



# International Institute of Business and Information Technology (IIBIT) Recognition (RPL) Policy

## Purpose

IIBIT is committed to providing quality training and assessment in accordance with the Standards for Registered Training Organisations (SRTOs 2015). As such, IIBIT 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 course, the Principles of Assessment (POA) and Rules of Evidence (ROE).

## Policy Statement

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

IIBIT will ensure that:

- it implements an assessment system that ensures RPL assessments comply with assessment requirements of relevant Training Packages
- 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 IIBIT Assessment Policy
- appropriate recognition will be given to AQF Certification documentation issued by other RTOs

## Responsibility

The CEO is responsible for the control and issuance of this policy.

## Definitions

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.
Australian Qualifications Framework (AQF)	Is the national policy for regulated qualifications in Australian education and training.
Authentic	The evidence presented for assessment is the learner's own work.
Authenticated VET Transcript	Has the meaning given in the Student Identifiers Act 2014.



# International Institute of Business and Information Technology (IIBIT) Recognition (RPL) Policy

Competent	The consistent application of knowledge and skill to the standard of performance required in the workplace.
Competency based-assessment	Is the process of gathering evidence and making judgments about whether competency has been achieved against performance criteria and critical evidence requirements specified within the Units of Competence within Training Packages.
Current	The assessment evidence demonstrates current competency. This requires the assessment evidence to be from the present or the recent past.
Fair	That the same assessment is used for each learner or situation while still being flexible.
Flexible	Able to assess using different methods – e.g. verbal, practical demonstration, role play, simulation, question and answer.
Independent Validation	Means that the validation is carried out by a validator or validators who are not employed or subcontracted by the RTO to provide training and assessment and have no other involvement or interest in the operations of the RTO.
Moderation	A quality assurance process of reviewing, checking and adjusting assessment decisions that have been made after assessment.
Not Competent (NC)	Signifies the person being assessed has not yet demonstrated competence against one or more of the requirements detailed in the unit/s of competence. The person must have attempted or been provided with the opportunity to complete ALL of the assessment tasks for the unit to be deemed “NC”.
Re-assessment	Refers to providing the student with another attempt at demonstrating competence.
Registrar	Has the meaning given in the Student Identifiers Act 2014.
Reliable	Assessment approaches which provide consistent results every time.
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.
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);
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
In-formal 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).
Standards for RTOs 2015	Means the regulatory standards for training providers as set by The Council of Australian Governments’ (COAG) Industry and Skills Council for endorsing vocational education and training (VET) standards.



# International Institute of Business and Information Technology (IIBIT) Recognition (RPL) Policy

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.
Sufficient	The assessor is assured that the quality, quantity and relevance of the assessment evidence enables a judgement to be made of a learner's competency.
Validation	A process review of the RTO's assessment system and processes to check, find or test that assessment techniques assess what they claim to assess.
Valid	Assessment techniques assess what they claim to assess.
Volume of Learning	Means the dimension of the complexity of a qualification type and is expressed in equivalent full-time years.

## Policy Principles

### *Underpinning Principles*

- Recognition is made available to any person commencing a course with IIBIT
- 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 IIBIT assessment policy
- Recognition assessment decisions must comply with Principles of Assessment and Rules of Evidence as outlined in the Standards for RTOs and in the IIBIT Assessment Policy
- Students may apply for formal recognition of existing competencies against an AQF qualification/ unit of competency that IIBIT is registered to deliver
- Competency may be derived from many sources:
  - Work experiences
  - Work product
  - Life experience
  - Training programs offered by industry, private or community based providers which may or may not have been formally recognised
  - Training programs undertaken overseas (which may or may not be accredited in that country)
  - Informal learning programs
  - Certification from another RTO
- Information of Recognition processes and arrangements are provided to all clients and prospective clients
- The minimum acceptable claim for recognition is one unit of competency



# International Institute of Business and Information Technology (IIBIT) Recognition (RPL) Policy

## *Mutual Recognition/ Credit Transfer*

- IIBIT 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.
- IIBIT 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.
- 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 IIBIT
- Certification documentation must be presented as either originals or certified copies of an original. Certified copies must be signed by an authorised signatory to verify authenticity. Original Certification documentation will be returned to the applicant.
- IIBIT is not obliged to issue an AQF qualification or Statement of Attainment that is achieved wholly through recognition of units completed at another RTO or RTOs. (I.e. client cannot complete all of their learning and assessment with another RTO and request IIBIT to issue the qualification under Recognition).
- The amount of recognition contributing to the issuance of certification documentation from IIBIT (i.e. using units completed at other RTOs) is at the discretion of IIBIT
- In the event a client wishes to undertake refresher training in a unit for which they have been previously awarded recognition, then client will be advised that the completion of the assessment is not necessary
- Where the recognised AQF qualification and attributed units forms part of another AQF qualification, the client will only be enrolled in the additional units required to complete the new qualification

This policy is bound by the complaints and appeals policy is the student is not satisfied with a decision on recognition and is encourage to follow this process.

## Related policies and documents

Related documents	<ul style="list-style-type: none"><li>• Assessment Policy</li><li>• Complaints and Appeals Policy</li><li>• RPL Application</li><li>• Credit Transfer Application</li></ul>
Related Legislation	<ul style="list-style-type: none"><li>• Standards for Registered Training Organization (RTOs) 2015</li></ul>
Review	A review of this policy and its associated procedures is undertaken annually by the Chief Executive Officer.