

Recognition Pathway Information

This guide is provided to inform you of the ways in which you may complete a program with Em-Four Pty Ltd based on recognition of your current competence equivalent to that required for the qualification.

Skills and knowledge are everywhere

We gain skills and knowledge (prior learning) throughout our lives. You may have gained your prior learning from:

- Work experience – self employment, paid and unpaid work (that is voluntary or working for a family member, part time or casual work)
- Life experience (working at home, family responsibilities, community interests, leisure activities, hobbies)
- Other courses (formal or informal training courses, short courses and training both on and off the job)

Your skills and knowledge can be recognised formally by applying for Recognition of Prior Learning (RPL) or Recognition of Current Competencies (RCC). This means that if your current competency or prior learning is recognised, you will not have to do the parts of a course that you already know.

Rules of Evidence for RPL

The criteria the RPL Assessor will use to match your evidence are:

- Authenticity
- Validity
- Quality
- Transferability
- Currency
- Relevance
- **Currency** – relates to the age of collected evidence. Competency requires demonstration of current performance – therefore the evidence collected must be current/very recent. Try to find evidence which shows that you can perform the competency now. If all your evidence is 5 to 10 years in the past and you have not been active in recent years then currency of skills and knowledge is questioned.
- **Validity** – is when the process assesses what it claims to assess. Try to ensure that the evidence relates clearly and directly to the elements and performance criteria in each unit of competency. Check the overview of evidence and the specific evidence requirements if you are not sure if the products and processes are appropriate.
- **Sufficiency** – relates to the amount of evidence collected. Try to present enough evidence, not too much, not too little across the units of competency. The critical aspect of evidence in each unit will indicate what must be submitted.
- **Authenticity** – relates to making sure the evidence is from or of the candidate and not another person. The assessor needs to be satisfied that the evidence gathered is the candidate's own work. Do not make things up and do not say that work done by someone else is yours. Provide evidence that the work is yours through third party letters of authentication and statutory declarations.
- **Quality** – closely related to authenticity. It basically looks at the credibility of the material that you are producing. A qualification that was obtained from a provider accredited by a formal body is going to carry more weight than something awarded by an informal group. This does not mean that material will be excluded; simply that some will not demonstrate quality to the same standard as others and will require additional support.
- **Relevance** – the material that is cited is applicable to the qualification that you are seeking. You need to show how it applies. Don't rely on the assessor doing your work for you.

- **Transferability** – closely aligned to relevance, this is where you show that the skills and knowledge gained elsewhere are readily applied to the qualification that you are seeking.

Collecting evidence

You need to provide evidence of your competence. Evidence can take many forms. A list of possible types of evidence can be found in the next few pages.

Often the same evidence can cover a number of elements of competency, a whole unit or even a few units.

For example, a previous job can provide evidence in the form of your job description, any documentation you produced or systems you established and a reference from your former manager or employer.

In addition to completing an application form, you may also be required to attend an interview to answer some questions, or present and clarify your evidence. If you are unsure about something, the Course Coordinator, Gary Matlok, or Recognition Assessor, Philip Walsh, will be able to assist and guide you through the process. It is wise to collect as much evidence as possible.

Examples of types of evidence

Many different forms of evidence can be useful for Recognition. Think widely and creatively when collecting evidence as:

- You will need more than one piece of evidence for each unit.
- Evidence that you provide for one unit may be appropriate for other units.
- All industry related work experience will count so include evidence from full time, part time, casual and volunteer work.
- All evidence must relate to work you were directly involved with or for which you were responsible.
- Try to collect a number of pieces of evidence that cover a range of contexts, locations and the times you have demonstrated the competencies.

Putting the portfolio together

One of the easiest ways of doing this is to mark off each aspect of the range statement and evidence guide that you have been able to complete, either through your work or through training courses. You don't have to supply evidence for every aspect of the range statement or evidence guide, but you need to show that you are competent in those areas delivered in each particular competency unit.

A sample of how this may be presented is supplied in the next section. In this case, a former police officer was seeking RPL for the superseded **Certificate IV in Government (Statutory Investigation & Enforcement)**. You will see how the application covers both courses and professional experience. The example relates to one competency unit only.

