NIDA

NIDA RTO Policy: Recognition of Prior Learning

Policy	Recognition of Prior Learning
	Policies, Procedures and Responsibilities

NIDA RTO POLICY: RECOGNITION OF PRIOR LEARNING

1   INTRODUCTION

NIDA recognises the AQF qualifications and statements of attainments issued by any other RTO as well as the skills, knowledge and abilities of employees obtained through work and life experience. Recognition of Prior Learning (RPL) is a method of assessment of an individual's workplace competence and includes:

- Recognition of Current Competencies

- Recognition of Prior Learning

- Mutual Recognition /Credit Transfer

2   AIM OF POLICY

i.   Provide procedures for recognising the prior learning of all NIDA candidates.

ii. To facilitate effective and efficient recognition processes within the context of Registered Training Organisation (RTO) and NIDA requirements.

3   LEGISLATIVE & POLICY FRAMEWORK

The following lists the legislation and policies relevant to recognition of prior learning for employees:

- The Australian Skills Quality Authority (ASQA)

- National Vocational Education and Training Regulator Act 2011

- National Quality Council (NQC)

- Australian Recognition Framework Arrangements (ARF)

- Standards for Registered Training Organisations 2015

4   Definitions

Rules of evidence

Validity The assessor is assured that the learner has the skills, knowledge and attributes as described in the module or unit of competency and associated assessment requirements.

Sufficiency 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.

Authenticity The assessor is assured that the evidence presented for assessment is the learner's own work.

Currency The assessor is assured that the assessment evidence demonstrates current competency. This requires the assessment evidence to be from the present or the very recent past.

Principles of Assessment

Fairness The individual learner's needs are considered in the assessment process. Where appropriate, reasonable adjustments are applied by the RTO to take into account the individual learner's needs.

The RTO informs the learner about the assessment process, and provides the learner with the opportunity to challenge the result of the assessment and be reassessed if necessary.

Flexibility Assessment is flexible to the individual learner by reflecting the learner's needs; assessing competencies held by the learner no matter how or where they have been acquired; and drawing from a range of assessment methods and using those that are appropriate to the context, the unit of competency and associated assessment requirements, and the individual.

Validity Any assessment decision of the RTO is justified, based on the evidence of performance of the individual learner.

Validity requires:

- assessment against the unit/s of competency and the associated assessment requirements covers the broad range of skills and knowledge that are essential to competent performance;
- assessment of knowledge and skills is integrated with their practical application;
- assessment to be based on evidence that demonstrates that a learner could demonstrate these skills and knowledge in other similar situations; and
- judgement of competence is based on evidence of learner performance that is aligned to the unit/s of competency and associated assessment requirements.

Reliability Evidence presented for assessment is consistently interpreted and assessment results are comparable irrespective of the assessor conducting the assessment.

5   POLICY – Recognition of Prior Learning

1. All candidates are offered the opportunity to have their existing skills, knowledge and abilities recognised

2. All candidates must be made fully aware of the requirements for Recognition of Prior Learning

3. Recognition of Prior Learning is a form of assessment

4. The policy for assessment applies to Recognition of Prior Learning

5. Only qualified Assessors recognised by the VET Manager are able to conduct assessments and make assessment decisions

6. Outcomes of assessment are confidential between the Assessor, the candidate, and the VET Manager

7. Candidates may use the Academic Grievance Procedure to appeal an assessment decision

6   PROCEDURES: Recognition of Prior Learning

This procedure is to be used in conjunction with *NIDA RTO Policy: Assessment*.

6.1 Apply for recognition

1. Candidate completes Application Form and gathers evidence for portfolio.

2. Candidate submits portfolio to VET Manager for initial review. The VET Manager then forwards the portfolio to an assessor to undertake the Recognition assessment.

6.2 Undertake Recognition

1. Assessor conducts Recognition of Prior Learning assessment on candidate's portfolio, indicating whether evidence is **sufficient**, **authentic**, **current** and **valid** for all relevant units of competency, before signing off on the document.

2. Assessor automatically provides mutual recognition for any Statements of Attainments and/or qualifications issued by another RTO when they exactly match units of competency contained in NIDA program/s (this is known as Mutual Recognition).

3. If evidence for a specific unit of competency is insufficient, assessor notes where more supporting evidence or documentation may be required. Alternatively, the assessor may suggest a follow-up interview with the candidate in order to make a further assessment by interview.

4. If the assessor believes that the evidence given is insufficient, the applicant will be offered the opportunity to show current competence through a practical demonstration of their skills. The form of demonstration will depend on the unit and competencies involved, and will be conducted in person, either at NIDA or another agreed location. It is likely that a practical demonstration of skills will be required for units of a technical nature.

6.3 Make the Assessment Decision

1. Evaluate the evidence in terms of validity, authenticity, sufficiency, currency and consistent achievement to the specified standard.

2. Evaluate the evidence to ensure it shows the **dimensions of competency** – task skills, task management skills, contingency management skills, job/role environment skills and transfer and application of knowledge and skills to new contexts.

3. Validate the evidence against the unit(s) of competency, using the *RPL Evidence validation checklist*.

4. Use the criteria specified in the assessment tool to make the final decision.

5. If in doubt, consult a more experienced assessor or contact the VET Manager.

6. Following an assessment, a candidate is advised in writing if any aspect of the assessment has been deemed Not Yet Competent. The standard template is to be used for this communication and the Assessment Appeals Form is to be attached to the advice.

5.4   Provide Feedback to the Candidate after Decision

Feedback should be provided as per *NIDA RTO: Assessment policy*.

5.5   Record the Assessment Outcome

1. Complete Record of Assessment Outcomes document with results, ensuring both candidate & assessor sign the form as required.

2. Once all evidence is gathered and all paperwork is completed, forward the entire portfolio (Summary of Evidence sources, certified copies of documents, Record of Assessment outcomes) to the VET Manager for processing. Note that only original documents or certified copies will be accepted by Vocational Studies.

3. The VET Manager cross-checks the documentation and enters the assessment results in the NIDA Student Management System.

4. The VET Manager issues any relevant certificates or Statements of Attainment to the successful candidate.

7.0   RESPONSIBILITIES

VET Manager

- Reviews policy annually

- Randomly checks completed assessments to ensure all documentation is included

- Reports to Head of Vocational Studies

- Implements and maintains the policy

- Supports Trainers, Assessors and candidates throughout the assessment process

- Ensures accurate and effective documentation of processes and outcomes

- Checks all documentation is correct and accurate prior to entering into the NIDA Student Management System.

Trainers and Assessors

- Conduct the assessment in compliance with this policy and procedure

- Seek guidance from Vocational Studies as required

8.0   IMPLEMENTATION AND REVIEW OF POLICY

Review Date: March 2018

Reviewers: VET Manager, in collaboration with the Director, Vocational Studies