

Contents

Version Control	Error! Bookmark not defined.
Change History	Error! Bookmark not defined.
Approval	Error! Bookmark not defined.
Recognition Policy and Procedure	1
Contents	1
Policy Statement	2
Purpose	2
Policy Specifics	2
Definitions	3
Responsibility	8
RTO Management	8
RTO Agents	8
Credit Transfer Procedure	8
Associated Documents	8
Experience Based Qualification Procedure	9
EBQ Flowchart	10
EBQ Infographic	11

Recognition Policy and Procedure

Policy Statement

Momentum Consulting (QLD) Pty Ltd (Momentum) will recognise the AQF Qualifications and Statements of Attainment issued by any other Registered Training Organisation (RTO). Prior to enrolment, potential learners will be informed of the opportunity to apply for recognition of Qualifications or Statements of Attainment they hold which have been issued by another RTO. Momentum will confirm the authenticity of the Qualifications and Statements of Attainment that are presented as part of the application.

Purpose

Momentum is committed to providing quality training and assessment in accordance with the Standards for RTOs 2015. As such, Momentum has the following process in place for the recognition of AQF Qualifications and Statements of Attainment issued by other RTOs throughout Australia.

Policy Specifics

Momentum includes reference to recognition obligations in documents issued to clients and is available on Momentum's website as part of program information as well as in Participant Handbooks.

All RTO Agents are made aware of the organisation's obligation to recognise AQF Qualifications and Statements of Attainment issued by other RTOs.

All RTO Agents are required to provide information on recognition pathways to all learners.

Qualifications and Statements of Attainment submitted to Momentum for recognition are checked for authenticity, completeness and compliance with the current AQF requirements.

Recognition encompasses national recognition, credit transfer, recognition of prior learning, recognition of current competency, and experience-based qualifications.

Recognition Policy and Procedure

Definitions

Term	Definition
AQF	The Australian Qualifications Framework is the policy framework that defines all qualifications recognised nationally in post-compulsory education and training in Australia; the AQF comprises titles and guidelines that define each Qualification, as well as the principles and protocols covering cross-sectoral qualification links and the issuing of Qualifications and Statements of Attainment
Appeal	An appeal is undertaken by a participant who is in disagreement with the assessment outcome as recorded on the Assessment Record
Assessment	The process of collecting evidence and making judgements on the nature and extent of progress towards the performance requirements set out in a standard, or a learning outcome, and at the appropriate point making the judgement as to whether competency has been achieved
Assessor	Any person engaged by the RTO to perform assessment activities pertaining to nationally recognised assessment; also known as a Skills Coach
Assessment Record	A document used by a Skills Coach to record assessment evidence; it includes the following components: <ul style="list-style-type: none">• the context and conditions for the assessment• the tasks to be administered to the participant• an outline of the evidence to be gathered from the participant and the evidence criteria used to judge the quality of performance (i.e. the assessment decision making rules)• the administration, recording and reporting requirements
Continuous Improvement/Issues Register	Document used to capture and monitor continuous improvement feedback, identified issues within the RTO, or participant appeals.
Credit	Assesses courses/unit/modules against each other to determine equivalency.
Credit Transfer	The granting of credit by an RTO to participants for units of competence completed at another RTO/institution.
Current evidence	In assessment, currency relates to the age of the evidence presented by a participant to demonstrate that they are still competent; it requires demonstration of current performance
Database	Student Management System: VETtrak is used to record and manage all Momentum participant records and correspondence
EBQ	Experience Based Qualification; a client and participant focused contextualised recognition pathway journey to gaining a Statement of Attainment or Qualification

