Information for Assessors and Candidates
In accordance with the requirements of the Standards for NVR Registered Training Organisations, St Patrick’s Institute of Education provides the opportunity for students to apply to have prior learning recognised toward a qualification or units of competence for which they are enrolled.

What is recognition?
Recognition involves the assessment of previously unrecognised skills and knowledge an individual has achieved outside the formal education and training system. Recognition assesses this unrecognised learning against the requirements of a unit of competence, in respect of both entry requirements and outcomes to be achieved. By removing the need for duplication of learning, recognition encourages an individual to continue upgrading their skills and knowledge through structured education and training towards formal qualifications and improved employment outcomes. This has benefits for the individual and industry. Most importantly, it should be noted that recognition is just another form of assessment and requires the same application of the principles of assessment and the rules of evidence which are applied in any form of competency base assessment.

Recognition guidelines
The following guidelines are to be followed during the preparation and application for recognition:

- Any student is entitled to apply for recognition in a course or qualification in which they are currently enrolled.

- Students may not apply for recognition for units of competence or qualification which are not included in St Patrick’s Institute of Education scope of registration.

- Whilst students may apply for recognition at any time, they are encouraged to apply before commencing a training program. This will reduce unnecessary training and guide the student down a more efficient path to competence.
- Students who are currently enrolled in a training program are eligible to apply for recognition in that program at no additional charge.
- Assessment via recognition is to apply the principles of assessment and the rules of evidence.
- Recognition may only be awarded for whole units of competence.

**Forms of evidence**

Recognition acknowledges that workplace skills and knowledge may be gained through a variety of ways including both formal and informal learning or through work-based or life experience.

In evaluating assessment evidence, St Patrick’s Institute of Education applies the following rules of evidence:
- Sufficient,
- Valid,
- Authentic, and
- Current.

Like assessment, recognition is a process whereby evidence is collected and a judgement is made by an assessor or assessment team. The judgement is made on evidence provided by candidates of the skills and knowledge that they have previously learnt through work, study, life and other experiences, and that they are currently using. It also includes evidence to confirm a candidate’s ability to adapt prior learning or current competence to the context of the intended workplace or industry.

Forms of evidence toward recognition may include:
- Work records;
- Records of workplace training;
- Assessments of current skills;
- Assessments of current knowledge;
- Third party reports from current and previous supervisors or managers;
- Evidence of relevant unpaid or volunteer experience;
Examples of work products;
- Portfolio of design products;
- Observation by an assessor in the workplace;
- Performance appraisal; or
- Duty statements.

Many of these forms of evidence would not be sufficient evidence on their own. When combined together with a number of evidence items, the candidate will start to provide a strong case for competence. St Patrick’s Institute of Education reserves the right to require candidates to undertake practical assessment activities of skills and knowledge in order to satisfy itself of a candidate’s current competence.

**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 the appeals process is available within the Student Information Booklet and St Patrick’s Institute of Education policy and procedure manual.
Recognition Procedure
The following procedure is to be applied by St Patrick’s Institute of Education for handling recognition applications:

**Step 1** Provide sufficient information to candidates to inform them of opportunities for alternative pathways via recognition and the recognition process.

**Step 2** Students who request recognition of their current competence are to be invited to carry out a self-assessment to determine their suitability for a recognition application (using the Recognition Self-Assessment Guide). This step is not compulsory but is strongly suggested. The student should be provided an electronic version of the RPL application documents.

**Step 3** Undertake a recognition assessment planning interview between the assessor and the candidate (using the Recognition Assessment Plan). This is to include where possible:
- Helping the candidate to identify appropriate forms of evidence;
- Guiding the candidate on the use of recognition tools; and
- Informing the candidate about the assessment process.

**Step 4** Students to compile their recognition submission (using a Recognition Evidence Report). This form allows students to record their particular documentary evidence against each unit of competence and to attach this evidence as required.

**Step 5** The Assessor is then to review the assessment evidence and decide on the need for additional evidence on perceived gaps. The Assessor may invite the student to undertake a recognition interview to answer verbal
questions or a practical assessment. At the end of the evidence gathering process the Assessor is to provide the student with written feedback regarding the assessment outcomes, including the procedure for the candidate to appeal the assessment outcome.

**Step 6** 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 the appeals process can be found in the Complaints and Appeals Policy and Procedure in the website [www.spie.edu.au](http://www.spie.edu.au), or by contacting St Patrick’s Institute of Education – Phone 02 9509 1266 or email admin@spie.edu.au.

**Step 7** When all assessment and appeal processes have concluded, the assessment outcome is to be recorded in the recognition register and issue the student with written advice of the outcome. This may include issuing statements of attainment or qualifications awarded through recognition in accordance with St Patrick’s Institute of Education Qualifications Issuance policies and procedures.
Units of Competence

The following units of competence are applicable to the recognition of competence towards the *qualification code and title*:

**Core units**

*List all core units:*

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**Elective units**

*List all elective units:*

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Recognition Self-Assessment Form

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<th>Tasks / Job Role:</th>
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The purpose of this self-assessment is to guide you in your decision with regard to making a recognition application to St Patrick’s Institute of Education. The outcomes of this self-assessment will inform you in your decision to apply for recognition for all of the applicable units, for only some of the units or do not apply. Complete this self-assessment and bring it along to the recognition planning interview. Note that this interview may be conducted over the phone, so you may have to send this completed self-assessment along to the Assessor so you are both discussing the same information.

**Answer the following questions:**

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<th>Unit</th>
<th>I have performed these tasks</th>
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<td>Insert unit code and title</td>
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<td>Question</td>
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<td>Can you perform all the work tasks and activities that are covered by the units of competency?</td>
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<td>If not, what parts do you have difficulty with and would benefit from further training?</td>
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<td>Do you know and understand all of the things to carry out the workplace activities?</td>
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<td>Are there any gaps in your knowledge and understanding where you might benefit from some additional training?</td>
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<td>What evidence do you have to support your application for Recognition?</td>
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<td>Do you consider that you have suitable current competence to apply for RPL?</td>
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<td>Yes □</td>
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<td>No □</td>
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Contact St Patrick’s Institute of Education and discuss your findings before making a decision.