



## Skills Recognition Policy

### SCOPE

This policy applies to those individuals seeking formal recognition of their competency(s) through the granting of, or credit towards, an Australian Qualifications Framework Training Package qualification, unit of competency or Vocational Education and Training (VET) accredited course.

The Skills Recognition process adopted by the Electrotechnology Training Institute Limited, trading as College of Electrical Training and Equip-Safe (herein referred to as ETI) may include:

- Recognition of Prior Learning (RPL)
- Recognition of Current Competency (RCC)
- Credit Transfer

### PURPOSE

This policy will enable the skills, knowledge and abilities of an individual to be recognised so the individual is not required to undertake training for competency(s) already achieved.

### DEFINITIONS

**Recognition of Prior Learning (RPL)** – is an assessment process that assesses the competency(s) of an individual that may have been acquired through formal, non-formal and informal learning to determine the extent to which that individual meets the requirements specified in the Training Package qualification, unit(s) of competency or VET accredited course for which RPL is being sought.

- Formal learning refers to learning that takes place through a structured program of instruction and is linked to the attainment of an AQF qualification or statement of attainment (e.g., a certificate, diploma, or university degree).
- Non-formal learning refers to learning that takes place through a structured program of instruction but does not lead to the attainment of an AQF qualification or statement of attainment (e.g., in-house professional development program(s) conducted by a business).
- Informal learning refers to learning that results through experience of work-related, social, family, hobby, or leisure activities (e.g., the acquisition of interpersonal skills developed through several years as a sales representative).

**Recognition of Current Competency (RCC)** – is an assessment process that assesses the competency(s) of an individual who has previously completed the requirements specified in the Training Package qualification, unit(s) of competency or VET accredited course for which RCC is being sought and is now required, (e.g., by a licensing authority) to be reassessed to ensure that the competence is being maintained. In this case no extra skill or competency(s) will be nationally recognised.

**Credit Transfer (CT)** – is a process that assesses the initial course or subject that an individual is using to claim access to or the award of credit in, a destination Training Package qualification, unit of competency or VET accredited course. The process determines the extent to which the individual's initial course or subject is equivalent to the required competency outcomes, learning outcomes, or standards in the destination Training Package qualification, unit of competency or VET accredited course.

## PROCESS

ETI will adhere to the Standards for NVR Registered Training Organisations (RTOs) 2025, clauses 1.6 and 1.7 and meet the principles that apply to RPL assessments and CT as set out in the Australian Qualifications Framework (AQF) Qualifications Pathways Policy.

ETI will ensure that RPL is offered to all individuals on enrolment and that the process is structured to reduce time and cost to candidates. ETI will provide adequate information and support to enable candidates to gather reliable evidence to support their claim for RPL, regardless of how, when or where the learning occurred.

RPL assessment practices will be subject to the same process of validation and moderation as all other assessment procedures as outlined in the Moderation/Validation process on ETI's QA System.

ETI will ensure RCC is offered to individuals referred by the Trades Recognition Australia (TRA).

ETI will ensure RCC is offered to individuals referred by the Western Australian Electrical Licensing Board that are required to undergo a competency-based assessment.

ETI will recognise AQF qualifications and Statements of Attainment issued by other Registered Training Organisations in accordance with the requirements of the Standards for NRV RTOs 2025, Compliance Requirements, division 2, 12 Student Identifier Requirements and clause 1.7 (b).

ETI will grant a result of Credit Transfer when an individual provides identified evidence to support the recognition of equivalence in content and standard of performance of a Training Package qualification, unit of competency or VET accredited course issued by a Registered Training Organisation which is the same Training Package qualification, unit of competency or VET accredited course offered by ETI.

Testamurs, certificates, and statements of attainment will be verified for compliance with the Australian Qualifications Framework and the Standards for NVR RTOs 2025 by either authenticating the information by directly accessing the USI transcript online or contacting the organisation that issued the document to confirm the content is valid.

ETI will award 'on the job' work experience to apprentices for units of competency that have been achieved through a contract of training within the previous two years. On the job work experience will not be awarded to Certificate II qualifications or qualifications awarded through an institutional pathway. The on-the-job work experience credit will be recorded on the workplace evidence gathering tool.