

## **Skills Recognition Policy and Procedure**

### **1. Purpose**

- 1.1. This policy and procedure is to ensure that MediQuest
  - 1.1.1. provides information to all applicants' pre-enrolment on Recognition of Prior Learning and National Recognition
  - 1.1.2. applicants are able to access clear information on how to apply for Recognition of Prior Learning and National Recognition and
  - 1.1.3. processes all applications for Recognition of Prior Learning and National Recognition in accordance with regulatory and contractual requirements
  
- 1.2. This Policy should be read in conjunction with the following policies and procedures:
  - Assessment Policy and Procedure
  - Enrolment Policy and Procedure

### **2. Scope**

- 2.1. All MediQuest Training and Assessment staff will be directly affected by this Policy and Procedure.
- 2.2. All MediQuest staff may be affected by this Policy and Procedure.

### **3. Authority**

- 3.1. This policy and procedure are issued on the Authority of the Director. It is the responsibility of the Training Manager and Compliance Manager to monitor compliance with the policy. All Training and Assessment staff are responsible for the implementation of the policy.

### **4. Review**

- 4.1. This Policy and Procedure are reviewed in accordance with the Policy and Procedure Review Schedule or at need.

### **5. Definitions**

Term	Definition
RPL	Recognition of Prior Learning
Recognition of Prior Learning	Recognition of Prior Learning is a process that assesses the competency(s) 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 or VET accredited course.
NR	National Recognition
National Recognition	National Recognition is recognition by an RTO of the qualifications and statements of attainment issued by all other RTOs, thereby enabling national recognition of the qualifications and statements of attainment

	issued to any person. Recognition by each state's and territory's registering body of the training organisations registered by any other state's or territory's registering body and of its registration decisions
CT	Credit Transfer
Credit Transfer	Credit Transfer is the outcome recorded as the result of a successful National Recognition process.

## 6. Policy Statement

- 6.1. MediQuest will act in accordance with all regulatory and contractual requirements in relation to Recognition of Prior Learning and National Recognition.
- 6.2. MediQuest will ensure that a fair and equitable policy for Skills Recognition is used by all staff.
- 6.3. MediQuest will ensure that all candidates are provided with the opportunity to have their prior learning and experience assessed and gain recognition for this when appropriate. (Recognition of Prior Learning, RPL).
- 6.4. MediQuest provides information to all applicants regarding how to apply for Skills Recognition prior enrolment via the website, pre-enrolment information session, course flyers and applicant handbook.
- 6.5. MediQuest recognises qualifications and statements of attainment issued by other Registered Training Organisations.
- 6.6. Information is provided to all applicants regarding how to apply for Skills Recognition prior enrolment via the website, pre-enrolment information session, course flyers and applicant handbook.
- 6.7. Applications are only accepted for recognition of current competence. Generally, evidence should be under two years old to be accepted although this can be extended in appropriate situations. Evidence over five years old cannot be accepted to demonstrate current competence.
- 6.8. Applications can only be considered for whole units of competence.
- 6.9. All applications will be made on the relevant application form.
- 6.10. Fees may be charged for RPL applications. This fee is calculated at \$85 per hour of assessment or engagement with the applicant up to the full fee for enrolment.

## 7. Procedure

### General process

- 7.1. Applicants are provided information prior to enrolment.
- 7.2. Enquiries regarding RPL and/or NR may be made with any MediQuest staff.
- 7.3. Copies of unit/s of competence will be made available to applicants on request.
- 7.4. Applicants may apply for RPL or NR by accessing, populating and submitting the relevant application form. Application forms are available from all MediQuest staff or from the website.
- 7.5. All applications must be accompanied by supporting evidence or the applicant must clearly indicate that they can demonstrate competency during the process.
- 7.6. Applications may be submitted to MediQuest at 1 Little David Street, Yarraville in person or by post or email and to MediQuest staff in person.

7.7. All applications will be allocated by the Training Manager to an appropriate trainer/assessor in the case of RPL or to another staff member for NR applications.

#### 7.8. RPL

7.8.1. The Trainer/assessor will review the application and contact the applicant to

- 7.8.1.1. discuss the form and evidence supplied,
- 7.8.1.2. provide advice and
- 7.8.1.3. make an appointment for a competency conversation.

7.8.2. MediQuest assessors assess RPL applications in the following way:

- 7.8.2.1. Access the appropriate unit of competency from the version control folder.
- 7.8.2.2. Access this policy and procedure.
- 7.8.2.3. Ensure the applicant's application form is complete.
- 7.8.2.4. Assess the evidence submitted against the competency standards and/ or perform assessment activities.
- 7.8.2.5. Conduct a competency conversation with the applicant to determine the extent of their knowledge.

