

Skills Recognition

Your experience counts!



THE FACTS HOW TO APPLY



WHAT WORKS FOR YOU
Workplace. Online. Campus.
cit.edu.au



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 using 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

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

Recognising your previous formal study

CIT can recognise subjects or competencies you have successfully obtained through another educational institution, Registered Training Organisation (RTO). When applying for Skills Recognition based on your previous formal learning, you will need to provide certified copies of documentation such as an academic transcript and subject outlines. If these subjects or competencies are recognised as equivalent to a CIT subject, you will be granted Skills Recognition. There is no cost involved in this process.

CIT also has formal Skills Recognition arrangements with ACT Colleges, NSW High Schools, Universities and some private training providers. These are published in the Pathways Guide which is available on the CIT website cit.edu.au/future.

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 Hub or download one from the CIT website
- Follow the guidelines for your application
- Provide certified copies of award, transcript and detailed subject outline (originals can be certified at any CIT Student Services Hub)
- Submit your application to a CIT Student Services Hub
- 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 program. By demonstrating that you have already achieved the outcomes of the subject(s) you can be granted a positive result for these subjects.



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 yet 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. However, generally fees for Skills Recognition are generally capped at \$800. Please note that conditions apply.

If Skills Recognition is not granted you can enrol the next time that particular subject is available. You will not need to pay the subject registration fee again, if your application did not reach the \$800 cap (12 month credit only). If your application reached the \$800 cap you will be required to pay full enrolment fees.

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

When do I find out if I have been successful?

You should know the outcome of recognising your previous formal study within approximately 3-4 weeks of submitting your application. However for recognition based on work and life experience the time frames 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 via an sms message or in writing of your outcome. Your result will appear on your personal record in the student administration system.

Can CIT help me to apply for Skills Recognition?

The CIT Student Services Hub staff will assist you with your application for Skills Recognition or you will be referred to one of CIT's Teaching Centres.

In addition some CIT programs 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 at the CIT Student Services Hub for details.

Remember; ask for help if you need it.

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