

90075 CSNSW Academy Recognition Policy and Procedure

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1. Purpose

Corrective Services NSW (CSNSW) Academy is committed to offering learners the opportunity to have their past learning recognised, regardless of where and how the past learning was achieved and in accordance with the requirements of the Vocational Education and Training (VET) Quality Framework and the Australian Qualifications Framework (AQF). This policy and procedure outlines how CSNSW Academy manages the recognition of Nationally Recognised Training (NRT).

2. Scope

This policy and procedure applies to all forms of recognition offered by CSNSW Academy for NRT products as well as all CSNSW Academy learners and all staff involved in the recognition process.

3. Legislative Context

This policy and procedure ensures that CSNSW Academy meets the legislative and regulatory requirements of the following:

- Australian Qualifications Framework 2013
- National Vocational Education and Training Regulator Act 2011
- Privacy Act 1988
- Privacy and Personal Information Protection Act 1998
- Standards for Registered Training Organisations (RTOs) 2015 or its successor.

4. Communication, Implementation and Monitoring

The development of this policy and procedure involved consultation with relevant stakeholders, ensuring consideration of organisational systems, improvements and impacts, RTO compliance, and the corrective services context.

This policy and procedure, and associated documents, are communicated and made accessible to CSNSW Academy learners through the following measures:

- email notifications
- publication on CSNSW Academy's website
- reference in the Learner Information Handbook
- provision prior to completion of the Online Enrolment Form.

This policy and procedure, and associated documents, are communicated and made accessible to CSNSW Academy staff in addition to above, through the following measures:

- internal broadcasts
- staff meetings
- workshops (where applicable)
- upload into the Electronic Document Records Management System (EDRMS).

This policy and procedure will be reviewed three (3) years from the date of implementation, or earlier should a review be warranted.

This policy and procedure is also subject to ongoing revisions to reflect continued alignment with regulatory requirements and RTO operational improvements. Users of this document are responsible for ensuring that the most current version is being applied. The most current document version is available on EDRMS.

Adherence and collaboration to RTO policies and procedures is essential to the experience of learners. Where CSNSW Academy learners or staff have any questions or require assistance, they may contact Contact_BFCSA@correctiveservices.nsw.gov.au.

5. Definitions

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| • AQF certification documentation | refers to official documentation confirming that an AQF qualification or a VET statement of attainment has been issued by CSNSW Academy, another registered training organisation or any other entity authorised to do so. |
| • AQF qualification | means an Australian Qualifications Framework qualification type endorsed in a training package or accredited in a VET accredited course as listed on the National Register (training.gov.au). |
| • Assessment | means the process by which CSNSW Academy, or a third party delivering services on its behalf, collects evidence for the purposes of determining whether a VET learner is competent to perform to the standard specified in the training product. |
| • Assessment judgement | means a determination of whether competency has been achieved by a VET learner consistent with the training product and the Standards for RTOs 2015 or its successor. |
| • Assessor | means a person who determines a VET learner's competency for, or on behalf of, CSNSW Academy. |
| • Australian Qualifications Framework (AQF) | means the national policy and framework for regulated qualifications in the Australian education and training system. |
| • Authenticated VET transcript | means a document prepared by the Registrar that sets out information that relates to VET undertaken by a VET learner and that is prescribed by the Student Identifiers Act 2014. |
| • Chief Executive Officer (CEO) | means the Director, CSNSW Academy and Operational Training. |
| • Credit Transfer (CT) | means the process of recognising and awarding credit for prior successful completion of an equivalent unit of competency. |

