

Recognition Policy and Procedure



1. Purpose

VEG Education is committed to providing fair, transparent, and accessible Recognition of Prior Learning (RPL) and Credit Transfer pathways for all students, in accordance with the 2025 Standards for Registered Training Organisations. This policy ensures the integrity and quality of recognition processes and supports student progression, workforce relevance, and compliance with national requirements.

2. Policy Statement

- Recognition options, including RPL and Credit Transfer, are available and promoted to all current and prospective students during enrolment and throughout their training journey.
 - All recognition assessments are conducted according to the Principles of Assessment (fairness, flexibility, validity, reliability) and the Rules of Evidence (valid, sufficient, authentic, current).
 - Information and support for the recognition pathway, including guidance in preparing evidence, is provided in accessible language and formats.
 - Recognition assessments are performed by qualified, compliant assessors and documented via robust, validated systems.
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3. Definitions

- **Recognition of Prior Learning (RPL):** Assessment process evaluating formal, non-formal, or informal learning against relevant training package or VET accredited course requirements.
 - **Credit Transfer:** Formal acceptance of AQF Certification documentation issued by other authorised RTOs or bodies where competence equivalence is confirmed.
 - **Principles of Assessment:** Fairness, flexibility, validity, and reliability.
 - **Rules of Evidence:** Validity, sufficiency, authenticity, and currency.
 - Refer to the 2025 Standards for full contextual definitions.
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4. Policy Principles

4.1 Underpinning Principles

- All clients are offered recognition pathways for skills and knowledge gained through work, training, and life experience.

Recognition Policy and Procedure

- Recognition (RPL) is an assessment process subject to all procedures and quality standards required for assessment outcomes.
- Students are given clear, accessible information and supported in compiling relevant evidence.
- Recognition applications are documented, mapped to relevant training product competencies, and processed efficiently.
- Only qualified assessors, holding required credentials per the Credential Policy, conduct RPL assessments.

4.2 RPL Assessment Process

- Recognition may only be granted for whole units of competency/module.
- The process is mapped for compliance against the relevant training product.
- Where assessment evidence is not sufficient, additional documented challenge or practical skill assessments may be required.
- Recognition assessments comply with validation, feedback, and continuous improvement processes.

4.3 Credit Transfer

- AQF certification documentation and authenticated VET transcripts from any authorised RTOs/bodies are accepted upon verification.
- Credit Transfer is applied where competency equivalence is demonstrated by matching national codes.
- Original or certified copies must be presented for verification.

4.4 Payments

Fees for the recognition pathway are published and explained in the Schedule of Fees. Certification documentation is issued only after payment in full.

4.5 Appeals and Equity

- Students can appeal recognition decisions through the published Appeals Policy.
- All students have equal rights to access recognition, with reasonable adjustments for individual needs per the Access and Equity Policy.

4.6 Monitoring and Improvement

Recognition practices (RPL and Credit Transfer) are monitored and reviewed regularly as part of continuous improvement and validation processes.

4.7 Records Management

All recognition procedures, documentation, and outcomes are maintained in accordance with the Records Management Policy.

Recognition Procedures

Recognition of Prior Learning / Current Competency

STEP 1 – Initial Enquiry and Student Briefing

No.	Who	Actions
1.1	Student	a) Student makes an enquiry regarding RPL.
1.2	Admin	a) Discuss with the Student to determine if the Student already possesses certification documentation relevant to unit/modes from another RTO. b) If Student already has certification documentation relevant to unit/modes from another RTO, refer to Credit Transfer procedure below. c) If the Student does not have certification documentation relevant to unit/modes from another RTO : <ol style="list-style-type: none"> i. Explain the process of RPL and requirements regarding assessment. ii. Provide Student with 'RPL Application form'. iii. Confirm and book a time for Student to submit 'RPL Application form' with an Assessor.
1.3	Assessor	a) Meet with Student; accept ' RPL Application form '. b) Inform Students assessment requirements, including : <ol style="list-style-type: none"> i. Expectations of the Student; ii. Types of evidence; iii. RPL assessment process; iv. Principles of assessment; v. Rules of evidence; vi. Submission timeframes. c) Confirm the units /modules the Student is seeking to complete as RPL. d) Supply RPL information and documentation to Student. e) Conduct an assessment briefing session with the Student to confirm assessment requirements for each unit/module/cluster; identifying assessment tasks, specific standards or learning outcomes which apply for units/modules. f) Complete ' Student Meeting Form '. g) Provide ' RPL Application form ', ' Student Meeting Form ' to Admin for Enrolment processing.

