


NATIONAL CORPORATE TRAINING Pty Ltd

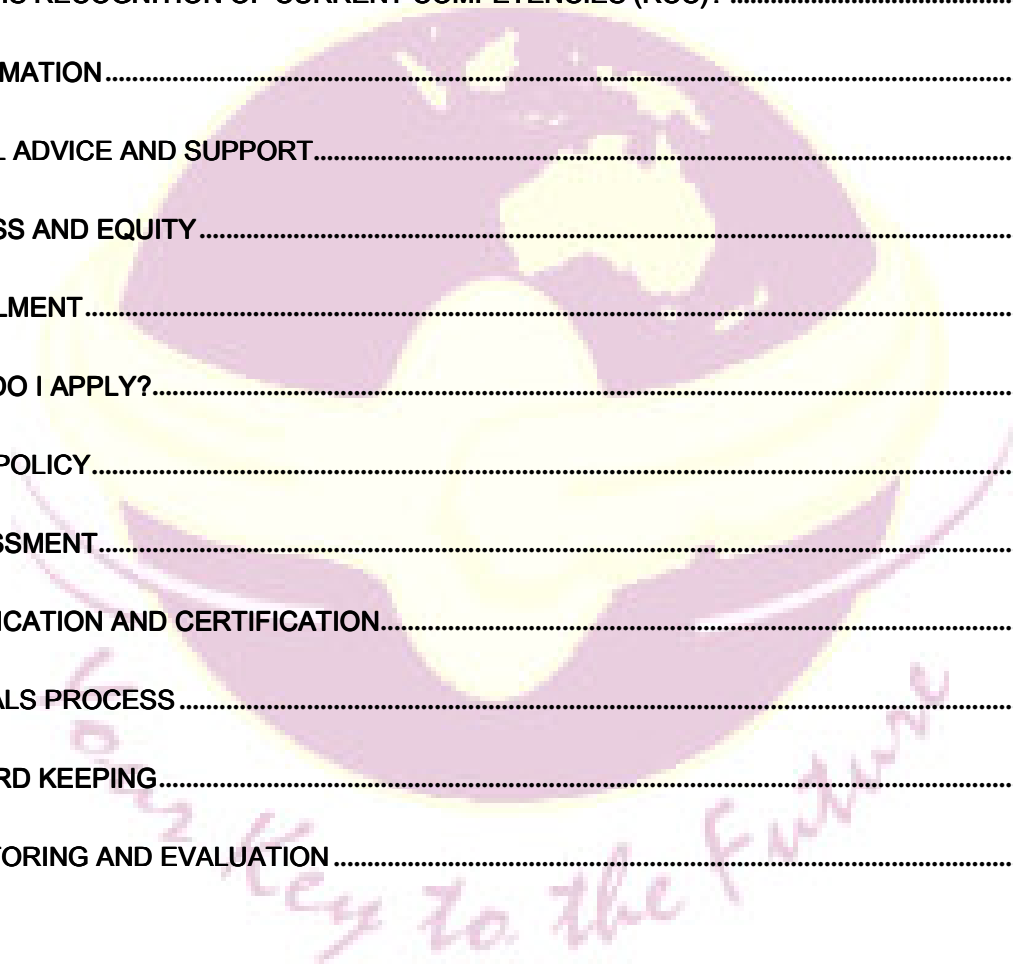


Recognition of Current Competencies Information Booklet

Your Key to the Future

Contents

CONTENTS.....	2
INTRODUCTION	3
WHAT IS RECOGNITION OF CURRENT COMPETENCIES (RCC)?	3
INFORMATION.....	3
INITIAL ADVICE AND SUPPORT.....	3
ACCESS AND EQUITY.....	4
ENROLMENT	4
HOW DO I APPLY?.....	4
FEES POLICY.....	5
ASSESSMENT.....	5
NOTIFICATION AND CERTIFICATION.....	6
APPEALS PROCESS	7
RECORD KEEPING.....	7
MONITORING AND EVALUATION	7



National Corporate Training Pty Ltd - RCC Information Booklet

Introduction

This information booklet explains how to have your current competencies recognised. National Corporate Training Pty Ltd is concerned with meeting the needs of our clients and recognition of your current competencies is one way of doing this. RCC (Recognition of current competencies) is an integral part of our courses and you are entitled to apply for RCC.

What is Recognition of Current Competencies (RCC)?

RCC is a process whereby the skills you have acquired from life, work experience; formal or informal training can be formally acknowledged and recognised. RCC can apply to one or more Units of Competency or even a whole course. What this will mean for you if it is granted is that you do not have to repeat material you already know and you will be able to progress quickly to other Units of Competency. How or where you achieved your competencies is irrelevant.

Information

Who can apply for RCC/RPL?

Anyone who feels they have the skills and competencies as long as they are current and match the requirements of the course that you wish to gain recognition in.

Initial Advice and Support

We provide initial advice and support through an information sharing or briefing session. There is no cost for this briefing session. We will organize a one-to-one interview with you to clarify the process and to advise you on what type of evidence we suggest you collect.

We will provide you with the necessary templates, relevant competency standards and suggestions for suitable evidence to assist you with self-assessment and the collection of evidence. We are able to customize these to meet your needs.

Our Training Consultants are very experienced people having assessed many enrolments in a variety of areas. We are also competent to assess people with special needs and have an understanding of equity and access issues that might impact on your ability to submit an enrolment and provide for you a very supportive environment. We have a checklist that we use to ensure that we meet this requirement.