- **Electronic Document Record Management System (EDRMS)** refers to the record management system used by CSNSW to upload, store and access electronic documents.
- **National Register** means the register maintained by the Department of Employment and Workplace Relations (training.gov.au).
- **Nationally Recognised Training (NRT)** any program or training that leads to vocational qualifications and credentials recognised across Australia.
- **Recognition** is the process of assessing and acknowledging competencies of a learner that may have been acquired through formal and informal learning as well as work or life experiences
- **Recognition of Current Competence (RCC)** is a reassessment process for a unit of competency that has been successfully completed and attained in the past to ensure that competency is being maintained.
- **Recognition of prior learning (RPL)** means an assessment process that involves assessment of an individual's relevant prior learning and experience (including skills and knowledge obtained through formal and informal learning) to determine the extent to which they meet the requirements specified in the training product.
- **Registered Training Organisation (RTO)** means a training organisation that is registered by the National VET Regulator.
- **Training** means the process by which CSNSW Academy, or a third party delivering services on its behalf, facilitates learning and the acquisition of competencies consistent with the requirements specified in the training product.
- **Training product** means an AQF qualification, a skill set, a unit of competency, accredited short course or module, as listed on the National Register (training.gov.au).
- **Training support services** means services and resources designed to support and skill VET learners to meet training product requirements and complete the training product in which they are enrolled.
- **Unique Student Identifier (USI)** has the same meaning as the term 'Student Identifier' that is, an identifier assigned to an individual by the Student Identifiers Registrar.
- **Unit of competency** means the specification of the standards of performance required in the workplace as defined in a training product.

6. Policy Statement

All learners are entitled to apply for recognition for competencies from previous studies or work experiences when enrolling in an NRT product with CSNSW Academy. CSNSW Academy provides recognition through:

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

CSNSW Academy provides recognition in fair, consistent and transparent manner that complies with the VET Quality Framework and ensures that recognition decisions are justified, and evidence is retained.

7. Responsibilities

7.1. Learners

Learners are responsible for applying for recognition by accurately completing and submitting the Recognition Application and providing required evidence. Learners are also required to retain a copy of all documents for their own records.

7.2. Training Units

7.2.1. Assessors

Assessors are responsible for:

- assessing evidence submitted for recognition and making assessment judgements in accordance with the Principles of Assessment and the Rules of Evidence as outlined in Annexure A
- providing guidance to learners who have applied for recognition
- supporting learners to gather evidence for their recognition application
- providing applicants with the relevant assessment guidelines, performance and assessment criteria from relevant Training Package
- ensuring that they (the assessor) meet all requirements outlined in the Trainers and Assessors Policy and Procedure.

7.2.2. Mandatory Trainer

The Mandatory Trainer is responsible for the authentication of AQF certification documentation received as evidence to support any Recognition Application.

7.2.3. Training Unit Managers

Training Unit Managers (TUMs), or their approved delegates, are responsible for:

- receiving the Recognition Application and allocating it to an appropriate assessor for review
- developing, maintaining and amending recognition kits, guides and other supporting documents
- managing and retaining records of recognition applications, decisions and other evidence
- reviewing the assessment judgements made by assessors
- communicating recognition decisions to learners in writing including providing information to appeal the decision where there is an unsuccessful outcome
- ensuring that recognition decisions and any exemptions from training and assessment are recorded in the Student Information System (SIS) and the Learning Management System (LMS).

7.3. Training Operations Unit

7.3.1. Learning Systems Officer

The Learning Systems Officer is responsible for generating reports on the enrolment records and past outcomes of CSNSW Academy learners from the LMS and SIS and providing these to the Training Units to support the granting of recognition, particularly CT.

7.4. Continuous Improvement and Compliance Unit

The Manager, Continuous Improvement and Compliance Unit (CICU), is responsible for:

- providing advice and support to the Training Units throughout the recognition process
- confirming recognition decisions granted by the Training Unit.

The CICU is responsible for conducting regular quality assurance activities to ensure compliance with legislative requirements and this policy and procedure. Quality assurance activities undertaken by the CICU are outlined in CSNSW Academy's Commitment to VET Compliance Policy and Procedure and include but are not limited to:

- conducting validation activities
- conducting ad hoc checks
- undertaking scheduled internal audits
- reviewing compliance through undertaking an annual self-assessment.

The CICU is also responsible for the development, review and monitoring of this policy and procedure.

7.5. Chief Executive Officer, RTO

The Chief Executive Officer (CEO) is responsible for the management and execution of this policy and procedure.

8. Procedure

CSNSW Academy's procedure for assessing recognition is outlined below and in Annexure B. This procedure is supported by the Recognition Assessment Practice Note which is to be used by CSNSW Academy Staff.

