

WHAT is SKILLS RECOGNITION?

Skills Recognition is the term used to describe a number of assessment processes resulting in the **formal** recognition of competencies that a person has acquired through formal or informal training. It recognises that people acquire skills and knowledge, not only through schools and training centres, but also through work and life experience.

Through Skills Recognition a person's skills can be formally assessed against the **competencies** of a **Training Package** and acknowledged regardless of where or how they were acquired. Through these processes people are not required to undertake training in areas where they are already competent; they are granted a credit for that particular unit(s). Recognition of Prior Learning therefore, can also help identify what training is needed to complete a qualification.

SKILLS RECOGNITION Pathways

Under the **Australian Quality Training Framework (AQTF)**, competencies may be attained in a number of ways. Skills Recognition encompasses a number of assessment processes to recognise people's competencies:

- Recognition of Prior Learning
- Recognition of Current Competencies
- Credit Transfer
- Trade Recognition
- Overseas Equivalence

In order to grant you recognition of your skills, you will be required to provide evidence of and/or demonstrate your competence against the endorsed industry or enterprise competency standards.

An accredited assessor of the company assesses an applicant's current skill and knowledge level. Applicants are required to supply evidence to authenticate and support their application. The types of evidence you will be asked to supply will be discussed at your initial interview, or pre-briefing. The evidence required will take a variety of forms, and may include:

- Certification from other training programs or courses
- Copies of Performance Reviews; KPO's; from your workplace
- References from past employers
- Testimonials from clients
- An oral assessment of your current knowledge
- Samples of your work
- A workplace demonstration of your skills, and
- Other documented evidence

A successful assessment results in you being granted a credit for that particular unit(s).

RPL/RCC: Recognition of your prior learning, or current competency

RPL assesses the unrecognised learning against the requirements of a Qualification.

"RPL is an assessment process that assesses the **individual's** non-formal and informal learning to determine the extent to which that individual has achieved the required learning outcomes, competency outcomes, or standards for entry to, and/or partial completion or total completion of, a Qualification."

National Principles and Operational Guidelines for Recognition of Prior Learning (RPL)

This option is for individuals who believe that their current skill level, knowledge or experience is **equal** to any **unit of competence** contained within a national Training Package.

CREDIT TRANSFER

"Credit Transfer assesses the **initial course** or **subject** that the individual is using to claim access to, or the award of credit in, the destination course to determine the extent to which it is equivalent to the required learning outcomes, competency outcomes, or standards in a qualification. This may include credit transfer based on formal learning outside the AQF framework."

National Principles and Operational Guidelines for Recognition of Prior Learning (RPL)

Credit Transfer involves SCOPE Vision assessing a previously completed course or subject to see if it provides **equivalent learning** or **competency outcomes** to those required within the student's

current course of study. If you are seeking an exemption from a unit; Credit Transfer, you must demonstrate that you have completed an equivalent course of study to the appropriate level. Comprehensive course material from the alternative qualification is required (eg, content, depth of coverage, duration of course, hours attended, proof of participation, mapping of the course etc..) to assist in proper evaluation. This material is to be provided by you and given to an assessor as evidence of attainment. Satterthwaite Consulting *and* SCOPE Vision will recognise any nationally recognised Qualification and/or Statement of Attainment issued by another Registered Training Organisation under the principles of Mutual Recognition.

WHAT is TRADE RECOGNITION?

“Trade recognition is generally applied to apprenticeship occupations, where the applicant has skills and significant work experience in the area. It is usually sought by people who have years of experience and need certification to gain a licence or a promotion, or who wish to undertake further study. Workers skilled in trade areas without formal certification may also seek formal recognition of their skills and experience if they wish to use, train or employ an apprentice themselves.

To be eligible for trade recognition the applicant must have been working in the area for approximately six years full time. This does vary from state to state and some age restrictions may apply. Only certain trades are eligible for skills recognition in this way, though pathways for recognition in other trades can be sought through the appropriate licensing or regulatory authority. Applicants need to be residents of Australia or New Zealand citizens, and fees apply. The costs and in some cases the trades recognised vary from state to state. The first point of contact should be the state or territory training authority. (www.tpatwork.com/ContactUs.asp)”

TrainingPackages@work

WHAT are OVERSEAS QUALIFICATIONS ASSESSMENTS?

