



Canberra Institute
of Technology

cit.edu.au

How much will Skills Recognition cost?

Cost can vary depending on which type of Skills Recognition you need. There are no fees for recognition based on previous formal learning from other Registered Training Organisations (RTOs) where the transcripts/results are no older than five years. There are fees for recognising your work and life experience. This fee is charged at the same rate as your usual subject registration fee, therefore you will be charged for each subject you are applying for. The cost per subject varies.

Separate fee arrangements apply to international students and to commercial programs. You need to seek information from CIT staff on these courses.

When do I find out if I have been successful?

For recognition based on work and life experience, the timeframes may differ depending on how many subjects you are applying for. If you are applying for either a complete or almost complete qualification, it may take up to 14 weeks after payment is received. This is dependent on your qualification and what is involved in gathering the information required.

You will be advised that your application has been processed via email. Your result will appear on your personal record in the student administration system.

Can CIT help me to apply for Skills Recognition?

CIT Student Services staff will assist you with your application for Skills Recognition or you will be referred to one of CIT's teaching areas.

In addition some CIT courses have information sessions and you are encouraged to attend. These sessions will give you access to the subject specialist who can assist you with any Skills Recognition questions. Ask CIT Student Services for details.

Remember – ask for help if you need it.

For more information about Skills Recognition visit CIT Student Services or contact by email on infoline@cit.edu.au or go to cit.edu.au or phone (02) 6207 3188.

Skills Recognition

Your experience counts!



The Facts: How to Apply

Skills Recognition

Your experience counts!



How do I make my work and life experiences count?

Through CIT's Skills Recognition process you can achieve a qualification by having your skills and knowledge recognised, making your work and life experiences count toward your qualification.

What is Skills Recognition?

Skills Recognition is an acknowledgement of your skills based on work and life experience or any previous formal training. Skills Recognition can assist you in your future development through identifying career and learning pathways, leading to either part or full qualifications or a statement of attainment.

The Skills Recognition process measures the experience you have gained throughout your life against the current national industry standards. It is an efficient way of helping you to achieve your career or study goals, as you do not have to study something you have already learnt.

Recognising your work and life experience

As you travel through your everyday life, you gather a variety of skills and a vast amount of knowledge which can be recognised formally against a qualification.

You can gather this experience through:

- career/work history
- hobbies
- community work
- volunteering
- raising a family
- engaging in social, recreational and educational activities
- transcripts/results from overseas organisations and universities and results older than five years from Registered Training Organisations (RTOs).

If you think your experience can count towards your qualification, you will need to obtain detailed subject information to help decide which subjects you should include on your application. This can be sourced either through a course information session or directly through the teaching area.

CIT will provide guidance on the evidence required for your application. A number of information discussions will assist in identifying the types of evidence you may require. This could include:

- supervisor reports
- workplace documents
- portfolio of work
- evidence of training programs completed
- curriculum vitae
- duty statement/job description
- examples of project work
- workplace observation
- skills demonstration
- certified copies of transcripts.

Recognising your previous formal study

CIT can recognise subjects or competencies you have successfully obtained through another educational institution that is a Registered Training Organisation (RTO) where the transcript/subject results are not older than five years (note: no fees apply).

How do I apply for Skills Recognition?

To apply for Skills Recognition you must:

- obtain a Skills Recognition application form – available at CIT Student Services or download one from the CIT website
- follow the checklist for your application
- provide certified copies of award, transcript and detailed subject outline
- submit your application to CIT
- pay fees if applicable.

Based on your application it will be decided if your existing knowledge and skills can be recognised for one or more subjects in your chosen course. By demonstrating that you have already achieved the outcomes of the subject(s) you can be granted a positive result for these subjects.

Note: all other formal study certificates and transcripts may be used with your work and life experience for recognition. (Fees may apply).