

RECOGNITION POLICY

1. PURPOSE

Empyrean Education Institute is committed to providing quality training and assessment in accordance with the Standards for Registered Training Organisations (SRTOs 2015). As such, Empyrean Education Institute is required to offer Recognition to all clients, and to implement an assessment system that ensures that assessment (including recognition of prior learning) complies with assessment requirements of Training Packages and VET Accredited course, the Principles of Assessment (POA) and Rules of Evidence (ROE).

2. POLICY STATEMENT

Empyrean Education Institute is committed to providing effective processes for Recognition options to all current and prospective clients.

Empyrean Education Institute will ensure that:

- It implements an assessment system that ensures RPL assessments comply with assessment requirements of relevant Training Packages, VET Accredited Courses;
- RPL assessment is conducted in accordance with the Principles of Assessment (POA);
- RPL assessment is conducted in accordance with the Rules of Evidence (ROE);
- 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 recognition claim;
- all Recognition applications are processed in accordance with the Empyrean Education Institute Assessment Policy; and
- Appropriate 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 Standards for Registered Training Organisations (RTOs) 2015

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 and the Rules of Evidence

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.

Module means a group of learning outcomes in a VET accredited course where it can be established that it is not possible to develop an appropriate unit of competency.

Recognition of Prior Learning (RPL) means an assessment process that assesses the competency/s of 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 courses.

- formal learning refers to learning that takes place through a structured program of instruction and is linked to the attainment of an AQF qualification or statement of attainment (for example, a certificate, diploma or university degree);
- non-formal learning refers to learning that takes place through a structured program of instruction, but does not lead to the attainment of an AQF qualification or statement of attainment (for example, in-house professional development programs conducted by a business); and
- informal learning refers to learning that results through experience of work-related, social, family, hobby or leisure activities (for example the acquisition of interpersonal skills developed through several years as a sales representative).

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

- 4.1.1. Recognition is made available to any person commencing or applying for a course with Empyrean Education Institute.
- 4.1.2. Recognition of Prior Learning (RPL) is the determination, on an individual basis, of the skills and knowledge currently held by the learner acquired through formal, non-formal and informal learning.
- 4.1.3. 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.
- 4.1.4. Recognition is an alternative pathway to an AQF qualification or Statement of Attainment.
- 4.1.5. Recognition is an Assessment process, and as such is subject to all provisions of the Empyrean Education Institute "Assessment Policy".
- 4.1.6. Recognition assessment decisions must comply with Principles of Assessment and Rules of Evidence as outlined in the Standards for RTOs and in Empyrean Education Institute Assessment Policy. (See Assessment Policy)
- 4.1.7. All clients may apply for formal recognition of existing competencies against a AQF qualification / Accredited course / unit of competency /module that Empyrean Education Institute is registered to deliver.
- 4.1.8. The onus is upon the candidate to demonstrate competence to the satisfaction of the assessors, including the provision of certification documentation.
- 4.1.9. Competency may be derived from many sources:
 - Work experiences
 - Work product
 - Life experience
 - Training programs offered by industry, private or community-based providers which may or may not have been formally recognised
 - Training programs undertaken overseas (which may or may not be accredited in that country)
 - Informal learning programs
 - Certification from another RTO
- 4.1.10. Only accredited and approved assessors will conduct Recognition assessments on behalf of Empyrean Education Institute. (See Assessment Policy)

- 4.1.11. Recognition assessments must comply with the assessment requirements detailed in the relevant Training Package and VET Accredited course.
- 4.1.12. Recognition application and assessments are subject to fees as outlined in Empyrean Education Institute 'Schedule of Fees'.
- 4.1.13. The minimum acceptable claim for Recognition is a whole Unit of competency/module. Parts or components of a Unit of competency cannot be recognised in isolation.
- 4.1.14. Certification documentation will not be issued until all relevant fees are paid in full. (See Certification Policy)
- 4.1.15. Information of Recognition processes and arrangements are provided to all clients and prospective clients.
- 4.1.16. An applicant, who has undertaken a course that is not competency-based, can gain credit transfer into a competency-based course if the mapping of competency can be justified.

4.2. Mutual Recognition/ Credit Transfer

- 4.2.1. Empyrean Education Institute will accept and mutually recognise the decisions and outcomes of any RTO or body in partnership with an RTO under the provision that the named RTO is registered on the National Register and is current. (If an international student, is a registered CRICOS provider) thereby ensuring integrity and value throughout Australia of the qualifications and Statements of Attainment awarded by other RTO's or AQF authorised issuing organisations.
- 4.2.2. Empyrean Education Institute recognises AQF certification documentation from other RTOs as part of standard 3.5. Where certificates and or transcripts and not available, VET transcripts issued by the Registrar are accepted. Once reviewed and verification of validity, a credit will apply to all relevant units of competency/modules.
- 4.2.3. Mutual Recognition applies when the certification documentation provided by the client contains the same national competency name and code as those that form part of the training and assessment program offered by Empyrean Education Institute.
- 4.2.4. Certification documentation must be presented as either originals or certified copies of an original. All documents must be presented and verified within 1 month of commencement. Original Certification documentation will be returned to the applicant.
- 4.2.5. Mutual recognition/credit transfer must be applied for and approved before commencement of a course/qualification. Applications after commencement up to 1 month will be considered but not necessarily approved.
- 4.2.6. Empyrean Education Institute is not obliged to issue an AQF qualification or Statement of Attainment that is achieved wholly through recognition of units and /or modules completed at another RTO or RTOs. (i.e. the client cannot complete all of their learning and assessment with another RTO and request Empyrean Education Institute to issue the qualification under Recognition)
- 4.2.7. The amount of recognition contributing to the issuance of certification documentation from Empyrean Education Institute (i.e. using units/modules completed at other RTOs) is at the discretion of the Director Empyrean Education Institute.
- 4.2.8. In the event a client wishes to undertake refresher training in a unit/module for which they have been previously awarded recognition, then the client will be advised that the completion of the assessment is not necessary, however, may be offered as an option.
- 4.2.9. Where the recognised AQF qualification and attributed units/modules form part of another AQF qualification, the client will only be enrolled in the additional units required to complete the new qualification.
 - 4.2.9.1. Fees will be reduced for each credit granted. Total fees will reflect total credit granted
 - 4.2.9.2. Total duration will be reduced according to total credit granted. The total duration is determined and confirmed by the qualified Empyrean staff and the client before COE being issued. (See Recognition Procedure)
 - 4.2.9.3 If credit is granted after COE is issued then a new offer letter and COE will be issued to reflect the changes.

5. APPEALS

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

6. ACCESS & EQUITY

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

7. RECORDS MANAGEMENT

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

8. MONITORING & IMPROVEMENT

All Recognition practices are monitored by the Director Empyrean Education Institute and areas for improvement identified and acted upon. (See Continuous Improvement Policy)

9. EMPYREAN RESPONSIBILITIES

- 9.1. The EEI Compliance Manager is responsible for ensuring compliance with this policy
- 9.2. Administration staff are responsible for correct and accurate enrolments in accordance with this policy and procedures.