STEP 2 – RPL Assessment

No.	Who	Actions
2.1	Student	a) Student completes all assessment requirements for each unit/module/cluster. b) Student takes and keeps a copy of the completed assessment prior to submission. c) Student submits assessment to Admin for marking.
2.2	Admin	a) Upon receipt of assessment submission, stamp/note the date the assessment was received. b) Enter the details of the assessment submission into: <ol style="list-style-type: none"> i. Assessment Received Register; ii. Student information in SMS

Recognition Policy and Procedure



		c) Provide copy of unmarked Assessment to Assessor for marking.
STEP 3 – Making Assessment Judgement		
No.	Who	Actions
3.1	Assessor	<ul style="list-style-type: none"> a) Mark assessments in order of date received, ensuring all assessments are marked within two (2) weeks of receipt. b) Use the Assessment Marking Guide for the unit/module to assist with judgement. c) Where reasonable, if minor clarification is required from Student to determine a successful outcome, contact the Student by telephone and discuss. d) Make relevant assessment judgement taking into account: <ul style="list-style-type: none"> i. Elements and performance criteria for the unit/module; ii. Assessment requirements; iii. Principles of Assessment; and iv. Rules of Evidence; v. Competency standard required in the workplace. e) Complete all relevant documentation, including Assessment Outcome Sheet. f) Provide written feedback on assessment and Assessment Outcome Sheet, as appropriate. g) Contact/ Meet with the Student, providing feedback and assessment outcome, and advise on any further evidence requirements or training, as appropriate. h) Advise Student of right to appeal. i) Complete 'Student Meeting Form'. j) Enter notes into Student records on SMS. k) Forward all assessment documentation to Admin for processing.
STEP 4 – Processing Marked Assessments		
No.	Who	Actions
4.1	Admin	<ul style="list-style-type: none"> a) If Assessment judgement is "NYS": <ul style="list-style-type: none"> i. File all Assessment documentation onto Student File. (Full Assessment submissions and records must be kept on file for a minimum six (6) months.) ii. Update Student record in SMS with assessment result. iii. Update the Assessment Outcome Tracking Form on the Student File. iv. Update the Assessment Received Register. b) If Assessment judgement is "S": <ul style="list-style-type: none"> i. Update Student record in SMS with assessment result. ii. Update the Assessment Outcome Tracking Form on the Student File. iii. Update the Assessment Received Register. iv. File all Assessment documentation onto Student File. (Full Assessment submissions and records must be kept on file for a minimum six (6) months.) v. If Student is due for the Issuance of Certification Documentation, refer to Certification Issuance Procedures.

