

This Policy applies to all Atwea College Staff.

Atwea College is committed to providing effective processes for Recognition options to all current and prospective students.

Atwea College 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 students on enrolment;
- Adequate information and support are provided to students in understanding the process and gathering reliable evidence to support their recognition claim;
- all Recognition applications are processed in accordance with the Atwea College Assessment Policy; and
- Appropriate recognition will be given to AQF Certification documentation issued by other RTOs.

The following words and expressions have the following specific meaning, and where applicable, 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



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provision of certification documentation. 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

Only accredited and approved assessors will conduct Recognition assessments on behalf of Atwea College. (See Assessment Policy)

### ***Assessment Policy***

Recognition assessments must comply with the assessment requirements detailed in the relevant Training Package and VET Accredited course.

Recognition application and assessments are subject to fees. Fees for recognition will be determined when the student applies for recognition as is dependent on the number of units they are applying for, to be recognised. These fees are outlined in the Atwea College 'Schedule of Fees'. The minimum acceptable claim for Recognition is a Unit of competency/module.

Certification documentation will not be issued until all relevant fees are paid in full. (See Certificate Issuance Policy)

### ***Certificate Issuance Policy***



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Assessment Policy

Certificate Issuance Policy

Recognition Process

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Access and Equity Policy