



WHAT IS SKILLS RECOGNITION?

Skills recognition is a similar process to applying for a job - it involves addressing criteria, using evidence and examples.

The "criteria" are the Performance Criteria in each Unit of Competency which make up the qualification, Diploma of Community Services (Financial Counselling). These Units are made up of Elements and the Elements are comprised of Performance Criteria, as well as Essential Knowledge and Skills which also need to be addressed. This is the criteria you must address when applying for skills recognition.

You can find the details, including the Performance Criteria, for each of the Units of Competency within the Diploma of Community Services (Financial Counselling), on the National Training Information Services website at <http://www.ntis.gov.au>. This is the document upon which we base all of the assessment, skills recognition and learning programs within the Diploma.

The steps in applying for skills recognition are as follows:

Step 1

Obtain the details of each Unit of Competency from the NTIS website

Step 2

Using the Elements, Performance Criteria, Critical Aspects of Assessment and Essential Knowledge and Skills as a guide, match up your previous education, training, work experience and life experience with each Unit.

You will find that there is considerable overlap between the various Units of Competency, so it makes your job easier if you group together any Units which seem alike or similar.

Step 3

Gather together any paperwork which provides evidence and put these together into a portfolio, clearly marking which Unit or group of Units the evidence relates to (the same piece of evidence may be used for a number of different Units). Provide a list of referees or contacts if you need the assessor to talk to someone to confirm evidence or seek further detail.

Step 4

Forward these to the institution or qualified assessor who has agreed to do your skills recognition. Offer to be available for interviewing for further information.

Once the assessor has examined your evidence, and assessed you as competent in the Units for which you applied, you will receive an academic record of these Units as "CO" for Competent, just as if you had completed the course. If the evidence is insufficient for any of the Units, you will be advised of this, and given some options for presenting further evidence or undertaking part of the course.

Do I have to enrol in the Diploma of Community Services (Financial Counselling) in order to complete my skills recognition?

Strictly speaking, you do not have to enrol. You can simply present your evidence with an application form available from Central TAFE, and pay your fee. The fee will be the same amount as if you enrolled in the course.

The advantages of enrolling in the skills recognition and gap training program provided by Central is that you will receive a great deal of support from facilitators and each other while going through the evidence gathering process. You can complete work-based assessments when your evidence is not available or insufficient, and you can complete a flexible, on line learning program which is interesting, interactive and even fun, in areas where it is identified that you need further training.

For further information, you are welcome to ring Jill Lyall at Central TAFE on 9427 3789, or email me on jill.lyall@central.wa.edu.au