#### 7.8.3. Considerations when assessing evidence:

- 7.8.3.1. Has the applicant's evidence addressed the performance criteria, knowledge and skills requirements and critical aspects of evidence?
- 7.8.3.2. Is the relevance of evidence provided clear and applicable to the respective parts of the unit of competency?
- 7.8.3.3. Has the applicant provided sufficient evidence for a reliable judgement to be made?
- 7.8.3.4. Has the applicant provided relevant and appropriate evidence, such as third party reports, meeting minutes, examples of work, videos, performance reviews or other appropriate evidence.
- 7.8.3.5. Has the applicant demonstrated competence when observed?
- 7.8.3.6. Has the applicant demonstrated competency through answering written and/ or verbal questions?
- 7.8.3.7. Does the evidence demonstrate competency across all areas of assessment?
- 7.8.3.8. Is the evidence current and authentic?

#### 7.8.4. Types of appropriate evidence

7.8.4.1. The types of appropriate evidence accepted to demonstrate competency may vary depending on the unit of competency. However, the following are generally the accepted types of evidence:

- 7.8.4.1.1. Third party reports from employers.
- 7.8.4.1.2. Performance appraisal records from employers.
- 7.8.4.1.3. Completed workplace documentation that demonstrates competency.
- 7.8.4.1.4. Videos of the applicant applying skills and knowledge that demonstrate competency.
- 7.8.4.1.5. Transcripts of formal training undertaken.
- 7.8.4.1.6. Demonstration of competency.
- 7.8.4.1.7. Responses to written and/ or verbal questions.
- 7.8.4.1.8. Third party reports from individuals/ organisations who can verify competence.

7.8.5. The applicant will be informed of the result of the assessment within 20 working days of submitting the final evidence for the application.

- 7.8.6. Assessment staff will record the result and store all documents in accordance with the Applicant Records Procedure.
- 7.8.7. The applicant's course details are amended on the SMS to indicate that RPL has been granted.
- 7.8.8. Applicants sign a form accepting that RPL has been granted and indicating they understand the implications to their course length of study.
- 7.8.9. Applicant's enrolment will be amended to reflect the reduced study load.
- 7.8.10. The applicant's course fees and schedule will be amended accordingly.
- 7.8.11. Applicants have the right to appeal MediQuest's decision by accessing the Complaints and Appeals Policy.

#### 7.8.12. Resubmissions

If an application is considered incomplete/ fails to demonstrate competency the assessor will contact the applicant and:

- 7.8.12.1. Provide the applicant with written and verbal feedback on their submission
- 7.8.12.2. May verbally question the applicant to ascertain competency and fill any gaps in the submission. This may be through a meeting or phone call and/ or,
- 7.8.12.3. Ask the applicant to provide written responses to questions and/ or,
- 7.8.12.4. Request further documentation to demonstrate competency and/ or,
- 7.8.12.5. May provide the applicant with another opportunity to demonstrate competency and/ or,
- 7.8.12.6. If an applicant's resubmission still does not demonstrate competency then the above process may be repeated.
- 7.8.12.7. If the third submission does not demonstrate competency then the application for RPL is granted.

### 7.9. National Recognition

#### External applicants or new enrolments

- 7.9.1. Applicants are required to submit a certified copy of their Certificate/Statement of Attainment/Statement of Results along with their NR application.
- 7.9.2. MediQuest will confirm the authenticity of the evidence with the provider, if the provider is from overseas, the applicant is required to gain evidence of equivalence in Australia and submit certified copies with their application.
- 7.9.3. Once the evidence is verified MediQuest will inform the applicant of the units of competency to be recognised.
- 7.9.4. Assessing staff will record the result and store all documents in accordance with the Applicant Records Procedure.
- 7.9.5. The applicant's course details are amended on the SMS to indicate NR granted.
- 7.9.6. The applicant's enrolment will be amended to reflect the reduced study load prior to issue.
- 7.9.7. The applicants course fees and schedule are amended accordingly.
- 7.9.8. Applicants have the right to appeal MediQuest's decision by accessing the Complaints and Appeals Policy.

#### Previous enrolments with MediQuest

- 7.9.9. Where a student has previously enrolled with MediQuest and may be eligible for National Recognition the following process will apply:
  - 7.9.9.1. Previous enrolment details will be reviewed
  - 7.9.9.2. Units of identical code and title in both previous enrolments and the current enrolment will be identified

- 7.9.9.3. Where the student has previously attained competence, a credit transfer result will be recorded for the units in the current enrolment
- 7.9.9.4. The student will be notified of the outcome of the process

## Related Documents

- Australian Quality Training Framework Essential Conditions and Standards for Continuing Registration
- Victorian Registration and Qualifications Authority Guidelines for VET Providers
- 2018-2019 Standard VET Funding Contract (extended to 31 December 2020) or any subsequent or replacement funding contract

## Revision History

Date	Revision	Revised by
01/05/2012	Created	Chris Donaghy
01/05/2013	Revised	Denise Dawson
12/09/2013	Updated to include National Recognition and definitions	Erin Wilson
23/06/2016	Revised and updated to meet 2016 requirements	Brianna Moore
02/06/2016	Revised and updated to meet 2016 requirements	Brianna Moore
11/04/2018	Revised and updated to meet 2018 requirements	Barrie Campbell
30/01/2019	Revised and updated	Barrie Campbell
13/02/2020	Logo Updated	Denise Dawson