

What is Recognition?

Recognition is a process to formally recognise a person's current skills and knowledge, no matter how, when or where the learning occurred.

Even if you have never formally studied or trained in a particular area, you may have gained knowledge and skills through your education, training, work and life experience.

Recognition suits people who have relevant:

- Work skills or knowledge
- Paid or unpaid work experience
- Life experience (such as hobbies, sport and leisure activities)
- Community work experience.

Recognition could provide you with a full or part qualification, and avoid duplication of training. It could be used to identify what training you may need to complete a qualification, or provide a pathway to other qualifications.

What are the benefits of Recognition?

- You will be recognised for what you already know, and may complete training in a shorter period of time and reduce the cost of fees
- You don't have to undertake training where you can prove you already have the skills and knowledge to competently perform the tasks
- The qualification you gain through recognition has the same value as those gained through the mixed mode learning and assessment program with the AISR
- You will have the opportunity to get your current skills and knowledge formally recognised.

How do I apply for Recognition?

To proceed with recognition you must carefully read through this document to ensure that you are familiar with the Recognition process and understand the requirements that will determine your eligibility.

Applying to undertake Recognition is a self paced and rigorous process. You will be required to self-assess your own skills, knowledge, qualifications and experience against those articulated in the units of competency and the qualifications.

You will need to compile supporting evidence to demonstrate that you have the required level of competence in the units that you are seeking recognition for. The term 'evidence' applies to anything that can verify your skills, knowledge and experience.

The evidence that you provide for your Recognition assessment must comply with the 'rules of evidence' from the Australian Quality Training Framework. This means that you must ensure that the evidence is:

- **Valid** – You must provide evidence that satisfies all requirements of the unit of competency.
- **Relevant** – The skills / knowledge / experience that you are claiming to have, should relate directly to the relevant unit of competence and be at a comparable standard;
- **Current** – you must be able to show that your skills are up-to-date and that you could demonstrate these now if required, a general guideline is less than two years old. Evidence that is older than two years must be supported by up-to-date evidence of your continued application of the relevant competence;

- **Authentic** – you must be able to verify that the skills / knowledge / experience in your application are genuine and the evidence you are presenting is your own work. Any copies of original qualifications, certificates or documents you submit must be certified by a Justice of the Peace (JP);
- **Sufficient** – You must provide sufficient evidence for the assessor to determine your level of competence.

There are various types of evidence that you can provide which can be gathered from a number of sources. There are four types of evidence that you can collect and present:

Direct Evidence – Anything that you have either produced yourself or for which you have been primarily responsible i.e. Correspondence; business reports. You will need to provide two to four examples of each type of evidence to show that you have done this type of work over a period of time. It is important to verify your work as your own by getting your supervisor to authorise the evidence that you have been submitted.

Indirect Evidence – Information about you i.e. formal certificates; position description. Third party reports – This is indirect evidence about yourself, and could include statements from other people (i.e. managers, supervisors, previous employers, customers or colleagues) to support your claim for Recognition and should not be confused with a reference. This evidence should provide details about your duties, experience and responsibilities that are relevant to the requirements of the units of competency and the qualification and also demonstrate the level of skill by you in your work.

Supplementary Evidence – In addition to providing evidence you may be required to demonstrate that you have the required knowledge and skills by answering either oral or written questions, and/or performing your work activities. Examples of evidence that can be submitted:

- Curriculum Vitae or work history
- Job/Position Description
- Qualifications/ Certificates/ results of assessment for nationally recognised qualifications
- Qualifications/ Certificates/ results of assessment for other qualifications and courses
- Results/ statement of attendance/ certificates; for in-house courses, workshops, seminars, symposiums
- Membership of relevant professional associations
- Other documentation that may demonstrate industry experience, i.e. participation in the development of industry programs; industry awards
- Relevant industry licences i.e. Criminal History Check; Blue Card; etc
- Work samples, which may include but not limited to: diaries/ task sheets/ job sheets/ log books/ performance appraisals/ work plans/ projects
- References/letters from previous employers/supervisors
- Letters of support/appreciation
- Workplace awards/ prizes/ certificates
- Evaluation forms/ feedback sheets
- Hobbies or interests that relate to the outcomes of the unit elements.

Personal Statements – will generally only be considered as supporting evidence not primary evidence, however it is valuable to submit as it gives you the opportunity to explain the evidence that is specific to your own organisation/industry and highlights to the assessor the knowledge and understanding required to do your job. A personal statement should be a concise description of your work activities and the functions you carry out and must be related to the unit of competency.

How much evidence do I need to provide?

Your Assessor will be looking at the quality of your evidence submitted, rather than the quantity of evidence you provide. For your application to be successful you must remember that the evidence you supply will need to demonstrate to the assessor that you have the required skills and knowledge that meets the standards identified in the units of competency.

Why do I have to pay for Recognition?

You will have to pay fees when you submit an application for Recognition as it requires the time and expertise of the Assessor to assess your supporting evidence against the requirements of the units of competency and the qualification.

What does Recognition cost?

Recognition costs are outlined in the application form. Please note that when you first enrol you will be required to pay an enrolment fee. The fee policy is outlined in the student handbook. Fees less than \$500 must be paid in full on enrolment.

If Recognition is granted you will be awarded the units of competency you have applied for and you will not need to complete the units in the mixed mode learning and assessment program.

If Recognition is not granted you may use the amount you have paid towards recognition to undertake the mixed mode program. If you elect not to undertake the mixed mode program the fees already paid are not refunded.

Step 1

Apply for Recognition on the application form selecting the topic/work area you are seeking recognition for.

Step 2

Your application will be received by the RTO and you will be provided with the Recognition Information Guide. This Guide will provide you with specific evidence requirements that you will be required to meet. This will enable you to do an initial assessment of your experience and check as to whether you will be able to:

- Demonstrate the required skills and knowledge;
- Provide evidence to prove that you are competent for the topic/work area and or qualification

Step 3

Confirm with the RTO your intention to proceed with Recognition or to participate in the mixed mode learning and assessment program.

When your application has been assessed and your eligibility for recognition has been approved, you will be provided with instructions to enrol. You will then enrol on line, paying the prescribed fee.

Step 4

The RTO will confirm your enrolment and provide you with instruction to enrol on line to pay the proscribed fee.

Step 5

Enrol online.

Step 6

Your enrolment will trigger your access to the online Recognition portal. This portal will allow you to access the Recognition guide and assessment process for topic/work area you have applied for.

Step 7

Complete the recognition process following the recognition guide and assessment tool. Gather and submit your evidence. All evidence submitted will be reviewed and you will participate in a professional discussion with an assessor. You will receive immediate feedback on your evidence and discussion including the assessment decision

Successful recognition will enable a statement of attainment for units of competency related to the topic you are seeking recognition or the qualification to be issued.

If Recognition is not successful we will work with you to identify what is required to assist you meet the competency/qualification requirements. This may involve participation in education and training or other activities such as a written assessment; participating in workplace assessment/observation.

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