

The Importance of Recognition Pathways

- Want to fast track your qualification?
- Need a qualification to move forward in your trade?
- Reckon you have learnt the skills and knowledge on the job, or previously, during another course?
- Don't want to do another training course when you already "know" it?
- You have lots of skills and experience from jobs, courses and/or community work, but you don't have the 'piece of paper' to prove it?

What are the benefits of recognition?

Using a recognition pathway to get your skills and knowledge formally recognized could assist you in your career and employability. It could fast track your success in a qualification, saving you time and money.

What is meant By Recognition?

Recognition means that the current skills and knowledge you already have through informal learning may count towards a nationally recognised qualification or statement of attainment, regardless of how, when or where the learning occurred. Recognition includes Recognition of Prior Learning (RPL), Recognition of Current Competency (RCC), Credit Transfer (CT) and Skills Recognition.

Can any training college recognise my skills?

To have your skills assessed you need to find a Registered Training Organisation (RTO) that offers the qualification or unit of competence you want. Correct Training Systems offers qualifications in Food Processing. Vocational qualifications have different levels. Your previous experience, current skills and knowledge may qualify you for skills recognition at one level of the course you choose, but not at another. Your assessor at the RTO you choose can guide you on choosing the right qualification and level.

How does it work?

1. Firstly consider your skills and Knowledge.
Maybe complete a self assessment using the information from the training package
2. Choose the qualification or units you wish to achieve
3. Contact the Registered Training Organisation that offers the qualification
4. Correct Training Systems will offer guidance in whether or not to proceed and explain the RPL Process
5. Access support resources from the RTO, such as CTS RPL kits
6. After initial discussion and review of the unit requirements, decide if RPL is a suitable pathway for you ,
7. Collect and organize evidence of skills and knowledge
8. Evidence will need to be able to be authenticated by the RTO. Alternatively certified copies of documents signed by a JP may be submitted.
9. Submit your portfolio of evidence to the RTO, where a qualified assessor will review the evidence and make an assessment decision
10. The RTO, such as Correct Training Systems will then deliver feedback and a judgment of competence to the student, within a month of receiving your submission
11. If successful, CTS will issue qualification or units, keeping the evidence, records and results.
12. If More Evidence is required , follow the feedback and action plan provided by your assessor to gather additional evidence
13. Submit any additional evidence to RTO
14. The RTO may reject the RPL submission and advise why RPL was not approved.

Possible outcomes of the RPL and credit application:

- Application successful and credit/recognition granted, current competencies recognised
- Application suspended pending learner providing further information/evidence
- Application rejected. Learner may seek to undertake formal assessment for those credits, exemptions, current competencies noted in the learner's application.
- Application rejected. The learner may appeal and the application may be re-assessed. If required, a final decision will be made by the RTO Manager in consultation with the course teacher

Assessment Evidence

You will need to present a variety of evidence to the assessor at Correct Training Systems to show your assessor you already have the skills and knowledge to meet Australian industry standards and the requirements of the units and qualification you have chosen.

Evidence may be a collection of different forms, typically put together in a portfolio of:

- samples, photographs or videos of your work
- resume
- course certificates, AQF documentation and certificates
- a practical 'on the job' assessment report
- answers to questions in an interview with your assessor
- a simulation of a work activity
- letters of validation from your employers
- performance management reports
- copies of documents you have completed at work
- certificates
- work samples
- references from past employers or clients

You need to work out which types of evidence best demonstrate your competence.

Correct Training System's RPL kit can act as a guide. Map or index your documents to the specific requirements of the unit. Use the elements of the unit, the required skills and knowledge, and the critical aspects of evidence to help you select label and index documents that show your competence and expertise.

Bear in mind that the assessor is looking for clear current evidence that matches the requirements of the unit (s)/ qualification, that is valid, sufficient, authentic and current.

- Current - relates to current industry practice and legislation
- Authentic – your own work
- Valid – relates directly to the requirements of the unit/ qualification being applied for.
- Sufficient - enough evidence to cover all components of qualification or unit to enable a judgement of competency, achieved over a period of time.

Tips for RPL success

- To be successful in an RPL submission you need to be organised and collect relevant evidence in a systematic organised way. Correct Training Systems is here to support and guide you, but can't do this for you.
- Read the unit and qualification before embarking on a recognition pathway and make sure you have sufficient detailed documents that match the requirements of the unit.
- Develop an ongoing portfolio of your workplace documents, like an e portfolio that will allow you to have proof or evidence of what you are capable of. This can include work samples, photos, workplace reports and records

Written with information from www.skillsrecognition.nsw.gov.au 2012