

RQ.01 National Recognition Policy & Procedure

1. Purpose

NSS is committed to providing quality training and assessment in accordance with the 2016 VRQA Guidelines for VET Providers and the Australian Quality Training Framework's Essential Conditions and Standards for Continuing Registration and the Australian Qualifications Framework (AQF). As such, NSS is required to offer National Recognition to all clients, and to implement an assessment system that ensures that assessment complies with assessment requirements of Training Packages and VET Accredited course, the Principles of Assessment (POA) and Rules of Evidence (ROE).

2. Policy Statement

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

NSS will ensure that:

- National 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 National Recognition claim;
- all National Recognition applications are processed in accordance with the NSS Assessment Policy; and
- Appropriate National Recognition will be given to AQF Certification documentation issued by other RTOs.

3. Definitions

3.1 The following words and expressions have the following specific meaning, as in the 2016 VRQA Quality Standards.

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.

Assessment system is a coordinated set of documented policies and procedures (including assessment materials and tools) that ensure assessments are consistent and are based on the Principles of Assessment contained in Table 1.8-1 and the Rules of Evidence contained in Table 1.8-2.

Authenticated VET transcript has the meaning given in the *Student Identifiers Act 2014*.

Competency means the consistent application of knowledge and skill to the standard of performance required in the workplace. It embodies the ability to transfer and apply skills and knowledge to new situations and environments.

Registrar has the meaning given in the *Student Identifiers Act 2014*.

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.

Unit of competency means the specification of the standards of performance required in the workplace as defined in a training package.

4. Policy Principles

4.1 Underpinning Principles

- a) National Recognition is made available to any person commencing a course with NSS.
- b) National 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.
- c) National Recognition is an alternative pathway to an AQF qualification or Statement of Attainment.
- d) National Recognition is an Assessment process, and as such is subject to all provisions of the NSS "Assessment Policy".
- e) National Recognition assessment decisions must comply with Principles of Assessment and Rules of Evidence as outlined in the Standards for RTOs and in NSS Assessment Policy. (See Assessment Policy)
- f) All clients may apply for formal National Recognition of existing competencies against a AQF qualification / Accredited course / unit of competency /module that NSS is registered to deliver.
- g) The onus is upon the candidate to demonstrate competence to the satisfaction of the assessors, including the provision of certification documentation.
- h) National Recognition assessments must comply with the assessment requirements detailed in the relevant Training Package and VET Accredited course.
- i) The minimum acceptable claim for National Recognition is a Unit of competency/module.
- j) Information of National Recognition processes and arrangements are provided to all clients and prospective clients.

4.2 Credit Transfer

- a) NSS will accept and mutually recognise the decisions and outcomes of any RTO thereby ensuring mutual acceptance throughout Australia of the qualifications and Statements of Attainment awarded by other RTO's or AQF authorised issuing organisations.
- b) NSS 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 National Recognition (Credit Transfer) 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 NSS.
- c) Certification documentation must be presented as either originals or certified copies of an original. Certified copies must be signed by an authorised signatory or CEO of NSS to verify authenticity. Original Certification documentation will be returned to the applicant.
- d) NSS are not obliged to issue a AQF qualification or Statement of Attainment that is achieved wholly through National Recognition of units and /or modules completed at another RTO or RTOs. (i.e. client cannot complete all their learning and assessment with another RTO and request NSS to issue the qualification under National Recognition)
- e) In the event a client wishes to undertake refresher training in a unit/module for which they have been previously awarded National Recognition, then client will be advised that the completion of the assessment is not necessary, however, may be offered as an option.
- f) Where the recognised AQF qualification and attributed units/modules forms part of another AQF qualification, the client will only be enrolled in the additional units required to complete the new qualification. Fees (if applicable) will reflect reduced learning load.

5. Applicant responsibilities:

Applicants must ensure they read and understand the policy as outlined within this document prior to enrolment, sign the declaration and include their declaration with their application. To apply for National Recognition the the applicant will:

- provide the original qualification certificate or statement of attainment for sighting purposes. If the original documentation is not available, any copy provided by the individual must be certified by an authorised person so that's its equivalence can be determined by the RTO Manager (or delegate).
- There are no fees associated with the Credit Transfer process.

6. Procedure:

1. Credit Transfer may be claimed for one or more units of competency/modules where the unit of competency code and title are the exact match or is deemed equivalent as listed on training.gov.au
2. Where the applicant for a course provides authorised evidence that they have completed a unit of competency for a similar unit but either the unit/module code or title differ from the required unit/module, the RPL Coordinator (or delegate) will investigate whether the unit/module is equivalent according to the relevant training package or accredited course.
NB: The processing of credit transfer cannot proceed when a student is unable to provide a certified copy of the relevant qualification or statement of attainment.
3. Where equivalence is determined the applicant will not be required to undertake further training and assessment, a credit transfer result will be recorded in the student file.
4. The Student Management System (VETtrak) will be updated to reflect the granting of credit transfer.
5. Any associated documentation including a copy of the verified/certified certificate or statement of attainment will be filed in the student's file.
6. There are no fees associated with the Credit Transfer process.
7. Where a gap is found between the unit of competency/module attained and the one required for the current course an RPL process may be undertaken to investigate whether further evidence would be sufficient to support the claim of competence.

7. Appeals

Clients have the right to appeal a National Recognition Assessment decision. (See Complaints and Appeals Policy)

8. Access and Equity

Clients have fair and equal rights to assessment, including National Recognition. (See Access and Equity Policy)

9. Records Management

All documentation from National Recognition processes are maintained in accordance with Records Management Policy. (See Records Management Policy)

10. Monitoring and Improvement

All National Recognition practices are monitored by RTO Manager and areas for improvement identified and acted upon. (See Continuous Improvement Policy)