PSPGOV308A Work Effectively with Diversity	
<p>Relevant Work Experience</p> <p>I have received extensive training in working effectively with Diversity throughout my working career, as well as working in positions where I could apply those principles on a daily basis. I have been required to identify and value individual differences in the work place and still achieve the corporate goals of the various organisations for which I have worked. I have also demonstrated these principles through leadership and guidance.</p> <p>Australian Defence Force – 1991 to 1994 – Served in Royal Australian Army Medical Corps. Bound by Commonwealth Public Service Principles, Policies and Defence Force disciplinary legislation that I needed to use judiciously and appropriately. I was required to recognise and value individual differences in the in the Army and in particular within the Military Medical Profession.</p> <p>NSW Police – 1994 to 2003 – Operational and Criminal Investigation Duties including secondments to other State and Commonwealth Agencies. The principles that I developed earlier held me in good stead and were enhanced within the NSW Police Service through training and leadership. During my service with the Police Service I worked in high risk situations in small teams and strove to maintain the motivation of highly skilled investigators. I led those teams and worked within that organisation's structure and culture. Those members performed to a high standard through planning and managing their respective work in a timely and cost effective manner. These principles were measured against performance and outcomes. I applied principles of inclusiveness, anti-discrimination, anti-harassment and equal employment opportunity in my own work practices by making opportunities for relieving at higher rank and undertaking training courses available to all members of my work teams as appropriate, as well as in my dealings with members of the community. My commitment to these areas was verified through annual Personnel Performance Appraisals conducted by my supervisors and managers during my employment with this organisation.</p> <p>City of XXXX Council – 2004 to present – Ordinance Ranger.. Application of relevant policies relating to Service, Anti-Discrimination, Occupational Health & Safety, Workplace Diversity, Local Government Code of Conduct while working in the role of parking and ordinance compliance/enforcement both as a practitioner and supervisor. The community within which I work is one in which I encounter issues of diversity according sexual identify, gender, ethnicity, culture, marital status, socio-economic status and Aboriginality on a daily basis.</p>	<p>Relevant Qualification</p> <p>Wollongong University - <i>Post Graduate Certificate in Management</i> - 12 May 1999</p> <p>NSW Police <i>Senior Investigators Course</i> - 27 March 1997</p> <p>NSW Police <i>Internal Investigation Course</i> - 5 July 1996</p> <p>NSW Police <i>Conciliation of Complaints Program</i> - 9 July 1996</p> <p>NSW Police <i>Preliminary Inquiries Course</i> - 5 July 1996</p> <p>NSW Police <i>Aboriginal Cultural Awareness Course</i> - 6 June 1998 - 6 June 1998</p> <p>Em-Four Pty Ltd – RTO No. 90936 - <i>Certificate IV in Government (Statutory Investigation & Enforcement) PSP 41404</i> - October 2004 LEOP Program Stage 1</p> <p>CERTIFIED COPIES OF ALL CITED DOCUMENTS SUBMITTED WITH THE APPLICATION.</p>

Ensure that you prepare a summary of evidence for each competency unit. All materials that you supply should be clearly identified and labelled so that your assessor is in no doubt as to what aspects of evidence relate to which competency unit. Some evidence will be used for more than one area, but you still need to show how it applies. Don't rely on your assessor doing this for you, as they may have a different interpretation to you.

There is nothing more difficult than trying to work out what an applicant is trying to claim from an envelope full of unlabelled course details, attendance certificates or references spanning a life time of work!

The clearer that you are in your explanation, the easier it will be to make an accurate assessment.

You need to show equivalence to the content of each competency unit for which you are seeking recognition.

Training Information

- Product training information such as certificates, statements of attendance, diary notes on meetings
- Copies of certificates or Statements of Attainment from training courses (in Australia or overseas) that can be related to the industry area you are intending to study in, e.g. management, recruitment, employee relations, any in-house training programs
- Completed training record booklets, learner guides or any other training material such as assignments or project work
- Reports and assessment records from teachers, trainers or assessors
- School or academic records that relate to specific units
- Training material notes such as learning how to use the new piece of equipment
- Transcripts of materials covered in training courses, workshops and formal qualifications. You need to be able to show how the content of these courses/workshops equates to the content of the course to which this application relates.

Workplace Information

- Copies of position description or list of duties.
- Certificates of service. These could include group certificates or other employment records or contracts.
- You may have created, reviewed or updated procedures and policies for your business (you would need to have an understanding of the content of the policies and be able to refer to them if asked).
- Understanding of Industry Awards, Occupational Health & Safety guidelines, Legislation.
- Staff training notes or professional development plan.
- Listing of daily tasks completed in a diary or to do list.
- Copies of correspondence such as letters, memos, emails or faxes.
- Articles in newspapers or journals about any work you have produced.
- Demonstrations of your work (on the job) or particular task.
- Summaries of Briefs of Evidence produced for court.

