

MACE INCORPORATED

SKILLS RECOGNITION POLICY & PROCEDURE

Introduction

There are different terms used to refer to the recognition of an individual's learning and skills.

These include Recognition of Prior Learning (RPL) and Recognition of Current Competencies (RCC).

Recognition of Prior Learning is a form of assessment used to determine whether a person has achieved through formal or informal learning and experience, the required learning outcomes of a module or modules.

Recognition of Current Competencies is the recognition of competencies acquired and held through prior learning, formal training, work experience or life experience. It is the equivalent to assessment against a unit of competency.

Credit Transfer

Students who have completed units from a course or programs at another Registered Training Organisation, will be granted recognition on presentation of a verified Statement of Attainment or transcript.

Policy

MACE will ensure that all enrolled students are provided with a copy of the Skills Recognition Assessment policy and procedure.

Skills Recognition Assessment (including RPL/RCC) shall be available to all enrolled students.

Applications for Skills Recognition Assessments will be managed and assessed efficiently by a person or persons with appropriate expertise.

Skills Recognition Assessment processes will meet the four principles of assessment:

- *Valid*
- *Reliable*
- *Flexible and*
- *Fair.*

Evidence collected to support this process will be compliant with the rules of evidence:

- *Valid*
- *Sufficient*
- *Current*
- *Authentic*

MACE will ensure that an individual's learning and skills are recognised, irrespective of how or where they have been acquired. Candidates may apply for Recognition of Prior Learning (RPL/RCC) by supplying evidence of:

- Previous recognised training undertaken;
- Work experience;
- Life experience;
- Formal training
- Non-formally recognised training undertaken.

Assessment outcomes will be recorded and relevant qualifications and/or Statements of Attainment will be issued where applicable.

Procedure

Information and advice on making application for Skills Recognition Assessment can be obtained from the Chief Executive Officer.

There is no fee applicable for Applications for Credit Transfer and the National Recognition process.

The cost for the administration and assessment of *Applications for RPL/RCC* is determined according to level of application and the time taken to process the application.

- Applications should include the required documentation on the Application form.
- Candidates may be invited to attend an interview process to discuss the application. Further information/documentation may be requested.
- An assessment and verification of the application will be undertaken.
- Applicants will be notified of the assessment decision.
- Where applicable, exemptions/credits will be given and recorded, and qualifications / Statements of Attainment issued.
- Candidates may appeal a decision.
- Appeals are to be lodged with the Chief Executive Officer.