

15. Recognition policy

Purpose:

This policy and procedure is to be implemented and maintained by Culinary Solutions Australia Pty Ltd to allow candidates to gain recognition for qualifications and/or competencies already achieved through previous formal and informal training, and work and life experiences.

Scope:

This policy covers all qualifications and competencies included in Culinary Solutions Australia Pty Ltd's Scope of Registration.

Definitions:

Mutual Recognition is the recognition and acceptance by a Registered Training Organisation of Australian Qualifications Framework qualifications and Statements of Attainment issued by other Registered Training Organisations, enabling individuals to receive national recognition of their achievements.

Recognition is a process whereby evidence is collected and a judgement made by an assessor or assessment team against the requirements of one or more endorsed units of competency from a relevant industry Training Package.

Recognition Process will be:

Valid - it will measure what it is intended to measure

Reliable - it will provide consistent results in given contexts

Fair - it will not disadvantage any individual and allows the individual to appeal the result

Flexible - it can be adapted to meet different workplace contexts or special needs of individuals

Evidence collected will be:

Valid - assessor needs to ensure that the evidence provided by the candidate directly covers the unit(s) of competency for which they are seeking recognition

Current - it is critical that appropriate evidence is available or is obtained to show that the candidate is currently able to use the skills and knowledge for which recognition is sought

Sufficient - assessor needs to ensure that the candidate has provided enough evidence to make a confident judgement that competence has been achieved

Authentic - assessor needs to ensure that the evidence is the work of the candidate and not someone else.

Forms of Evidence could include but are not restricted to:

Work records; Records of workplace training; Assessments of skills and knowledge; Third party reports from supervisors/managers, clients, trainers; Previous qualifications; Volunteer experiences: examples of work products; Statutory Declarations; Photographs/Videos of work produced; previous position descriptions; customer response forms or letters.

Policy:

1. Culinary Solutions Australia Pty Ltd will recognise a candidate's existing competence against the competencies listed in an endorsed qualification or accredited course and issue AQF qualifications and Statements of Attainment.

2. Culinary Solutions Australia Pty Ltd through mutual recognition will recognise the AQF qualifications and Statements of Attainment issued by any other RTO.

3. The Recognition Process will be available to all prospective candidates.

4. The Recognition Process will be valid, reliable, flexible and fair.

5. Evidence collected to support this process will be valid, current, sufficient and authentic.

6. Information on the Recognition Process will be included in Assessment Candidate Kit.

7. Culinary Solutions Australia Pty Ltd will ensure that an individual's learning and skills are recognised, irrespective of how or where they have been acquired. Individuals may apply for recognition of their learning and skills by supplying evidence of:

- Previously recognised training undertaken
- Work experiences
- Life experiences
- Non-formally recognised training undertaken

8 Culinary Solutions Australia Pty Ltd's Training Manager will be person responsible for the implementation and maintenance of the policy.

9. Records of AQF qualifications and Statements of Attainment issued will be recorded in Culinary Solutions Australia Pty Ltd's Candidate Records System.

10. The cost for a Recognition application is \$100 per unit of competency to a maximum of \$4000

Procedure:

1. Information and advice on making application for Recognition can be obtained from Culinary Solutions Australia Pty Ltd's Training Manager, Assessor or the Company Training Contact Person. Information will also be covered in the Assessment Candidate Kit.
2. Candidate wishing to apply for Recognition discusses requirements with Culinary Solutions Australia Pty Ltd's Training Manager, Assessor or the Company Training Contact Person.
3. Candidate collates evidence and completes Enrolment Form.
4. Form sent to the Training Manager
5. The Training Manager acknowledges receipt of application and records the application.
6. Culinary Solutions Australia Pty Ltd's Training Manager co-ordinates processing of application, organises assessor to interview and/or observe candidate and consider evidence presented, obtains report from assessor on the decision (Maximum of 2 weeks to produce result) updates records as appropriate
7. Candidate notified of result
8. If application is unsuccessful, the candidate will be advised of the appeal/complaints and appeals process.
9. For audit purposes Culinary Solutions Australia Pty Ltd will archive:
 - i. Outcome of recognition process
 - ii. Samples of evidence presented
 - iii. If recognition not given, reasons why
 - iv. Action plan for individual to address the gaps identified in the assessment

Details of appeals and results

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