



# Macleay Valley Community College Inc

## **STUDENT INFORMATION**

### **Recognition - What is it? ... and how do you get it!**

Welcome to Macleay Valley Community College. MVCC promotes the principle of recognition for the skills and knowledge which you bring to a formal course of study, regardless of when, where or how they were obtained. This guide has been designed to provide you with key information about MVCC's Recognition policies and procedures and your rights and responsibilities in relation to Recognition.

#### **CONTENTS**

WHAT IS RECOGNITION	2
WHY APPLY FOR RECOGNITION	2
TYPES OF RECOGNITION	2
WHEN CAN YOU APPLY FOR RECOGNITION	2
WHAT CAN YOU APPLY FOR	2
WHAT DOES RECOGNITION COST	3
HOW TO APPLY	3
WHAT HAPPENS AFTER YOU SUBMIT YOUR RECOGNITION APPLICATION	4
APPEALING THE OUTCOME OF YOUR RECOGNITION APPLICATION	4
ISSUE OF QUALIFICATIONS AND STATEMENTS OF ATTAINEMENT	5
FURTHER ASSISTANCE AND ADVICE	5

## **What is Recognition**

Recognition is the formal assessment of skills and experience that you may have gained from:

- ❖ School and post-school formal and informal training
- ❖ Employment and volunteer work
- ❖ Work and life experience
- ❖ Other qualifications
- ❖ On-the-job training

## **Why apply for Recognition**

The main advantages of applying for Recognition are:

- ❖ Gaining up to 100% recognition for a qualification
- ❖ Gaining entry into higher qualifications
- ❖ Gaining a new qualification of equivalent value to qualification you hold
- ❖ Completing your qualification faster
- ❖ Possibly saving \$\$\$ on course fees (Note: this will depend on the type of qualification/course in which you enrol)

## **Types of Recognition**

MVCC promotes the principle of recognition for the skills and knowledge which you bring to a formal course of study, regardless of when, where or how they were obtained. Recognition refers to skills and knowledge gained from life and/or work experience, informal and/or formal training.

At MVCC recognition of your current skills and knowledge may occur via:

- ❖ **Credit Transfer** – this is granted when the same unit of study is completed within another course or within the same course but at another institution.
- ❖ **Exemptions** – are granted on the basis of formal studies completed in a related course.
- ❖ **Recognition of Prior Learning** – recognises your skills and knowledge gained through work experience, life experience and/or informal training.
- ❖ **Advanced Standing** – credit may be granted on the basis of prior formal studies in another course without the direct correlation of elements of competency.
- ❖ **National Recognition** - recognises the qualifications issued by Registered Training Organisations in all other States and Territories.

MVCC will strive to maximise the recognition of your prior skills and knowledge, whilst at all times maintaining the integrity and standards of the defined elements of competency of the specific qualification/course of.

## **When can you apply for Recognition**

Applications for Recognition are accepted:

- ❖ Before enrolment
- ❖ On enrolment into a qualification/course offered by MVCC
- ❖ After you have enrolled and commenced a qualification/course offered by MVCC

## **What can you apply for**

- ❖ Single units of competency (partial Recognition is not available through MVCC)
- ❖ Groups of units of competency
- ❖ Up to 100% of a qualification/course

## What does Recognition cost

On **full units** where credit transfer, exemption, advanced standing, RPL or National Recognition is granted, an administration fee applies. The administration fee will depend on the type of qualification/course in which you enrol. For information on PRL costs for a specific qualification/course, please speak to MVCC office personnel or your Trainer.

## How to apply

### *Step 1*

If you are considering applying for Recognition, you should first determine that you can provide sufficient and current evidence to support an application. If not available from the qualification/course page on our website [www.mvcc.org.au](http://www.mvcc.org.au), you should obtain from us information detailing the elements for each unit in which you wish to apply.

We also encourage you to complete the quick self-assessment below. Your answers may help you decide whether to submit an application for Recognition.

<ul style="list-style-type: none"> <li>Have you worked or volunteered in an industry related to the qualification/course in which you wish to apply for Recognition?</li> </ul>	Yes	No
<ul style="list-style-type: none"> <li>Have you completed any previous training courses at a Community College, TAFE (including TVET), University or through a Registered Training Organisation that is relevant to the qualification/course in which you are interested?</li> </ul>	Yes	No
<ul style="list-style-type: none"> <li>Do you have current and relevant skills and knowledge related to the units from this qualification/course?</li> </ul>	Yes	No

If you answered Yes to any of the sections above, please continue. If you have been unable to answer Yes, we encourage you to discuss any proposed application for Recognition with MVCC office personnel or the applicable qualification/course Trainer.