“There are several steps involved in having overseas Qualifications recognised in Australia. In regulatory occupations (which require licensing or registration to practise) applicants must have their overseas Qualification assessed by the relevant professional body. This applies to people intending to migrate as well as applicants who are already in Australia. For more information about professional recognition assessments visit the Australian Education International (AEI) website: www.aei.dest.gov.au/AEI/Qualifications/Services/default.htm

People who are not in a regulated profession and want an educational assessment of their overseas Qualification/s as a step towards employment in Australia should first contact a state or territory Overseas Qualification Unit. Contact 1800 020 086 (toll free) or visit www.aei.dest.gov.au/QualificationsRecognition/RecognisingYourQualifications/WorkingInAustralia/OQU_pdf.pdf”

TrainingPackages@work

APPLYING for SKILLS RECOGNITION

If you believe that you may be eligible to access the Skills Recognition Pathway, please make contact with Maria-Jane Satterthwaite, or Joanne Laidlaw of Satterthwaite Consulting *and* SCOPE Vision. A pre-briefing appointment will be scheduled for you.

You must then complete the scheduled documentation, and forward this to SCOPE via Australia Post; along with all supporting documentation.

The processes used to assess RPL applications may take several (not mutually exclusive) forms, for example:

- Participation in exactly the same or modified versions of the assessment the student would be required to complete as part of the full course
- Assessment based on a portfolio of evidence
- Direct observation of demonstration of skill or competence
- Reflective papers, journals or portfolios that relate past learning to the learning or competency outcomes of the current course or qualification
- Provision of examples of the student’s work drawn from the workplace, social, community or other setting in which the student applies their learning, skill or competence
- Testimonials of learning, skill or competence
- Combinations of any of the above

Any application for Skills Recognition must be lodged within 6 weeks of your Training Program Outline (T.P.O.) being completed and signed by your assessor, and/or receipt of your Training and Assessment Plan.

Methods of Assessment – There are many methods of gathering evidence, which can be used to enable an assessor to make a judgment about the applicant's competency. The methods chosen should be the most direct and relevant to the competencies or learning outcomes to be assessed. Over-reliance on one particular method should be avoided. Where access to the workplace is not possible, work-tasks will be simulated as closely as possible. It is unlikely that assessment will be able to cover every item of knowledge or every skill in all possible contexts. An individual assessment instrument, such as a written test, a project or a practical demonstration involves sampling the applicant's learning and making inferences so that the results of the sample can be generalised. The assessor makes a judgment as to which combination of methods provides simplicity and flexibility and is best suited to the competency that is being assessed.

DEFINITION of EVIDENCE

Work Experience – This can relate to either paid employment or unpaid/voluntary employment or work experience. This experience may be current or in the past, but more recent experience will have greater validity. The main evidence in this category would be samples of work with a validated letter, on-the-job assessment or confirmation of skills by an industry representative.

Samples of Work - The application for assessment should accompany samples of work which demonstrate the applicant's competencies in particular learning outcomes. For example, a person applying for RPL/RCC in THHBFB01B Operate a Bar, can submit examples of assignments, reports, bar service manual compilation, drinks menus or similar.

Validated Letter – A letter of validation should not be confused with a reference. Its purpose is to help confirm the applicant's authenticity. It should provide details concerning the duties, experience and responsibilities of the applicant that are relevant to the learning outcomes of the unit, including some indication of the level of skill demonstrated by the applicant in his/her work performance. It's important that a person who knows the applicant and also the duties performed by that person writes on official stationery and the letter. The position of the person writing the letter should be clearly indicated, along with a telephone contact number.

On-The-Job Assessment – If the applicant is currently employed, an assessor may visit the applicant in the workplace to confirm competence in specified areas. For example, the assessor will observe the applicant perform a work task/s related to the required unit. If the task is performed to competency, the applicant is deemed competent.

Industry Representative or Support Person – The applicant may wish to have a friend, or a person from their workplace attend the assessment to verify any claims regarding work/life experience, duties or responsibilities.

Life Experience – Relevant experience the applicant has acquired through any normal day-to-day activities, other than formal work, can also be considered. For example, community group involvement, family activities, sports, hobbies, leisure activities, organising events and committee involvement. The assessor must consider the relevant features of these activities that demonstrate the applicant's competence in the particular learning outcome. Samples of work or a letter of validation should be sighted.

Practical Skills Demonstration – The applicant demonstrates their ability by performing a practical skill to the required competency standard.

Interview/Verbal Questioning/Oral Assessment – An applicant may best demonstrate competence by verbally explaining particular content areas.

Written Assignment/Test – An applicant may demonstrate their competence by completing an assignment, test or exam relevant to the module, given by the assessor.

Formal/Informal Training – The applicant can further support their application for RPL/RCC by including any details of training undertaken in school, college, university, specialised short courses, workshops or specific industry training. The applicant must show originals of any Qualifications and provide photocopies. Course documentation must also be provided and must include details of what was covered in the training.

ASSESSMENT PLANS and RECORDING MECHANISMS

Assessment Plans are a quality assurance mechanism and provide one way whereby the assessment processes and methods are available to public scrutiny and can be clearly linked to

competency standards and/or learning outcomes. Assessment Plans will be developed by qualified assessors using Assessment Guidelines (an endorsed component of Training Packages) where they exist, or industry supported learning outcomes where no Assessment Guidelines or competency standards exist.

