



**SUSSEX NEIGHBOURHOOD HOUSE Inc.**

**SKILLS RECOGNITION POLICY**

As a Registered Training Organisation (RTO), Sussex Neighbourhood House will recognise Australian Qualifications Framework (AQF) qualifications and statements of attainment issued by any other Registered Training Organisation.

Sussex Neighbourhood House also acknowledges that learning is a lifelong process, and as such, an adult learner may bring with them skills and knowledge from a wide range of sources, both formal and informal, when enrolling in a course. Therefore, students have the right to have their current skills recognised, and where appropriate, credit given.

Within a framework of “skills recognition”, a person may be granted Recognition of Prior Learning (RPL) or Recognition of Current Competencies (RCC) and whilst these are often viewed as interchangeable, and are often written as RPL/RCC, this is not strictly correct.

RPL relates to entry or credit gained through the recognition of life experiences, formal, or informal learning, whilst RCC is verification that a previously gained/held qualification or competency is still current.

Recognition of Prior Learning (RPL)	RPL is a process through which people can gain entry to, or credit in, recognised courses based on competencies gained. The competencies may have been gained through experience in the workplace, in voluntary work, in social or domestic activities or through informal or formal training. RPL does not include any additional training at the unit of competency or module level
Recognition of Current Competency (RCC)	RCC applies if a client 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. It is particularly relevant where there is a requirement for an occupational license or ticket in order to practice in the skill area, eg first aid, meat inspection.

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*At the time of the writing of this policy, Sussex Neighbourhood House was not engaged in any courses to which RCC would be relevant.*

The applicant will pay a fee towards the cost.

**PROCEDURES**

Enrolling learners will be offered information regarding their right to RPL, and the process they could undertake.

Learners will be offered an opportunity to discuss the process, and the related costs with a member of staff.

Learners will be required to provide the required evidence to support their application. This evidence must be *relevant, current, authentic* and *transferable*.

The applicant may be required to attend an RPL interview at which their application will be discussed. The applicant is encouraged to have an appropriate support person with them at this interview if they wish.

Sussex Neighbourhood House has a commitment to offering Recognition of Prior Learning (RPL) at the lowest possible cost to the participant. However, this service does involve a number of costs including:

- RPL assessor's time
- a Benchmark specialist fees
- the interview time
- the production of information
- the granting of the RPL
- changes to course requirements for those who are successful
- informing the tutors

The applicant will be required to pay a fee related to these costs.

An applicant will be notified in writing of the outcome of their application, as soon as practicable after the RPL interview.

If the learner is not granted RPL, he/she may decide to accept or reject the decision. After discussion with the RPL Assessor regarding why your application was not successful it may be possible to appeal the decision.