8.1. Informing learners

Learners are informed of the opportunity to seek recognition prior to, during and following enrolment through:

- the publication of this Recognition Policy and Procedure on CSNSW Academy's Website
- the provision of information in the Learner Information Handbook
- advice provided during the enrolment process
- advice provided upon commencement of the training product.

8.2. Applying for recognition

Learners may apply for recognition prior to enrolment, during the enrolment process and following enrolment but not after the commencement of assessment. Learners may apply for recognition by submitting the Recognition Application to the relevant Training Unit:

- ctu@correctiveservices.nsw.gov.au for the Custodial Training Unit
- cstu@correctiveservices.nsw.gov.au for the Correctional Services Training Unit
- cwtu@correctiveservices.nsw.gov.au for the Community and Workplace Training Unit.

Learners may not apply for recognition:

- for any unit(s) of competency that they have previously been deemed as Not Yet Competent (NYC)
- where prevented by training product rules or licensing
- for any unit(s) of competency related to firearms, defensive tactics, or use of force due to the high risks associated with these units of competency.

Learners who are employed by CSNSW are eligible to apply for recognition at no charge. Recognition services carried out for learners who are non-CSNSW employees may incur an application fee in addition

to the appropriate enrolment fee as outlined in the Costing Policy and Procedure and the Rates of Charge Policy.

Following the submission of the Recognition Application and the initial information provided, CSNSW Academy provides advice to the learner as to whether or not their Recognition Application is able to be supported. If supported, guidance is provided as to the evidence to be provided.

8.3. Assessing recognition applications

All recognition applications are assessed fairly, consistently and transparently and based on the evidence provided by the candidate.

8.3.1. Assessing CT

The Training Unit assesses applications for CT and provides an outcome in writing within fourteen (14) calendar days. Where the assessment process exceeds the expected timeframe, the assessor notifies the learner in writing and provides regular updates.

As part of assessing whether CT is able to be granted, the TUM, or their appointed delegate, reviews the evidence provided by the learner against the National Register and the Training and Assessment Strategy for the training product to ensure equivalency of the unit(s) of competency. The TUM, or their appointed delegate, also seeks the assistance of the Mandatory Trainer to authenticate any AQF certification documentation provided as evidence. Following assessment of all evidence provided, the TUM, or their appointed delegate, seeks advice and confirmation from the Manager, CICU.

Where CT is approved, learners may still need to attend training for the applicable unit(s) of competency to meet industry requirements but they will not be required to repeat assessment. Any applicable exemptions are recorded in the LMS. For external learners who are not employees of CSNSW, the granting of CT may result in reduced tuition fees.

Any AQF certification documentation issued will reflect the CT granted. CSNSW Academy does not issue a VET qualification obtained purely through Credit Transfer (CT).

Where CT is not approved, the TUM or approved delegate provides a detailed reason in writing.

8.3.2. Assessing RPL and RCC

Applications for RPL and RCC are only able to be assessed by assessors who meet the requirements outlined in the Trainers and Assessors Policy and Procedure. Specifically, the assessor must hold:

- the required training and assessment credential
- vocational competencies at least to the level being assessed for the specific unit(s) of competency
- current industry skills directly relevant to the assessment being provided
- current knowledge and skills in vocational education and training that informs the assessment.

A panel may be convened to assist the assessor in assessing applications for RPL and RCC. Industry experts may also be engaged to assist in the assessment process.

Applications for RPL and RCC are to be assessed within thirty (30) calendar days upon receipt of all documentation and evidence. The TUM, or their appointed delegate, also seeks the assistance of the Mandatory Trainer to authenticate any AQF certification documentation provided as evidence. Following assessment of all evidence provided, the TUM, or their appointed delegate, seeks advice and confirmation from the Manager, CICU. Where the assessment process exceeds the expected timeframe, the assessor notifies the learner in writing and provides regular updates.