Assessment Plans will be public documents showing:

- The elements or units of competency or learning outcomes to be assessed
- When the assessment will take place
- Where the assessment will occur
- The assessment methods to be used
- The criteria for reporting higher levels of performance (*as applicable*)

Assessment outcomes will be reported using the following scale:

To Be Achieved

The person being assessed is not yet competent against one or more of the units of competency required by industry, or learning outcomes supported by industry. When competence is achieved, *To Be Achieved* will convert to *Achieved*.

Please Note: (Not Yet Competent can be interchanged with To Be Achieved).

Achieved

The person being assessed has demonstrated competence against all units of competency required by industry, or learning outcomes supported by industry.

Please Note: (Competent can be interchanged with Achieved).

Satterthwaite Consulting and SCOPE Vision ensures that every applicant is aware of what is required of them to convert *To Be Achieved* to *Achieved* and, if applicable, applicants have the opportunity to achieve *Competence* as soon as is reasonably possible. This policy forms part of the company's quality assurance process. An applicant will be provided with not less than two (2) attempts to demonstrate competence against an element or unit of competency or a learning outcome at no extra charge. Further attempts to demonstrate competency will be at the discretion of Satterthwaite Consulting and SCOPE Vision and fees will be negotiated with the applicant at the time.

Responsibility for Maintaining Records

To conform to basic quality assurance requirements, Satterthwaite Consulting and SCOPE Vision will maintain records of the following:

- What evidence was gathered and agreed upon
- How the evidence meets the required standard
- Who collected the evidence
- When and where the evidence was collected
- What methods of assessment were used

Satterthwaite Consulting and SCOPE Vision, as well as applicants are responsible for retaining records of attainment.

Assessor Procedural Requirements and Documentation

1. The assessors must identify themselves, verifying their workplace assessor qualifications with the applicant.
2. The assessor must utilise the Assessment Profiles developed by the company for the relevant Unit(s) from the appropriate Training Package.
3. Methods utilised to assess competency in each unit/learning outcome, must be marked off in the appropriate sections contained within the Assessment Profiles/Student Record Book.
4. Copies of a current resume, training/course qualifications (*original qualification must be sighted*) samples of work, validated letter, written assignment, test results and any other document verifying competency must be attached to the assessment document.
5. The applicant is to co-sign each module assessed in the appropriate sections contained within the Assessment Profiles / Student Record Book, regardless of whether competency has been met.
6. The assessor must complete the *Applicant Assessment Summary Form*. The assessor must keep a photocopy.

The assessor must provide all of the above documentation, in its entirety to Satterthwaite Consulting and SCOPE Vision for monitoring and recording purposes.



Skills Recognition Policy





At the completion of the assessment, the assessor must inform the applicant of his/her status re: *To Be Achieved or Achieved*, for each unit/learning outcome assessed. Assessors are to inform the applicant that the outcome of the Skills Recognition Assessment will be provided to them in writing within seven days. (Applicant Assessment Summary Form)

Satterthwaite Consulting *and* SCOPE Vision will send a copy of the Applicant Assessment Summary Form to the learner (within seven (7) working days) detailing the unit/learning outcomes assessed and trainee status i.e.: *To Be Achieved or Achieved*. A copy will be attached to the Applicant's Assessment Profiles and kept on file.

A template Applicant Summary Form and Application Form follows on the next page(s):

Details of documentation to support this application:

Please list all supporting documentation and attach to this application form

<p>-----</p> <p>-----</p> <p>-----</p> <p>-----</p> <p>-----</p> <p>-----</p> <p>-----</p> <p>-----</p> <p>-----</p>	 
----------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------



Payment Options	
I will be paying using the following method: (please tick)...	
<input type="checkbox"/> Cash	
<input type="checkbox"/> Credit Card	Visa, MasterCard & Bank card accepted
<input type="checkbox"/> Cheque	Make cheques payable to 'SCOPE VISION'
<input type="checkbox"/> Internet Banking Payment can be made via direct deposit to:	Account Name : SCOPE VISION Bank : NATIONAL AUSTRALIA BANK BSB : 086420 Account Number : 493266439
<input type="checkbox"/> Invoice 3rd Party	Please complete segment below:
Invoice Information	
Invoice to be sent to : (please attach approval form)...	
Name of Company :	
Attention :	
Postal Address :	
Email Address :	
Telephone :	
Facsimile :	
Office Use Only:	
<input type="checkbox"/> Confirmation Sent	
<input type="checkbox"/> T & A. Plan Sent	
<input type="checkbox"/> Invoice Sent	
<input type="checkbox"/> Fees Paid in Full	
Total Fee :	
Invoice Number :	
Amount Paid :	
Payment Method :	
Receipt Number :	
Balance Owing :	