

Recognition Policy and Procedures

Recognition Policy

ADE accepts and provides credit to learners for units of competency and/or modules (unless licensing or regulatory requirements prevent this) where these are evidenced by:

- AQF certification documentation issued by any other RTO or AQF authorised issuing organisation, or
- authenticated VET transcripts issued by the Registrar.

ADE communicates this recognition through information provided to potential and enrolling students, in the Student Handbook and on our webpage. Information relating to ADE's recognition policy will be communicated to all ADE training staff, in the relevant Staff Manual and at induction.

Recognition Procedure

Upon acceptance of an AQF Qualification or Statement of Attainment from a student requesting recognition the Compliance Administrator will take the following steps:

- The unit/s of competence being claimed must be supported by original documentation (i.e. Qualification/Statement of Attainment)
- The original documentation must list the exact unit codes and titles as the unit/s being claimed
- The Compliance Administrator must take a copy of the Statement of Attainment/Qualification presented by the student
- The Compliance Administrator must certify, date and sign the document copy as 'original sighted'.
- The Statement of Attainment/Qualification must be verified by accessing the training.gov.au website and ensuring that the previous provider has the unit/s of competency and/or Qualification on their scope of registration. This is to check the validity and authenticity of the Statement of Attainment/Qualification being presented by the student.
- If validity and authenticity cannot be verified by this website contact will be made with the RTO concerned to ensure that the Statement of Attainment/Qualification was issued by them. This can be done by checking the appearance of the Statement of Attainment/Qualification as well as checking that the unit/s of competence were on the RTO's scope of registration at that time.
- If the Statement of Attainment/Qualification can be verified National Recognition will be granted.

RPL and Credit Policy

Learners must not be required to repeat any unit in which they have already been assessed as competent, unless a regulatory requirement or license condition (including industry licensing schemes) requires this.

Credit must be granted not only for studies completed at an RTO, but at any authorised issuing organisation, such as a university. In such cases, an analysis as to the equivalence of the study completed with the relevant unit/s or module/s would need to be completed before any credit could be granted.



ADE is not obliged to issue a qualification or statement of attainment that is achieved wholly through recognition of units and/or modules completed at another RTO or RTOs.

In some cases, licensing or regulatory requirements may prevent a unit or module being awarded through a credit process.

Note that providing credit for previous studies is not a recognition of prior learning (RPL) process. RPL is a form of assessment of the competence of a person, while providing credit is recognising the equivalence of studies previously undertaken and completed successfully.

ADE is committed to providing up to date and relevant RPL information to all students at the time of enrolment and during the period of enrolment. ADE staff will provide support and guidance regarding the RPL process, where required.

RPL and Credit Procedure

- Enquiries relating to Credit and RPL will be directed to the Compliance Administrator in the first instance.
- The Compliance Administrator will ensure that information and advice pertaining to the Credit/RPL application process, costs and the process leading to the issuance of a Statement of Attainment or Qualification is provided to the applicant.
- The Compliance Administrator will acknowledge fee payment and will provide the student with a Credit/RPL Evidence Guide relating to the Units of Competency or Qualification sought by the applicant.
- The Compliance Administrator will record receipt of the Credit/RPL Evidence Guide and portfolio on the Credit/RPL Application Log, and will liaise with the Operations Manager to process the application.
- On receipt of an outcome from the Operations Manager, the Compliance Administrator will report the outcome to the applicant.
- The Compliance Administrator will record result outcomes in JOBBREADY and will issue a Statement of Attainment or Qualifications, as soon as practicable.
- The Compliance Administrator shall place the RPL application, Evidence Guide and outcome information on file, together with a copy of the Statement of Attainment or Qualification issued.

A revised Credit/RPL kit has also been developed for all units of competency offered by ADE. They cover all aspects of the RPL Process.

Related documents

Quality-2014/2015-RPL Kits and Credit Kits