

## SKILLS RECOGNITION

### INFORMATION FOR APPLICANTS ENROLLING IN FULL-TIME STUDIES AT MARTIN COLLEGE

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You may find that you already have some of the skills and knowledge relevant to the course that you have chosen to study. Martin College performs the Skills Recognition function free of charge as part of its enrolment service.

Skills Recognition has two main forms: Credit Transfer (including National Recognition) and Recognition of Prior Learning.

#### 1 NATIONAL RECOGNITION

National recognition (previously referred to as mutual recognition) means that a student automatically has credit for units of competency that they have completed at any other Registered Training Organisation in Australia. If you have already been assessed as being competent in any relevant national units of competency, you should provide documentary evidence of this to the College so that national recognition can be applied.

#### 2 CREDIT TRANSFER

This is very similar to National Recognition, but involves assessing a previously completed course or subject to see if it provides equivalent learning or competency outcomes to those required within the student's current course of study.

#### 3 RECOGNITION OF PRIOR LEARNING

Recognition of Prior Learning (RPL) acknowledges skills and knowledge gained as a result of work and life experience. Martin College will make this process available to you for any SGA Learning Unit in which you feel you are currently competent.

The application process for RPL is as follows:

- Applicants should think carefully about what expertise has been acquired over time, in particular whether they have reasonable 'depth' of knowledge and/or strong skills in specific areas. (In most cases, national units of competency will require more than just a basic or introductory knowledge of an area.)
- If you believe you should proceed, contact the college to arrange an initial interview. At this interview, the College staff will discuss the process in more detail. You should bring any formal qualifications you have with you also.
- After this interview, you must decide whether to go ahead and formally apply for RPL when you enrol. If you do, you will be asked to complete the Application for Admission and pay the non-refundable Enrolment Fee.
- The college will then arrange for you to meet with the appropriate staff for the Assessment Interview. At this interview, you may also be asked to provide additional evidence of your current competencies. This could take the form of third party testimonials (eg, letters from current and/or previous employers), and employment

history. It is also possible that you will be asked to complete formal assessments (assignments or exams), or to undertake a practical assessment of your skills.

- After this Assessment Interview and assessment process, where applicable, the college will provide a written report of those SGA Learning Units and National Units of Competency for which you have successfully achieved recognition, and those which have been declined. For the latter, you may seek to provide additional evidence if you so wish, or lodge a formal written appeal.

**Please note:**

- a You will not receive formal documentation with your RPL credits at this time, as these will be listed on the documentation issued by the College on completion of your course.
- b It is very important for you to understand that you may not be successful in all that you request in your RPL application. Our assessors carry an obligation to be sure you do currently have the competencies in question, and they are aware of the requirements of various national units of competency and qualifications.

### **3 IMPACT OF SKILLS RECOGNITION**

Your Skills Recognition entitlements will have an impact on the structure and perhaps the nominal length of your course.

- If you are enrolled in a Certificate course, you will be able to study additional SGA Learning Units of similar duration to those for which you receive Skills Recognition (ie, if you receive exemptions for 3 SGA Learning Units with a total nominal duration of 60 hours, you will be able to study up to 60 hours of available substitutes). Alternatively, you may choose to complete your studies as early as scheduling will allow.
- If you are enrolled in an Advanced Diploma or Diploma course, you may do the above, or you may seek a fees remission to the value of your exemptions, up to a total of 25% of the value of your course. If your exemptions are higher than this, the remaining exemptions will be converted to study in additional SGA Learning Units available at the time.

**If you would like to discuss this process, please contact the Martin College campus of your choice.**

# APPLICATION FOR NATIONAL RECOGNITION OR CREDIT TRANSFER

The Process

- Applicant provides Martin College with documentary evidence of the studies he/she has completed at another education or training institution.
- Assessment and decisions about recognition are made by Martin College, based on the evidence provided.
- Applicant is advised in writing by Martin College whether credit is applicable or whether more evidence is required (eg more detail of the previous studies). (Applicant may choose to submit an appeal in relation to the outcomes.)
- A record of the outcome of the student’s application is signed by the student.
- Application Form and documentary evidence retained and stored appropriately by Martin College.

### PERSONAL DETAILS

Name:	
Employer:	
Address:	
Work Phone:	
Course/Traineeship:	
Start Date:	
Finish Date:	

List the units for which you wish to apply for National Recognition:

National Code	Unit of Competence	Relevant SGA L/U Cluster	To be completed by Martin College	
			(✓) Granted	Approving Officer’s Signature / Date



## APPLICATION FOR RECOGNITION OF PRIOR LEARNING (RPL)

The Process:

- Applicants measure themselves against what is required (the competencies applicable to the course).
- Evidence is collected and provided to Martin College during the Assessment Interview.
- Assessment and decisions about recognition are made by Martin College based on the evidence provided.
- Applicant is advised in writing by Martin College whether RPL is accepted or whether more evidence is required. (Applicant may choose to submit an appeal in relation to the outcomes.)
- A record of the student's RPL is signed by the student.
- Application Form and documentary evidence retained and stored appropriately by Martin College.

### PERSONAL DETAILS

Name:	
Employer:	
Address:	
Work Phone:	
Course/Traineeship:	
Start Date:	
Finish Date:	

List the units for which you wish to apply for Recognition of Prior Learning:

National Code	Unit of Competence	Relevant SGA L/U Cluster	To be completed by Martin College	
			(✓) Granted	Signature / Date



Unit Details – National Code	Work Experience	Life Experience
	Company:  Phone No:  Contact Person:  Position:  Dates of Employment:  Duties:	Family:  Hobbies and Interests:  Volunteer Work:  Community Work:  Short Courses:  Others:

I certify that the information provided by me is true and correct.

\_\_\_\_\_

Applicant's Signature Date

I have been advised in writing of the outcome of my Application for Recognition of Prior Learning.

I do/do not wish to lodge an appeal.

\_\_\_\_\_

Applicant's Signature Date

OFFICE USE ONLY		
<input type="checkbox"/> DOS-VET	<input type="checkbox"/> Scheduler	<input type="checkbox"/> Bursar
<input type="checkbox"/> Registrar/Student Records	<input type="checkbox"/> Student File	<input type="checkbox"/> EdMIS Entry
<input type="checkbox"/> Administrator Student Services	<input type="checkbox"/> DIAC advised if change to duration	

**ASSESSORS NOTES**

*(Note: SGA-VET-537 should be used for recording of the RPL Assessment Process.)*

It is imperative that the applicant be provided with written advice of the outcome of the skills recognition process and that s/he acknowledges this by signing the appropriate section of this document. A verified copy of all documentation must be placed on their file, and retained as evidence.

\_\_\_\_\_  
Assessor's Signature

\_\_\_\_\_  
Date