National Corporate Training Pty Ltd - RCC Information Booklet

Access and Equity

To ensure that all candidates are treated fairly, information regarding our RCC process is listed in this document which is available on our web site, by email, by post and by fax. It is written in Plain English and assistance is provided for those candidates who have English as a second language, have a disability or special needs. We use an RCC Access and Equity checklist so that Training Consultants consider a wide range of equity and access issues prior to, during and after assessment of a Candidate. Specific people with technical expertise are provided if the Workplace Training Consultant is not vocationally qualified.

Enrolment

In making the decision as to whether to apply for RCC or not, conduct a self assessment by checking all the Elements and Performance Criteria in the Unit Guides (located in each Course Package) that you believe you can provide evidence for and feel competent in. Once you have made the decision to apply for RCC, make an appointment to see one of our Training Consultants who will guide you through the process.

How do I apply?

- 1 Telephone/email us for an appointment.
- 2 Our Training Consultant will visit you at your workplace to discuss the requirements
- 3 Enrolment form will be complete at this visit and invoice sent out within 7 working days
- 4 Read the entire contents of relevant package.
- 5 Examine carefully the Units of Competence, the Performance Criteria and the range of evidence required to establish competence in the Unit Guides.
- 6 Arrange a meeting with the Training Consultant to clarify any issues of concern or what evidence might be suitable.
- 7 Collate and match your evidence to that required in Step 4 above. Use the Unit Guides and any templates provided to achieve this.
- 8 Suggested evidence is contained in each Unit Guide and each candidate should use this as a guide only. You are able to provide any evidence as long as it is reliable, valid, current, authentic and sufficient.
- 9 Assemble your evidence in a form that allows it to be assessed against each of the Performance Criteria that relate to the Elements of Competence for the selected Units of Competence. Ensure that you make it as simple and as clear as possible for the Training Consultant to assess your evidence.
- 10 Your portfolio will be assessed at your workplace. Should you require additional evidence for the RCC our Training Consultant will give you guidance? You are able to resubmit as many times as you need. There is no additional cost for this.
- 11 Once completed, the Training Consultant will record a competent if successful or a not yet competent if not successful.

National Corporate Training Pty Ltd - RCC Information Booklet

Fees Policy

The RCC fee varies for each course. Ask us for a list of these. Generally however it is cheaper than the complete course costs. It is payable upon enrolment.

Assessment

As a minimum your enrolment for Current Competencies must address the whole of the unit of competence you are applying for but the evidence you provide must be at performance criteria level. You will be assessed against the competency standards and the assessment guidelines in the industry area that you are seeking RCC for provide the basis for the assessment.

What evidence is acceptable?

Evidence refers to the various methods of demonstrating your current competence in the Units of Competency. Suggestions for evidence include but are not limited to the following:

- Validated letter from an employer/supervisor. This letter must be prescriptive of the duties carried out and must relate to the performance criteria of the Unit of competence that you are seeking RCC for.
- Samples of work eg reports, letters, spreadsheets completed, databases created etc.
- On-the-job assessment. We can come and visit your workplace and assess you while you work.
- Industry Representative. You can have someone from industry attend an interview and validate your competencies
- Formal training – school, TAFE, university, or work courses completed – copies of qualifications and course outlines stating competencies covered and number of hours of the training
- Life experiences eg community work, sports, hobbies, committee work, organising events etc.
- Demonstration – you may prefer to demonstrate the unit of competence by way of a practical demonstration.
- Interview – you may feel that you could best demonstrate competence by orally explaining or describing particular content areas.
- Challenge test or assignment – you may choose or be asked to demonstrate your competence by completing an assignment agreed upon by you and your Training Consultant.

National Corporate Training Pty Ltd - RCC Information Booklet

- Third Party Report from a supervisor stating that they have observed and can certify that you have demonstrated these competencies through your teaching sessions
- A copy of your CV outlining your work history
- Unpaid or paid voluntary work in the course area
- Visits to the workplace and outcomes of this
- Meetings with industry
- Video/Third party evidence
- Previous qualifications
- Performance Appraisals
- JDF
- Anything else you feel is relevant, sufficient and valid

The evidence you provide must be:

- Current (i.e. using the skill in your job at present)
- Relevant – it should relate to the Unit of Competency in question
- Authentic – the evidence must be yours and be sufficient to confirm the accuracy of your claims.
- Sufficient – there must be enough evidence to determine competency

Notification and Certification

A statement of attainment will be issued for part of a qualification and a Certificate issued if you complete an entire qualification. This is in accordance with the requirements of the Australian Quality Training Framework and the Australian Qualifications Framework.

National Corporate Training Pty Ltd - RCC Information Booklet

Appeals Process

If your enrolment is denied you are entitled to appeal the decision. The process is:

- Write to the MANAGING DIRECTOR outlining your grounds for appeal.
- Provide any additional documentation to assist in the appeal and attach to your appeals letter.
- Your appeal will then be assessed by an external Training Consultant and a decision made within 10 working days.
- You will be notified in writing of the outcome
- The cost of appeals will be at a cost recovery rate only.
- Refer also to our formal appeals process and our Code of Practice.

Record Keeping

Training Consultants record the evidence considered, which Units of competency are competent or not yet competent and sufficient summary information for an external Training Consultant to examine and make a judgment in the case of an appeal of the assessment decision. All information is kept secure and confidential and results of outcomes of Skills Recognition Enrolments are maintained on our computer system.

Qualification results are recorded on to our Student Database and is maintained for 30 years.

Monitoring and Evaluation

The RCC Process is continually reviewed to ensure it is best practice. Please complete the evaluation form at the end of the process and make comments as you feel would assist us to improve our processes.

Any further questions?

Should you have any further questions please contact us on 92494008.