Recognition Policy and Procedure

Term	Definition
Fairness	Fairness in assessment requires consideration of the participant's needs and characteristics, and any reasonable adjustments that need to be applied to take account of them; it also includes an opportunity for the person being assessed to challenge the result of the assessment and to be reassessed if necessary
Flexibility	To be flexible, assessment should reflect the participant's needs and provide recognition of competencies no matter how, where or when they have been acquired. They can draw on a range of methods appropriate to the context, competency and the participant and support continuous competency development
Formative assessment	Assists and supports learning by monitoring and advising participants of the quality of their performance and their rate of progress towards the achievement of the learning outcomes; provides feedback to the participant on what further development activities are needed to achieve the required competencies or learning outcomes
Key stakeholder	A person or party to the assessment, or assessment process e.g. Participant, RTO, assessor, Skills Coach, or the employer
Learning and Assessment Plan [or Strategy]	Document issued by the RTO outlining the following: <ul style="list-style-type: none"> • the course units • underpinning course requirements such as language, literacy and numeracy requirements • course delivery and assessment methods • appeals, grievance and complaint process of the RTO • fees, charges and refund information pertaining to the course • availability of qualification pathways • logistical information where face to face delivery is a component • RTO contact details
Moderation	The process of establishing comparability of standards of performance across different courses, institutions or organisations, in order to ensure that the assessment is valid, reliable and fair NCVER (2014) Glossary
National Recognition	Recognition by an RTO of the AQF Qualifications and Statements of Attainment issued by all other RTOs, thereby enabling national recognition of the Qualifications and Statements of Attainment issued to any person
Nationally Recognised Qualification	An accredited program of study that leads to vocational qualifications and credentials that are recognised throughout Australia

Recognition Policy and Procedure

Term	Definition
Participant	Any person enrolled in nationally recognised training undertaking nationally recognised assessment; may also be known as a candidate for assessment; an individual who is receiving, responding to and processing information in order to acquire and develop competence; this incorporates the processes of preparing and presenting for assessment by way of evidence portfolio
Principles of Assessment	Assessment events must be valid, reliable, flexible and fair
Qualification	Means a formal certification, issued by a relevant approved body, in recognition that a person has achieved learning outcomes or competencies relevant to identified individual, professional, industry or commercial needs
Recognition	A term that includes Recognition of Prior Learning, Recognition of Current Competency and Skill Recognition
Recognition Pathway	The pathway whereby a participant demonstrates their current competency in a unit of competence via the submission of an evidence portfolio and competency conversation; mapping evidence to the selected units of competence; no face-to-face learning options are applicable
Recognition of Current Competence	Recognition of Current Competence (RCC) applies if a participant 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
Recognition of Prior Learning	Recognition of Prior Learning (RPL) is an assessment process that assesses an individual's non-formal and informal learning to determine the extent to which that individual has achieved the required learning outcomes, competency outcomes, or standards for entry to, and/or partial or total completion of, a Qualification
RTO	Registered Training Organisation: Momentum: RTO Code: 60072
RTO Management	Rachelle Matousek
RTO Agent	Includes Skills Coaches, trainers, assessors, contractors, administrators, or parties to formal partnership arrangements with Momentum; may be referred to as the Partner Organisation in a Partnership Arrangement
Rules of Evidence	Evidence must be sufficient, valid, fair, reliable, cost effective, acceptable and authentic

Recognition Policy and Procedure

Term	Definition
Scope of Registration	<p>The particular services and products an RTO is registered to provide. The RTO's Scope defines the specific AQF Qualifications, units of competency and accredited courses it is registered to provide, and whether it is registered to provide:</p> <p>both training delivery and assessment services, and to issue the relevant AQF Qualifications and Statements of Attainment, or</p> <p>only assessment services, and to issue AQF Qualifications and Statements of Attainment</p>
Sherpa	The learning management portal.
Skills Coach	A trainer/assessor who delivers and assesses nationally recognised qualifications on behalf of the RTO
Statement of Attainment (SOA)	A statement of attainment recognises that one or more accredited units has been achieved
Standards for RTOs 2015	<p>The Standards under which the RTO is governed; there purpose is to:</p> <ul style="list-style-type: none"> • Set out the requirements that an organisation must meet in order to be a registered training organisation (RTO) • Ensure that training products delivered by RTOs meet the requirements of training packages or VET accredited courses, and have integrity for employment and further study; and • Ensure RTOs operate ethically with due consideration of participants' and enterprises' needs
Sufficient Evidence	Sufficiency relates to the quality and quantity of evidence assessed; it requires collection of enough appropriate evidence to ensure that all aspects of competency have been satisfied and that competency can be demonstrated repeatedly
Summative Assessment	A final determination of whether the intended outcome has been achieved and competency in either a Qualification of Statement of Attainment has been achieved
Training Product	Refers to AQF Qualification, Unit of Competence, or Skill set
Unit of Competence (UoC)	Unit of Competence The specification of the standards of performance required in the workplace as defined in a training package