Where RPL or RCC is approved, learners may need to still attend training for the applicable unit(s) of competency to meet industry requirements but they will not be required to repeat assessment. Any applicable exemptions are recorded in the LMS. For external learners who are not employees of CSNSW,

the granting of RPL or RCC may result in reduced fees. Any AQF certification documentation issued will reflect the RPL or RCC granted.

Where RPL or RCC is partially granted, the learner will be required to participate in training and/or additional assessment to meet the requirements of the unit(s) of competency. Any applicable exemptions are recorded in the LMS.

Where RPL or RCC is not approved, the TUM or approved delegate provides a detailed reason in writing.

8.4. Appealing recognition decisions

Learners may appeal against any recognition decision made by CSNSW Academy in accordance with the Complaints and Appeals Policy and Procedure.

8.5. Retaining records of recognition

The TUM, or their appointed delegate, retains records of recognition in EDRMS for at least two (2) years after the learner ceases to be enrolled and in accordance with CSNSW Academy's Record Retention Policy and Procedure. Records include but are not limited to the Recognition Application, evidence submitted, recognition kits used to assess, and any additional assessment completed. The CICU is to be provided access to these records for the purposes of performing quality assurance activities. Learners are responsible for retaining their own records of documents submitted to CSNSW Academy.

8.6. Protecting privacy

Information provided by learners to CSNSW Academy as part of the recognition process will be used for the purposes of enrolment, assessment and administration. Information provided will be maintained in strict accordance with the thirteen (13) Australian Privacy Principles, the Privacy and Personal Information Protection Act 1998 and the Department of Communities and Justice Privacy Policy.

9. Associated Documents

This policy and procedure should be read in conjunction with the following associated documents.

Document	Reference
CSNSW Academy AQF Certification Policy and Procedure	D11/545305
CSNSW Academy Commitment to VET Compliance Policy and Procedure	D25/0691749
CSNSW Academy Complaints and Appeals Policy and Procedure	CSNSW Website
CSNSW Academy Costing Policy and Procedure	D11/481944
CSNSW Academy Enrolments Policy and Procedure	CSNSW Website
CSNSW Academy Learner Information Handbook	CSNSW Website
CSNSW Academy Learner Rights and Responsibilities	CSNSW Website
CSNSW Academy Quality Training and Assessment Policy and Procedure	CSNSW Website
CSNSW Academy Rates of Charge Policy	CSNSW Website
CSNSW Academy Recognition Application	CSNSW Website
CSNSW Academy Records Management Policy and Procedure	D12/445920
CSNSW Academy Trainers and Assessors Policy and Procedure	D25/0574242
CSNSW Academy VET Quality Assurance Framework	D25/0691856

Department of Communities and Justice Conflict of Interest Policy	DCJ Intranet
Department of Communities and Justice Privacy Policy	DCJ Intranet

10. Document Information

Title	CSNSW Academy Recognition Policy and Procedure
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Contact Email	Contact_BFCSA@correctiveservices.nsw.gov.au

11. Document History

Version	Date	Reason for Amendment
8.0	25 May 2025	Updated to reflect changes in legislation and regulatory requirements and as part of CSNSW Academy's continuous improvement processes

