

## Recognition Process

Recognition is a method of assessing if you have evidence of competency for a particular unit of competency that you are enrolled in. It is important to remember that Recognition is an assessment process not an assumption of competence.

Recognition is the determination, on an individual basis, of the competencies obtained by a student through:

1. Previous formal training;
2. Work experience; and / or
3. Life experiences.

Recognition therefore determines the subsequent advanced standing to which the student is may be entitled to in relation to a course/Qualification. The main focus of Recognition is what has been learned rather than how, where or when it was learned. Recognition focuses on both the demonstration of competence and the currency of that competence to industry standards.

It is important to note, the onus is on the student to document and present evidence to justify a claim for recognition and present their case to the satisfaction of the Assessor.

Any documents that you provide to support your claim of competency must be the originals rather than copies. Your original documents will be photocopied and handed back to you. It is also expected that any evidence submitted is your own and if any part of the work is the work of others, that this is formally acknowledged and advised.

## Recognition Decision

Regardless of the type of evidence that you submit, Assessors must be confident that the evidence meets the below criteria:

1. Full requirements of the Unit of Competency(s);
2. Any Regulatory/Industry requirements;
3. Authenticity - That it is your own evidence and can be authenticated;
4. That you can perform the competency consistently and reliably;
5. Is at the standard expected in industry and set out in the Australian Qualification Framework (AQF); and
6. Sufficiency - There is sufficient evidence to make a judgment.

Skill Hire is committed to ensuring that all judgments made by Assessors against the same competency standards are consistent. Your Assessor will examine the evidence that you present for each assessment tool and then make a judgment on that evidence which will be either:

Satisfactory (S) or Not Yet Satisfactory (NYS)

Your assessor will advise you what you can do if you receive a NYS for your

assessment tool or task. If you are deemed NYS in your initial assessment, you are allowed a second attempt.

If you are deemed satisfactory in all assessment tools / tasks, you will be competent (C).

However, if you are deemed NYS on the second attempt, you will be deemed NYC. you will be required to re-enrol. Please talk to your assessor if you have any concerns.

Competent (C) - you have been deemed competent against all the requirements of the Unit/s of Competency

Not Competent (NYC) - you have not yet demonstrated competency to all requirements.

For further information on Recognition, please contact Skill Hire Training Services via email at [training@skillhire.com.au](mailto:training@skillhire.com.au) or by phone on 08 9376 2800.

### **Mutual Recognition**

Skill Hire recognises the AQF Qualifications and Statements of Attainment issued by other Registered Training Organisations (RTOs) and appropriate recognition will be given to VET transcripts issued by the Registrar. This is commonly referred to as Mutual Recognition or Credit Transfer.

Mutual recognition is applicable when a Statement of Attainment, Qualification or transcript provided by a student has the same national competency codes as those that form part of the training and assessment program within which the student is enrolled or is intending to enrol. Students are required to formally apply for Mutual Recognition, by providing copies of valid transcripts, results or certification for review.

With approved Mutual Recognition students are not required to undertake learning in the unit/s again, the student is exempt.