Recognition Policy and Procedure

Term	Definition
Valid	<p>Valid evidence must relate directly to the requirements of the unit of competency; Skills Coaches must ensure that the evidence collected supports demonstration of the outcomes against all components of the unit</p> <p>An assessment is valid when the process is sound and assesses what it claims to assess</p> <p>Validity requires that (a) assessment against the units of competency cover the broad range of skills and knowledge that are essential to competent performance; (b) assessment of knowledge and skills integrated with their practical application; (c) judgement of competence based on sufficient evidence (that is, evidence gathered on a number of occasions and in a range of contexts using different assessment methods)</p>
Validation	<p>Validation is the quality review of the assessment process. Validation involves the checking of assessment tools to ensure that they produce valid, reliable, sufficient, current and authentic evidence against the requirements of the training package, unit of competence or VET accredited course.</p> <p>ASQA (2015) 'Users Guide Standards for Registered Training Organisations (RTO's) 2015': P97</p>
VETtrak	<p>VETtrak is used by the RTO as their Student Management System, also encompassing records management and reporting.</p>
Visit Report	<p>Document used/completed by Skills Coach during training and/or assessment meeting with a participant. May also be completed electronically and emailed to key stakeholders for signatures.</p> <p>Outlines details of training/assessment event + outcomes. Document is signed by all key stakeholders. VETtrak is updated with unit/visit details.</p>

Recognition Policy and Procedure

Responsibility

RTO Management

- Ensure potential participants are informed of the opportunity to apply for recognition
- Engage in continuous improvement processes to ensure this policy and associated procedures are kept current
- Authorise and approve all marketing materials associated with RTO operations encompassing recognition pathway statements
- Champion the recognition process in accordance with RTO established procedures advising learners of recognition outcomes and enter all outcomes into the student management system
- Authenticate documentation submitted by participants as part of the recognition pathway

RTO Agents

- Support participants throughout the recognition process providing advice and guidance as required

Credit Transfer Procedure

1. Participant requests recognition of a Qualification or Statement of Attainment awarded to them by another RTO.
2. Momentum will request to sight the original document, or a certified copy of the Qualification or Statement of Attainment from the participant. Certified copies will be kept in participant enrolment file.
3. Momentum will check whether the credential is authentic, complete and compliant with the AQF and Training Package requirements. Where not exact to the same unit codes and names, or if the codes and/or units have since been superseded, the participant will be advised to enrol via recognition pathways submitting evidence against unit requirements. An evidence schedule will be customised to assist their journey.
4. Where unit codes and names are exact, record of recognition is entered into VETtrak and Credit Transfer result applied to the relevant units of competence.
5. Participant is notified of result and/or pathway.

Associated Documents

- Assessment tools and instruments; per qualification/unit of competence
- Course information on RTO website
- Participant file records and documentation
- Participant Handbook
- Recognition Pathway Records & Evidence Guides (customised)
- RTO promotional material
- Validation/moderation documentation

