

<p>Version 9 Revised and Approved by Gary Morris OAM Chief Executive Officer 1 May 2019</p>	<p>BOOROONGEN DJUGUN COLLEGE QUALITY ASSURANCE RECOGNITION OF PRIOR LEARNING/CURRENT COMPETENCIES</p>	<p>File No: Quality/QA Forms/ QA-RPL/RCC-01 Page 1 of 5</p>
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RECOGNITION OF PRIOR LEARNING/ CURRENT COMPETENCIES

PROCEDURE QA-RPL/RCC-01

Booroongen Djugun College is committed to providing up-to-date and relevant Recognition of Prior Learning information to all students at enrolment and whilst enrolled. Booroongen Djugun College staff will provide support and guidance regarding Recognition of Prior Learning enquiries in a timely manner.

Students can apply for Recognition of Prior Learning. Recognition is granted as a result of identifying and assessing a student's previous and current formal and informal education and training, work experience and/or life experience and knowledge. Assessment is against Training Package units of competence and/or accredited courses.

If a participant believes that they already possess competencies in any of the programs offered by Booroongen Djugun College they may apply for recognition of these competencies by following the recognition procedure:

1. Initial Support and Counselling

- 1.1 Office staff will arrange a date and time for information/briefing session after your initial inquiry. There is no charge for this service.
- 1.2 At the information/briefing session, you will be given relevant documentation. This documentation will enable you to determine whether your current competencies are at the standard required for recognition.
- 1.3 Clarification will be given in the use of documentation, which will assist you to determine whether recognition should be claimed. A member of staff with expertise in this field will give this guidance and support.
- 1.4 Possible sources of evidence and methods to enable you to substantiate your competency will be explained.
- 1.5 If applicable, the cost of the recognition process will be advised.

2. Application for Recognition

- 2.1 Once you have determined that you wish to apply for recognition, a [Recognition Kit-Generic QVC-REC-01](#) may be obtained from the administration office. The Recognition Kit contains an Application Form.
- 2.2 If you require assistance in completing the application form, please ask at the administration office.

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- 2.3 On completion of the application form, submit the form to the Course Coordinator or a member of the management team. You will then be advised if any payment is required to process your application.
- 2.4 As advised at the initial information/briefing session, evidence to prove competency in the areas for which you are requesting recognition must be submitted with your application form.
- 2.5 On submission of the application form, you will be interviewed and your recognition application will be discussed. If sufficient evidence to support your recognition claim has not been documented, you will be advised of further requirements.
- 2.6 If sufficient evidence has not been produced in the documentation, and you wish to be assessed by our organisation, an assessment date and time will be arranged which is convenient for you.

3 Assessment

- 3.1 Evidence submitted will be reviewed by a member of staff with expertise in the field and checked against the relevant criteria.
- 3.2 Evidence submitted will be reviewed to ensure that it is current, authentic, valid and relevant.
- 3.3 You will be advised of the date when the results of your recognition application will be available. Applications will be processed within two weeks of lodgement.

4 Post Assessment

- 4.1 An appointment will be made with you to discuss the outcome of the recognition assessment.
- 4.2 Should you disagree with the outcome of your recognition application, you will be issued with a copy of the organisation's Complaint Procedure and may have your application reviewed under the guidelines of this policy. Refer to the following:
Assessment Appeal [Form No. QA-AAF-01](#)
- 4.3 At your post assessment appointment we will ask you questions regarding the recognition process and how you think it can be improved.

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5 Certification

- 5.1 If recognition is granted, the results of your recognition application will be recorded and certification issued in accordance with the organisation's procedures.

PROCEDURE DOCUMENTATION

Assessment Appeal

[Form No. QA-AAF-01](#)

Explanation

A person with experience, skills and/or qualifications seeks recognition.

Recognition is sought for unit(s) of competency in the relevant Training Package(s).

Unit(s) relevant to the workplace and/or qualification(s) are identified and performance criteria and context for assessment required for each unit sought is identified.

Provide help identify relevant unit(s) for current/future job role(s).

The student(s) experience, skills and/or qualification(s) are matched with performance criteria and related evidence guide and range statement.

Evidence is gathered to meet assessment requirements with workplace and peer/facilitator/mentor support. Advice and documentation from others such as supervisor, team leader, training manager and workplace reports may also be useful.

Unit(s) of competency demonstrated/evidenced are verified.

Assessment methods may include:

- Oral questioning
- Demonstration and observation
- Documentary evidence
- Portfolio.
- Third party reports.

Evidence is judged on:

- Sufficiency
- Validity
- Reliability
- Currency
- Authenticity

An assessor who meets assessor qualifications and content, appropriate technical skills and knowledge (relevant to the unit(s)/industry package being assessed) conducts the assessment.

Partial or full recognition of evidence and award of Statements of Attainment(s) or AQF qualification by The RTO.

Partial recognition requires further evidence or training. A Statement of Attainment is awarded for demonstration of unit(s) of competency. An AQF qualification is issued when all units in a course are achieved (on approval by a Monitoring and Evaluation Panel that quality assessment policies and procedures have been adhered to.

