

## 1. Purpose

This Procedure implements the Skills Recognition Policy.

## 2. Definitions

- 2.1. **Skills Recognition** encompasses recognition of prior learning, current competence and credit transfer.
- 2.2. **Recognition of Prior Learning (RPL)** refers to the recognition of skills and knowledge previously attained through other qualifications, work experience or similar circumstance.
- 2.3. **Credit Transfer (CT)** refers to previously attained competencies that are outlined on a Statement of Attainment, Record of Results and match the code of a unit that is part of the new course.
- 2.4. **Evidence** refers to verified documents, certificates, third party reports and any other evidence that is used to demonstrate competence for a particular unit within a course.
- 2.5. **Third party evidence** refers to evidence provided by a previous manager/ colleague that is authenticated on company letterhead with an original signature.
- 2.6. **Authenticated /certified** documents refer to documents that are verified in the following ways:
  - 2.6.1. Hard copy:
    - 2.6.1.1. Paper copy certified by an appropriate certification service (e.g. Justice of the Peace or a Statutory Declaration containing a certified stamp and signature)
  - 2.6.2. Soft copy electronic (scanned or photo in TIF, PNG, GIF, JPG formats):
    - 2.6.2.1. Soft copy of 2.6.1.1 received via email only;
    - 2.6.2.2. All soft copies must be clear and legible and in colour<sup>1</sup>.
  - 2.6.3. Soft copy PDF:
    - 2.6.3.1. This refers to a PDF version of 2.6.1.1 and must have all the attributes outlined in 2.6.1.1.
  - 2.6.4. Soft copy USI VET Transcript:
    - 2.6.4.1. When a student downloads their VET Transcript it includes a QR code.
    - 2.6.4.2. Administration staff will scan the QR Code to view the:
      - (a) Student name; and
      - (b) VET Transcript document number.

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<sup>1</sup> Using the free Adobe Scan Application on a mobile device is a good way to obtain a clear and legible copy of a document

- 2.6.4.3. Administration communicates with the Skills Recognition Assessor that the record has been verified.
- 2.6.4.4. Skills Recognition Assessor confirms the units of competency relevant to the skills recognition process and documents the outcome on the Skills Recognition Final Outcomes record.
- 2.6.4.5. Once verified, administration will add a contact log in the student file of successful verification.
- 2.6.5. Soft copy direct from an education institution:
  - 2.6.5.1. This can only be received as a direct link to ICAN Learn from the education institution to be valid.
  - 2.6.5.2. Soft copies received from an education institution certified by an Academic Registrar must be able to be verified by ICAN Learn in terms of checking genuine signature, date and version of the document to meet RTO Standards.
  - 2.6.5.3. Soft copies received from the student from an education institution certified by the Academic Registrar and sent onto ICAN Learn must be able to be verified by ICAN Learn in terms of checking genuine signature, date and version of the document to meet RTO Standards.

### 3. Enquiry

- 3.1. An enrolled student is entitled to make an enquiry to undertake a Skills Recognition process.
- 3.2. A non-enrolled student will not be provided with Skills Recognition.
- 3.3. A Skills Recognition enquiry should be sent to [administration@icanlearn.edu.au](mailto:administration@icanlearn.edu.au).
- 3.4. Should an enquiry come directly to a teacher or to the organisation by phone, the staff member will advise the student to email [administration@icanlearn.edu.au](mailto:administration@icanlearn.edu.au) and request Skills Recognition.
- 3.5. The student will receive a response from administration within 2 working days about the process and costs.

### 4. Advice to enquirers

The Administration team provides the student with:

- 4.1. Advice about cost
- 4.2. The Skills Recognition Application & Self-Assessment Kit and Third-Party Mentor Report
- 4.3. Advice about student responsibility and timeframes for return<sup>2</sup>.

### 5. Timeframes

- 5.1. The Skills Recognition process timeframe is as follows:

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<sup>2</sup> Skills Recognition Application & Self-Assessment Kit

- 5.1.1. The Assessor responds to the student within 14 days if additional evidence is required.
- 5.1.2. The student presents additional evidence within 7 days if required.
- 5.2. Advice of outcomes is provided to the student within 30 days.
- 5.3. A student has the right to appeal a decision where Skills Recognition Application has not been approved<sup>3</sup>.

### **6. Student Records**

- 6.1. ICAN Learn maintains the completed Skills Recognition Application & Self-Assessment Kit in the student record by uploading:
  - 6.1.1. the final student outcomes as a separate PDF document for easy access; and
  - 6.1.2. all evidence and related documents in a zip file.
- 6.2. Administration staff updates:
  - 6.2.1. student outcomes; and
  - 6.2.2. RPL Summary spreadsheet.
- 6.3. Unit Results are recorded on the student Record of Results and noted as RPL or CT.

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<sup>3</sup> Complaints & Appeals Policy