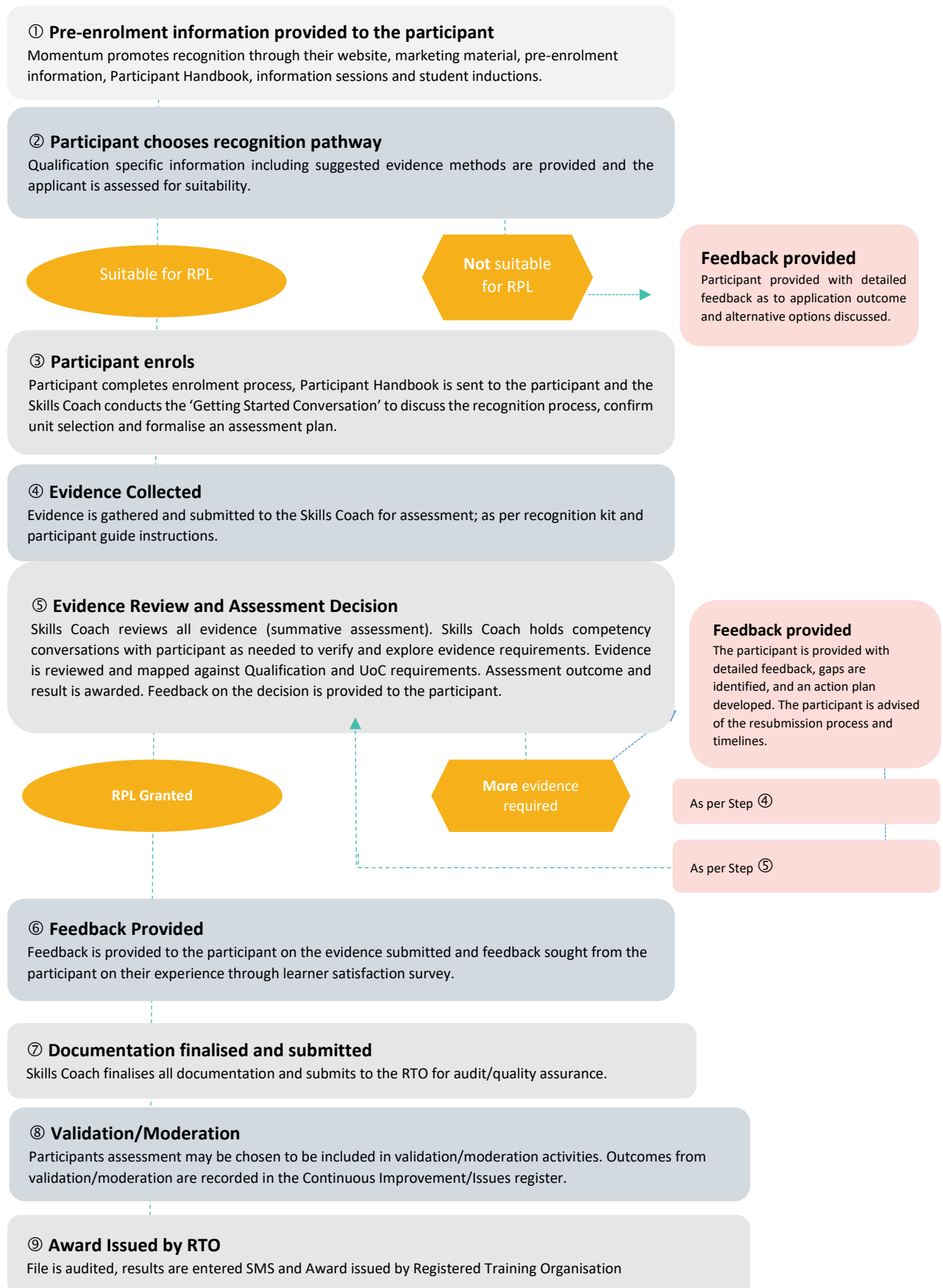
Recognition Policy and Procedure

Experience Based Qualification Procedure

1. Participant requests to access an Experience Based Qualification (EBQ) via recognition pathway. Client scoping and qualification matching occurs to explore client or participant learning and development needs, support requirements, roles, foundation skill levels, internal training and infrastructure. Job description, task lists, skills trees/ladders, workforce learning and development plans, internal training and development programs are matched and mapped to appropriate qualification. Outcomes and findings from scoping activities identify relevant qualification, internal entry requirements and support plans for enrolling participants.
2. Information is provided to potential participant/client on consumer rights, the recognition process, roles and responsibilities, course outcomes and requirements, assessment methods and suggested evidence, costs, timeframes, contact personnel, appeals process, Participant Handbook and pre-enrolment information for their chosen pathway.
3. Where a participant decides that they do not wish to apply to access an EBQ, or it is identified that they are not a suitable candidate for EBQ, possible alternatives are discussed; such as accessing learning and assessment pathways, or alternative qualifications better suited to their skill set.
4. Upon receipt of enrolment documentation, a Momentum Skills Coach is allocated to the participant and a 'Getting Started Conversation' scheduled. Unit selection, learning need requirements and customised training plan are explored during this conversation. Qualification resources and agreed Training Plan information are then forwarded to the participant as the EBQ journey begins. Momentum Skills Coaches hold relevant training and assessment qualifications as specified in the Standards for RTOs 2015, demonstrate current industry skills in the qualification they are delivering and maintain current professional development in vocational training and education.
5. Participants then collate their work sample documentation and submit to their Skills Coach for assessment. On the job skills observations and competency conversations are scheduled with the participant, with real world evidence being documented and assessed by their Skills Coach. Formal feedback is provided to the participant throughout the EBQ journey, with task specific Assessment Records capturing assessment results and forward action plans at each step.
6. Skills Coaches map and match assessed evidence against the principles of assessment, ensuring the rules of evidence have been met. Assessment outcomes of Satisfactory are awarded at a formative task level, and a result of competent, or not yet competent is awarded by Skills Coaches when all evidence required has been received. Overall Assessment Records and Reports tracking a participant's progress are forwarded following each assessment event.
7. Participants have the right to appeal any assessment decision awarded; details on how to appeal are outlined in the Participant Handbook and on the RTO website. A participant is afforded two (2) opportunities to resubmit their evidence for assessment at no cost to the participant. A third attempt may be granted at the discretion of RTO Management.