Third Party Information

- Performance reviews, appraisals or reports from current or previous workplace(s) including places where you have participated in voluntary work and associations or clubs where you have performed an office-bearing role.
- Reports or letters from people with whom you work or have worked including supervisors, store managers, department managers, line managers, staff managers, area managers, union officials, team leaders.
- Letters, reports or testimonials from co-workers. For example, you could invite staff members to write a letter describing and confirming your leadership skills.
- Staff or team reports.
- Letters of commendation & Reference letters.
- Referee or interview reports.
- Written feedback from staff members or any other people you have trained or inducted.
- Customer response forms.

Other Information

- Business, industry, or industry organisation awards/goals reached.
- A nomination to receive an award or a copy of an application relating to receiving an award

- Members or office bearer on committees of non-profit organisations that can be related to your work skills.
- Membership of associations such as your local Chamber of Commerce, Unions, networking groups
- Resume, curriculum vitae (CV) or any other document that states your employment and educational history

Matching your evidence to the required skills

The Recognition Assessor will match the evidence on your application with the elements of competency for the Units.

A perfect match is achieved when you have already studied the same course elsewhere and have a certificate to prove it. In most cases the original certificate or a certified copy will need to be sighted. A statement of results may also be useful. NB: This means you are eligible for Credit Transfer (see below) or the evidence you provide is clearly sufficient without the need for further assessment or investigation.

If you have a perfect match between your evidence and the elements you will be granted Recognition.

Credit Transfer

Credit Transfer is another way of recognising study you have previously completed if it is the same as the unit(s) in your enrolled course. To obtain Credit Transfer you will need to complete an application form and produce original Qualification Statements and/or Statements of Attainment issued by a Registered Training Organisation. You also will need to show how the content of these units equates to those within the qualification for which you are seeking recognition.

Self Assessment

Self-Assessment is designed to help you determine if you meet the competency requirements for the qualification you are seeking and, as a consequence, whether you are deemed to have competency equivalence for the purpose of the AQTF.

Remember, you need to demonstrate specific equivalence to each unit of competency for which you are seeking recognition. This should be done down to the element of competency level for each unit.

How to apply for Recognition

After reading through this **Recognition Guide**, you may decide to apply for RPL/RCC or Credit Transfer. Please contact us and we will advise you on what is required

The steps involved

These are the steps you will need to go through to apply for Recognition.

Step 1

Read the directions in this guide carefully and make sure you understand the purpose and what is expected

Step 2

Contact Em-Four Pty Ltd and advise us of your intention to seek recognition. We will advise you of fees and specific requirements of the process.

Step 3

Lodge your preliminary application accompanied by the prescribed fee. Your application will not be processed until the preliminary application has been received and your fee processed.

Step 4

You will be forwarded a recognition package designed for your intended qualification. It will provide a detailed review of each Unit of Competency within the qualification as well as an "Evidence Guide" for you to complete.

The Evidence Guide is designed for you to list your formal qualifications, skills and experience and to explain how this shows that you already are competent in each of the Units in the qualification.

This should be done while you read through the requirements for each Unit of Competency. You need to ask yourself;

- Am I already competent in this?
- How did I become competent?
- What evidence have I got to demonstrate that I am competent?

This is called self-assessment. You will be provided with a list of the elements for each of the Units of Competence comprising the qualification, as well as examples of the range of work in which you need to demonstrate equivalence to support your claim for Recognition.

Use this self assessment to identify your own competencies and knowledge gaps.

Step 5

Sign the declarations and provide a copy of your completed application and supporting portfolio of documents to Em-Four Pty Ltd, by sending electronic and hard copies to Em-Four Pty Ltd, PO Box 3635 Rouse Hill, NSW 2155.

Keep a complete copy for your own record.

Step 6

Your application, supporting material and evidence portfolio will then be assessed and a determination made about whether you have shown that your experience and qualifications is equivalent to all or some of the units of competence for which you have sought recognition. If necessary, an interview may be required to clarify some areas that are not clear from your written application.

Step 7

You will be notified of the result of your application.

The decision may either:

- Grant you Recognition for the entire qualification.
- Deny you Recognition for the entire qualification.
- Grant you recognition for some competency units.
- Deny you recognition for any competency units; or.
- Request that you provide further evidence

If further evidence is required, the type of evidence and the way it needs to be presented will be discussed during the meeting.

You will be formally notified in writing about the result of your Recognition application.

Right to appeal

Applicants who are not satisfied with the Recognition process or decision have the right to appeal. Any appeals will be determined by Em-Four Pty Ltd's Principal Executive Officer.

Step 8

If you have satisfied all criteria to be awarded the qualification, it will be forwarded to you by registered mail.