

4.1.05 Recognition of Qualifications Issued by other RTO's Operating Policy and Procedures

1. Policy

In accordance with the Australian Quality Training Framework, the College recognises the AQF qualifications and Statements of Attainment issued by other Registered Training Organisations.

2. Purpose

To ensure conformance with AQTF Standards that qualifications of all NCPS clients obtained within the Australian Qualifications Framework are recognised.

3. Responsibility

The Course Coordinator is responsible for ensuring compliance with this policy.

4. Guidelines

This policy and procedure is to be read in conjunction with specific policies relating to RPL applications for specific qualifications including the Certificate II in Security (Guarding) and Certificate IV in Investigative Services.

The Australian Qualifications Framework (AQF) is a comprehensive policy frame work which defines all qualifications recognised nationally in post-compulsory education within Australia.

As a Registered Training Organisation (RTO) the Navitas College of Public Safety is accredited to provide a range of nationally recognised courses and training programs.

Where a client successfully completes a training program and/or meets the assessment criteria they will be entitled to receive the relevant qualification. (Subject to any other criteria such as course fees, etc)

Partial completion of a training program and/or satisfaction of an individual module assessment criterion will entitle the client to a Statement of Attainment in relation to the module(s) completed.

Within the VET Sector there are many RTO's providing accredited training leading to recognised qualifications. The College will recognise accredited Qualifications and Statements of Attainment issued from other Registered Training Organisations.

Recognition of Prior Learning (RPL) is a form of assessment used to determine whether a person has achieved, through formal learning or informal learning and experience the required competencies.

5. Procedure

Where a person wishes to make an application for recognition of prior learning the following procedure is to be adopted:

1. Applicant completes enrolment form and indicates RPL will be sought;
2. Staff member receiving application must provide applicant with following:
 - RPL policy and procedures guide; and
 - RPL application;

3. Applicant submits RPL application with the following supporting documents (Evidence Portfolio);
 1. Outline of work history and qualifications;
 2. What units/modules are being applied for;
 3. Mapping the units with the basic for RPL/RCC

 4. Supporting evidence including certificates of qualification, statements of attainment, testimonial letters, etc; and
 5. Proof of identification.
4. Certificates of Qualification and/or Statements of Attainment produced by applicants must clearly identify the following:

Nationally Recognised Training

- Name of Registered Training Organisation issuing Qualification or Statement of Attainment;
- National provider number of the Registered Training Organisation;
- Full surname and first name of recipient; and
- The qualification, units of competency, competencies or modules that the client has attained;

Other Training

- Name of Organisation issuing Qualification or Statement of Attainment;
 - Full surname and first name of recipient;
 - Date qualification or certificate issued; and
 - Sufficient information to identify what the qualification or certificate relates to regarding course or course content.
5. Applicant must also provide proof of identification by means of photo identification which is to be photocopied by staff member receiving application and attached to file;
 6. RPL application and evidence portfolio forwarded to accounts and data entry personnel for receipting and data entry;
 7. RPL application and evidence portfolio forwarded to Course Coordinator (or authorised representative) for assessment;
 8. RPL application and evidence portfolio assessed by Course Coordinator (or authorised representative) regarding prior learning and entitlement to recognition of current competence;

Assessment processes will be determined by the Course Coordinator (or authorised representative) and may or may not include:

- Need of applicant to validate and/or to supply further evidence;
 - Interview with applicant; or
 - Reference checking.
9. RPL application endorsed by Course Coordinator (or authorised representative) with result and returned to data entry personnel for issue of certificate or statement of attainment (if approved);
 10. If approved Certificate or Statement of Attainment issued and applicant notified regarding application;

11. Where an applicant is not granted RPL/RCC for a the entire application or a number of competencies of an overall qualification or course then gap training will be undertaken by the applicant in accordance with arrangements with the Course Coordinator (or authorised representative). Please refer to procedures 4.1.11 & 4.1.12,

12. RPL application and evidence portfolio is filed as per administration filing requirements.

6. Authority

Authorised by the General Manager (Public Safety)

7. Amendments

Date	Modified by	Sections amended/added	Approved by MR (if required)
27.11.09	Jodie Reeve	Name & logo changed	Minor change