Annexure A

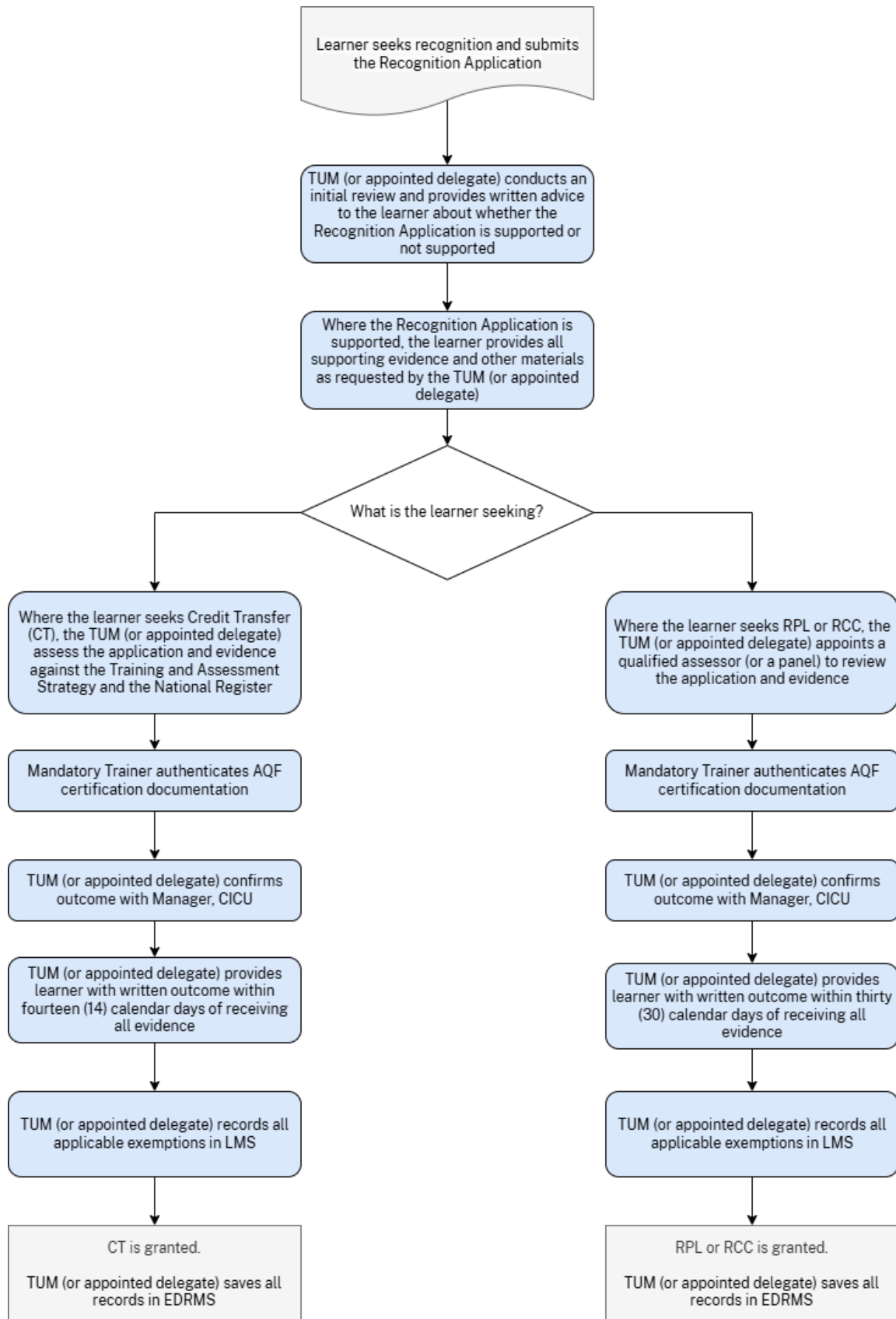
Principles of Assessment and Rules of Evidence

Principles of Assessment	
Fairness	Assessment accommodates the needs of the VET learner, including implementing reasonable adjustments where appropriate and enabling reassessment where necessary.
Flexibility	Assessment appropriate to the context, training product and VET learner, and assesses the VET learner's skills and knowledge that are relevant to the training product, regardless of how or where the VET learner has acquired those skills or that knowledge.
Validity	Assessment includes practical application components that enable the VET learner to demonstrate the relevant skills and knowledge in a practical setting.
Reliability	Assessment evidence is interpreted consistently by assessors and the outcomes of assessment are comparable irrespective of which assessor is conducting the assessment.

Rules of Evidence	
Validity	Assessment evidence is adequate such that the assessor can be reasonably assured that the VET learner possesses the skills and knowledge described in the training product.
Sufficiency	The quality, quantity and relevance of the assessment evidence enables the assessor to make an informed judgement of the VET learner's competency in the skills and knowledge described in the training product.
Authenticity	The assessor is assured that a VET learner's assessment evidence is the original and genuine work of that VET learner.
Currency	The assessment evidence presented to the assessor documents and demonstrates the VET learner's current skills and knowledge.

Annexure B

Flowchart for Granting Recognition



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