8. Feedback is sought from the participant throughout their EBQ journey with the completion of a final learner satisfaction survey prior to qualification issuance.
9. EBQ evidence is validated and moderated to ensure participants are afforded a quality assessment experience, as part of the normal RTO Validation and Moderation Schedule. Outcomes from these reviews are captured on the RTO Continuous Improvement/Issues Register.

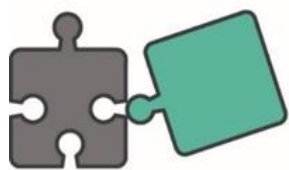
Recognition Policy and Procedure

Recognition Flowchart





EBQ Infographic



1 QUALIFICATION MATCH

The qualification chosen by the participant is mapped to a job role and internal pre-entry requirements.

A self-assessment is undertaken by the participant to check EBQ suitability.

The Getting Started Conversation is scheduled with the Skills Coach. Requirements of the qualification, rights and responsibilities, and the assessment plan are discussed in more detail.

Skills Coaches determine the participant's eligibility for EBQ or recommend an alternative learning and assessment pathway to complement the participant's experience and upgrade their skills and knowledge.



2 SKILLS CONVERSATION

The Skills Coach supports the participant through each stage of their journey; facilitating Skills Observations and Conversations.

Feedback is provided to the participant after each formative assessment event; with progress tracked on an Overall Assessment Record and Result Report.



3 SKILLS OBSERVATION

During Skills Observations, participants are assessed on the job.

Skills Coaches observe the great work that they do, providing feedback on their demonstrated competency against national units of competence.



4 MANAGER CONFIRMATION

The participant's Manager is the best person to confirm that the participant can complete the tasks and responsibilities of their job role to the standards required by industry.

Managers are asked to provide information on what they have seen and heard. The survey is either emailed or completed online.

All Manager Confirmations are then verified and assessed by the Skills Coach, forming part of the summative evidence presented.



5 SKILLS BUILDING

If the participant has skills or knowledge areas that need more development or require further testing, Skills Building Tasks are used.

Where Gap Training is required (greater than 50% of gaps identified for a UoC) additional Training and Assessment will be required. At that stage an Individual Training and Assessment Plan for the participant will be developed

Challenge tasks may also be used when a Skills Coach identifies a skills and knowledge gap; requiring additional evidence to support their assessment decision.



6 YOU ARE QUALIFIED!

Once all formative assessments have been conducted, Skills Coaches undertake the final summative assessment.

If all evidence reviewed meets the principles of assessment and the rules of evidence, a request is issued to the compliance team to finalise records ready for the issuing of the Statement of Attainment or Qualification.

Once approved; the Qualification is sent to the participant.