



**BENCHMARK
COLLEGE**

RECOGNITION



Valuing what you have done, what you can do and what you know



- **Recognition** is a way that you can have your knowledge and skills assessed against a Nationally Recognised Qualification or specific Units of Competency.
- Examples of evidence commonly collected include, practical tests, demonstration, interviews, letters and references and work portfolios.
- Relevant overseas qualifications can be assessed.
- Students are required to pay to enrol in a program undertaken by recognition however the cost will be less or at the same cost as the standardised program.
- You can apply for Recognition at any time. However it is best to apply at application or at enrolment.

What is Recognition?

Recognition is a way that you can have your knowledge and skills assessed against a Nationally Recognised Qualification or specific Units of Competency.

During your life you may have;

- ☒ Gained extensive experience, knowledge and skills from previous job roles.
- ