

1. Purpose

National Food Institute is committed to providing quality training and assessment in accordance with the revised Standards for Registered Training Organisations 2025. As such, National Food Institute is required to offer Recognition to all clients, and to implement an assessment system that ensures that assessment (including recognition of prior learning) complies with assessment requirements of Training Packages and VET Accredited course, the Principles of Assessment (POA) and Rules of Evidence (ROE). We aim to recognise the skills and knowledge our learners bring from work, life, and prior study, ensuring access to flexible, fair, and evidence-based pathways to achieve qualifications.

2. Policy Statement

National Food Institute is committed to providing effective processes for Recognition options to all current and prospective clients.

National Food Institute will ensure that:

- It implements an assessment system that ensures RPL assessments comply with assessment requirements of relevant Training Packages, VET Accredited Courses;
- RPL assessment is conducted in accordance with the Principles of Assessment (POA);
- RPL assessment is conducted in accordance with the Rules of Evidence (ROE);
- Recognition is offered to all clients on enrolment;
- Adequate information and support are provided to clients in understanding the process and gathering reliable evidence to support their recognition claim;
- All recognition applications will be processed in accordance with the National Food Institute's Assessment Policy
- Appropriate recognition will be given to AQF Certification documentation issued by other RTOs.

Clients will be supported throughout the recognition process, including access to guidance documents and one-on-one support from qualified assessors. The RTO will provide examples of acceptable evidence and timelines to assist applicants in compiling their evidence portfolios.

3. Definitions

The following definitions apply to this policy and are consistent with the Standards for RTOs 2025:

- **AQF certification documentation:** Official documentation confirming the award of a qualification or statement of attainment under the Australian Qualifications Framework.
- **Recognition of Prior Learning (RPL):** An assessment process that evaluates an individual's formal, non-formal, or informal learning to determine the extent to which they meet the requirements of a unit or qualification.
- **Credit Transfer:** The recognition of previously completed equivalent units of competency or modules from another RTO or training provider.

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- **Unit of Competency:** The specification of knowledge and skill and the application of that knowledge and skill to the standard of performance expected in the workplace.
- **Competency:** The ability to consistently apply knowledge and skills to the standard required in the workplace.
- **Authenticated VET transcript:** A digital record of nationally recognised training outcomes issued by the Registrar through the USI system

4. Policy Principles

4.1 Underpinning Principles

- Recognition is made available to any person commencing a course with National Food Institute.
- Recognition of Prior Learning (RPL) is the determination, on an individual basis, of the skills and knowledge currently held by the learner acquired through formal, non-formal and informal learning.
- Recognition is used to determine the advanced standing or 'credit', for a training program, that the learner may be awarded as a result of their prior knowledge, skills and experience.
- Recognition is an alternative pathway to an AQF qualification or Statement of Attainment.
- Recognition is an assessment process, and as such is subject to all provisions of the National Food Institute "Assessment Policy".
- Recognition assessment decisions must comply with Principles of Assessment and Rules of Evidence as outlined in the Standards for RTOs and in National Food Institute Assessment Policy. (See Assessment Policy)
- All clients may apply for formal recognition of existing competencies against an AQF qualification / Accredited course / unit of competency / module that National Food Institute is registered to deliver.
- The onus is upon the candidate to demonstrate competence to the satisfaction of the assessors, including the provision of certification documentation.
- Competency may be derived from many sources:
 - Work experiences
 - Work product
 - Life experience
 - Training programs offered by industry, private or community based providers which may or may not have been formally recognised
 - Training programs undertaken overseas (which may or may not be accredited in that country)
 - Informal learning programs
 - Certification from another RTO
- Only accredited and approved assessors will conduct Recognition assessments on behalf of National Food Institute. (See Assessment Policy)
- Recognition assessments must comply with the assessment requirements detailed in the relevant Training Package and VET Accredited course.
- Recognition application and assessments are subject to fees as outlined in National Food Institute 'Schedule of Fees'.

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- m) The minimum acceptable claim for Recognition is a Unit of competency/module.
- n) Certification documentation will not be issued until all relevant fees are paid in full. (See Certification Policy)
- o) Information of Recognition processes and arrangements are provided to all clients and prospective clients.
- p) Applicants who have undertaken a course that is not competency based, can gain credit transfer into a competency-based course if the mapping of competency can be justified.

4.2 Mutual Recognition / Credit Transfer

- a) National Food Institute will accept and mutually recognise the decisions and outcomes of any RTO or body in partnership with an RTO, thereby ensuring mutual acceptance throughout Australia of the qualifications and Statements of Attainment awarded by other RTO's or AQF authorised issuing organisations.
- b) National Food Institute recognises AQF certification documentation from other RTOs, and authenticated VET transcripts issued by the Registrar and after review and verification of validity will apply a credit to all relevant units of competency/modules.
- c) Mutual Recognition applies when the certification documentation provided by the client contains the same national competency code as those that form part of the training and assessment program offered by National Food Institute.
- d) Certification documentation must be provided as original documents or certified copies. Certified copies must be verified by an authorised signatory. Original documents will be returned to the applicant.
- e) National Food Institute is not obliged to issue an AQF qualification or Statement of Attainment that is achieved wholly through recognition of units and /or modules completed at another RTO or RTOs. (i.e. client cannot complete all of their learning and assessment with another RTO and request National Food Institute to issue the qualification under Recognition)
- f) National Food Institute maintains a policy of requiring that at least part of a qualification is completed through structured training and/or direct assessment delivered by our organisation.
- g) Applications to achieve a full qualification through recognition will only be considered in exceptional circumstances and must be supported by comprehensive evidence of competency. Such applications must be approved by both the assessor and the Program Manager. In the event a client wishes to undertake refresher training in a unit/module for which they have been previously awarded recognition, then client will be advised that the completion of the assessment is not necessary, however, may be offered as an option.
- h) Where the recognised AQF qualification and attributed units/modules forms part of another AQF qualification, the client will only be enrolled in the additional units required to complete the new qualification.
 - i. Fees will reflect reduced learning load.

5. Processing Times and Feedback

All RPL applications will be acknowledged within five (5) business days. Clients will be notified of the outcome within 20 business days of submission, unless further evidence or clarification is required. Clients will receive a written outcome, including reasons for the decision

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6. Appeals

Clients have the right to appeal a Recognition Assessment decision. (See Appeals Policy)

7. Access and Equity

Clients have fair and equal rights to assessment, including recognition. (See Access and Equity Policy)

8. Records Management

All documentation from Recognition processes are maintained in accordance with Records Management Policy. (See Records Management Policy)

9. Monitoring and Improvement

All Recognition practices are monitored by the Quality and Compliance Manager National Food Institute and areas for improvement identified and acted upon. (See Continuous Improvement Policy)

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