Recognition Policy and Procedure



STEP 5 – Student Completes Further Assessment Submission		
5.1	Student	<ul style="list-style-type: none"> a) Student completes all assessment requirements for each unit/module/cluster. b) Student takes and keeps a copy of the completed assessment prior to submission. c) Student submits assessment to Admin for marking.
STEP 6 – Receiving Further Assessment Submissions		
No.	Who	Actions
6.1	Admin	<ul style="list-style-type: none"> a) If this is the second (2nd) submission of an Assessment for the same unit/module, Refer to Step 2. b) If this is the third (3rd) submission of an Assessment for the same unit/module: <ul style="list-style-type: none"> i. Upon receipt of assessment submission, stamp/note the date the assessment was received ii. Enter the details of the assessment submission into <ul style="list-style-type: none"> a. Assessment Received Register; and b. Student information in SMS. iii. Advise the Student of the re-submission fee iv. Raise and send invoice to Student for re-submission v. Invoice must be paid prior to assessment being marked vi. Once re-submission invoice has been paid, refer to Step 2.1c. c) If this is the fourth (4th or more) submission of an Assessment; Student is to be advised they must re-enrol in the unit/module again. Normal course fees apply.
STEP 7 – Assessment Evaluation		
No.	Who	Actions
8.1	Admin	<ul style="list-style-type: none"> a) Provide Student with 'Assessment Evaluation form'. b) Refer to Evaluation Procedures.
8.2	Assessor	<ul style="list-style-type: none"> a) Complete 'Assessor Evaluation Form'. b) Submit completed form to Admin.

Recognition Procedures

Credit Transfer – with Certification Documentation from another RTO

STEP 1 – Initial Enquiry and Student Briefing

No.	Who	Actions
1.1	Student	a) Student makes an enquiry regarding RPL/Credit Transfer.
1.2	Admin	a) Discuss with the Student to determine if the Student already possesses certification documentation relevant to unit/modes from another RTO. b) If Student already has certification documentation relevant to unit/modes from another RTO, provide with ' Credit Transfer Application Form '. c) Explain the process of Credit transfer with the Student.
1.3	Student	a) Student completes all ' Credit Transfer Application Form '; attaching original copy of certification documentation with application. b) Student takes and keeps a copy of the completed assessment prior to submission. c) Student submits assessment to Admin for assessment.

STEP 2 – RPL Assessment

No.	Who	Actions
2.1	Admin	a) Upon receipt of assessment submission, stamp/note the date the assessment was received. b) Enter the details of the assessment submission into: a. Assessment Received Register ; b. Student information in SMS c) Provide copy of unmarked Assessment to Assessor for marking.

STEP 3 – Making Assessment Judgement

No.	Who	Actions
3.1	Assessor	a) Review ' Credit Transfer Application Form '. b) Verify validity with other RTO. c) Confirm unit/module codes and equivalence. d) Make assessment judgement and complete assessment ' Credit Transfer Application Form '. e) Complete all relevant documentation, including Assessment Outcome Sheet . f) Contact/ Meet with the Student, providing feedback and assessment outcome, and advise on any further evidence requirements or training, as appropriate. g) Advise Student of right to appeal. h) Enter notes into Student records on SMS. i) Forward all assessment documentation to Admin for processing.

STEP 4 – Processing Marked Assessments

Recognition Policy and Procedure



No.	Who	Actions
4.1	Admin	<p>a) If Assessment judgement is “NYS”:</p> <ul style="list-style-type: none"> i. File all Assessment documentation onto Student File. (Full Assessment submissions and records must be kept on file for a minimum six (6) months.) ii. Update Student record in SMS with assessment result. iii. Update the Assessment Outcome Tracking Form on the Student File iv. Update the Assessment Received Register. <p>b) If Assessment judgement is “S”:</p> <ul style="list-style-type: none"> i. Update Student record in SMS with assessment result. ii. Update the Assessment Outcome Tracking Form on the Student File. iii. Update the Assessment Received Register. iv. File all Assessment documentation onto Student File. (Full Assessment submissions and records must be kept on file for a minimum six (6) months.) v. If Student is due for the Issuance of Certification Documentation, refer to Certification Issuance Procedures.
STEP 5 – Student Completes Further Assessment Submission		
STEP 7 – Assessment Evaluation		
No.	Who	Actions
8.1	Admin	<ul style="list-style-type: none"> a) Provide Student with ‘Assessment Evaluation form’. b) Refer to Evaluation Procedures.
8.2	Assessor	<ul style="list-style-type: none"> a) Complete ‘Assessor Evaluation Form’. b) Submit completed form to Admin.