

### Policy

In accordance with the Standards for Registered Training Organisations 2015 and AQTF (Standards and Conditions) Westvic Staffing Solutions provides the opportunity for students to apply to have competency recognised toward a qualification or units of competence for which they are enrolled.

Recognition generally takes three forms: Recognition of Current Competency (RCC), Recognition of Prior Learning (RPL), and Credit Transfer (CT)

#### 1. Recognition of prior learning

RPL involves the assessment of previously unrecognised skills and knowledge the individual has achieved outside the formal education and training system. Recognition assesses this unrecognised learning against the requirements of a unit competence, in respect of both entry requirements and outcomes to be achieved.

Westvic Staffing Solutions will assist the student in achieving an “RPL” result by linking the student to a local RPL provider. An RPL result can be granted when the student has provided the relevant evidence and Westvic Staffing Solutions have assessed the evidence as meeting the training package evidence requirements. [Refer TS 5.3.1 Recognition of Prior Learning Procedure](#)

#### 2. Recognition of Current Competencies

RCC involves the assessment only, of an individual who has previously successfully completed the requirements of a unit of competency or module and is now required to be reassessed to ensure that the competence is being maintained.

Westvic Staffing Solutions will encourage students to apply for RCC and support them through the process. A student will be granted an RCC result once assessment has been completed and required outcomes have been achieved.

[Refer TS 5.3.2 Recognition of Current Competencies Procedure](#)

#### 3. Credit Transfer

A Credit Transfer is obtained when a student has achieved a competency in a current unit and is now required to show this competency in another qualification. The student is required to provide a statement of attainment or record of results. [Refer TS 5.3.3 Credit Transfer Procedure](#)

#### 4. Recognition of Qualifications Issued by Other RTOs

Westvic Staffing Solutions will meet their obligation to recognise AQF qualifications and Statement of Attainments issued by another RTO. [Refer TS 5.3.4 Recognition of Qualifications Issued by Other RTOs](#)

#### 5. Appealing recognition outcomes

If the student is not satisfied with the outcomes of a recognition application, they may appeal the outcome like other assessment decisions. Further information on industry engagement can be found in the Access and Equity section of the Training Services Policy and Procedure manual refer [TS 4.5 Complaints and Academic Appeals Policy](#), [TS 4.5.1 Student Academic Appeals Procedure](#) and [TSF 416 Student Academic Appeals Application](#).

RELATED POLICIES AND REFERENCES

TS 5.3.1 Recognition of Prior Learning Procedure  
TS 5.3.2 Recognition of Current Competencies Procedure  
TS 5.3.3 Credit Transfer Procedure  
TS 5.3.4 Recognition of Qualifications Issued by Other RTOs  
TS 2.9 Fees and Refund Policy  
TS 4.5 Complaints and Academic Appeals Policy  
TS 4.5.1 Student Academic Appeals Procedure  
TSF 416 Student Academic Appeals Application  
TSF 417 Student Academic Appeals Register