's existing competencies against the requirements of a training product, enabling them to receive recognition for their prior learning.

Key features of skills recognition/RPL include:

1. **Individual Assessment:** Each candidate's skills and knowledge are assessed on an individual basis. This involves a thorough examination of their prior learning experiences, achievements, and any relevant documentation they can provide.
2. **Flexible Pathways to Qualification:** Skills recognition/RPL provides an alternative pathway to gaining a qualification without the need for formal education or training. It acknowledges that learning occurs in various contexts and not only within traditional educational settings.
3. **Time and Cost Efficiency:** The process can save time and reduce costs for individuals by recognizing their existing skills and knowledge. It also benefits organisations by allowing them to identify and utilise the talents of their workforce more effectively.
4. **Formal Recognition:** Upon successful completion of the skills recognition/RPL process, individuals receive formal recognition for their competencies. This recognition may take the form of a qualification, credit towards a qualification, or a statement of attainment.

The specific process and requirements for skills recognition/RPL involves an assessment who evaluate evidence provided by an individual, such as work samples, references, and other documentation, to determine the extent to which their prior learning aligns with the requirements of a particular training product.

Assessment tools make sure that only students who have the right skills and knowledge are considered competent.

RAISE Training maintains the integrity of assessments by adhering to the principles of assessment and rules of evidence through the following measures:

- Aligning all assessment tools with the corresponding units of competency to ensure compliance with the relevant training package requirements.
- Establishing procedures to systematically validate and enhance assessment processes, tools, and evidence requirements.
- Implementing procedures to offer Recognition of Prior Learning (RPL) to eligible students for relevant courses and issue certification to those who meet the criteria.

RAISE Training provides a Recognition of Prior Learning (RPL) pathway for specific training products only. This is due to industry needs or demand, and in some cases, State Licensing Authority mandates.

Details on the availability of Recognition of Prior Learning (RPL) pathways are specified in each Training and Assessment Strategy and made available on our website.

For those seeking an RPL pathway, when available, to confirm the appropriateness, staff may first discuss options prior to enrolment or provide clients with specific information on what the process involves.

During enrolment, participants are informed of their right to seek Recognition of Prior Learning (RPL).

Applicants choosing to apply for Recognition of Prior Learning (RPL) receive further guidance and information, including an application. The application outlines the evidence needed and the process to meet the skills and knowledge requirements for the chosen training product.

RPL applications undergo validation prior to acceptance.