



RECOGNITION PROCESS

What is recognition?

Recognition is an acknowledgement of your current skills and knowledge obtained through formal and informal training, work experience and life experience. It is an opportunity for you to demonstrate your competence. You may be eligible for recognition if:

- *Your prior learning and experience is relevant to this course*
- *You are able to supply proof of subject-relevant formal training (conducted by industry or educational institutions in Australia) or work experience*
- *You can submit authenticated documents or samples of work that clearly demonstrates relevance and currency*
- *You participate in an interview or other evidence gathering methods to determine current skills and knowledge*

Do you have relevant work experience?

If you have been working in an occupation that is the same or similar to the nationally accredited qualification that you wish to study then you have probably developed skills and knowledge that can be assessed towards your qualification. In addition, if you have undertaken work related or on-the-job training this can also be assessed.

Do you have relevant qualifications for credit transfer?

You may be able to apply for recognition based on previous vocational studies. Mutual recognition requires that *Health & Safety Advisory Service* recognise and accept qualifications or statements of attainment issued under the Australian Qualifications Framework (AQF) by other registered training organisations (RTOs) or TAFE around Australia. Credit transfer will be issued if you hold the same units as those within the qualification.

What are the benefits of recognition?

Recognition means:

- *Less time studying & no need to study the same thing twice*
- *Formal recognition of existing skills and knowledge*
- *Help in meeting entry requirements for higher level qualifications*
- *Qualifications gained through recognition have the same value as those gained through course work*
- *Full or partial recognition of your qualification may be granted*

Types of evidence:

There are several types of evidence you can collect to show your skills & experience for assessment against the unit of competency.

- *Certificates (formal and informal qualifications)*
- *Diary/journal or anecdotal records*
- *Email evidence – memos, reports, etc.*
- *Letters of evidence &/or references*
- *Documents or workplace products (risk assessments, job descriptions/procedures, photos)*
- *Records of workplace activities- relevant projects, reports, etc.*
- *Resume/work history (information regarding your career)*

Recognition tools:

The process of self-assessment is the first important step. This is a valuable technique within the recognition process. It involves comparing your skills, qualifications and experiences with the units of competency to be gained in the qualification. Using the Self-Assessment Recognition Tool (provided by *Health & Safety Advisory Service*) you can review each of the units and list the evidence you could provide that addresses the elements and performance criteria within each unit.

Once you have decided which units of competency you can match, you need to collect the evidence and compile a portfolio. Each item of evidence should include details as to which unit, element &/and performance criteria it addresses. The assessor will review your evidence and provide feedback as to what else is required. Refer to the attached diagram showing the Recognition Process.

What now?

Contact *Health & Safety Advisory Service* for an application form and payment details.

Note: The fee for recognition will not exceed the full course fee. Upon enrolment, you will receive the relevant Self-Assessment Recognition Tool.

Work through the Self-Assessment Recognition Tool and assess your evidence to meet the elements and performance criteria within the units. Decide whether you will apply for full recognition or partial (unit) recognition.

If you find you only have partial recognition, you will need to complete the remaining units through gap training/distance learning.