### *Step 2*

You will need to gather 'evidence' to support your application for Recognition. Your evidence must clearly show that you have equivalent and relevant skills and knowledge applicable to the units for which you wish to claim Recognition. The evidence you provide to support your application for Recognition can be extremely varied, and in most instances, we will require a combination of the following:

Types of Evidence	Examples
Previous study:	⇒ Including Statement/s of Attendance, Attainment, Certificates, Degrees, Transcripts of Results, Course Overviews, etc
Documents:	⇒ Including Job descriptions, Resume, appraisals, relevant newspaper articles, books/publications, photographs of projects
Letters :	⇒ From Employers, People you have work with (paid or unpaid work), Community groups you have been involved with, Clients/people you have completed work for
Records of workplace activities:	⇒ Including notes or reports on activities you have been involved with such as worksheets, meetings, committees, presentations
Portfolio:	⇒ Samples of relevant information of any work you may have been involved with such as drawings and photographs, articles and reports, pod casts and videos
Email or phone communications	⇒ Demonstrating assistance you have provided people, work activities you have undertaken. ⇒ Nominate a 'referee', someone who can be contacted by phone to

	confirm your skills and knowledge
Diary or journal records of what you do or have done	⇒ At home, in paid or unpaid work, or as a hobby/interest.
Skills Test or Role Play	⇒ Complete a skills test, a task in a simulated role play, or an assessment for the competency.
Interview/Workplace Assessment	⇒ Participant in an interview with an MVCC Assessor about your knowledge, skills, experience, or have an MVCC Assessor assess your competency at your workplace

DO NOT send original documents. Please provide certified copies only. Certified means the original documents have been sighted and an exact copy signed by MVCC office personnel or a Justice of the Peace (JP).

If your name is different from that on any of the evidence you plan to submit, please provide a Statutory Declaration stating the details of the change of name.

### ***Step3***

Complete the Application for Recognition of Current Competency Form at the back of this guide (additional copies can be obtained from our website [www.mvcc.org.au](http://www.mvcc.org.au) or from MVCC office personnel. You will need to complete a separate form for each unit for which you are seeking Recognition.

Attach your evidence to your application. If you believe the evidence you are providing applies to more than one unit of competency, staple the relevant Applications for Recognition of Currency Competency Forms together and attach only one copy of your evidence.

You are now ready to submit your application for Recognition to MVCC office personnel or your Trainer.

### **What happens after you submit your Recognition application**

An approved MVCC Trainer will assess your application for Recognition based **only** on the evidence you have submitted against the elements of competency for the unit in which you are applying for Recognition. Please remember, you can also nominate to undertake a demonstration/role play of your skills and knowledge as part of your evidence.

Your application for Recognition will be processed within 7 days. You will be advised in writing of the outcome and required to 'sign off' on the Recognition of Currency Competency Application form you submitted. At this time you will also be required to indicate whether you agreed/disagree with the assessment decision and whether you wish to appeal the outcome.

### **Appealing the outcome of your Recognition application**

MVCC is committed to ensuring that assessments are fair, valid and reliable, and to supporting your right of appeal against assessment decisions.

MVCC's Manager is responsible for managing the appeals system, which includes assisting you with completion of the Appeals form if necessary. You have the right to request your Trainer review their decision. If you are satisfied following this review, you can lodge an appeal with the Manager (Appeal Form attached). The appeal must be lodged within 7 days of the assessment.

The appeal will be dealt with by MVCC's Manager within 7 days of the appeal being lodged. MVCC's Manager will then contact you in writing to attend an Appeals Meeting. You will be advised that you have the right to nominate a support person to be present during the meeting and throughout the appeals process. Your Trainer/Assessor will not be present at this initial meeting.

Following separate meetings with yourself and your Trainer/Assessor to discuss and negotiate required action, the Manager may:

- Request another Trainer/Assessor review the case
- Schedule another assessment
- Uphold or reject the appeal at any stage
- Refer the appeal to the State Training Authority

At conclusion of the agreed action, both parties (ie. yourself and MVCC's Manager) will 'sign off' on the Appeals form. You will be provided with a sign copy and the original will be attached to your MVCC enrolment form. The internal appeals processes of MVCC are to be followed in the first instance. However, you do have the right to appeal to the NSW State Training Authority if you feel you have been dealt with unfairly by MVCC or its agents. Please note: the State Training Authority is the final level of appeal.

### **Issue of Qualifications and Statements of Attainment**

MVCC is committed to ensuring qualifications and Statements of Attainment issued to students in VET courses are in accordance with the requirements of AQTF, Guidelines for Training Package Developers and specific qualification requirements relevant to endorsed training packages.

### **Further Assistance and Advice**

Location: 44 Elbow Street, West Kempsey  
Postal Address: PO Box 240, West Kempsey 2440  
Telephone: (02) 6562 2755  
Fax: (02) 6562 2775  
Email: [mvcc@mvcc.org.au](mailto:mvcc@mvcc.org.au)  
Web Page: [www.mvcc.org.au](http://www.mvcc.org.au)

Personnel: Marguerite Gray, Manager  
Judy Ussher, Administrative Assistant  
Jen Bullock, Administrative Assistant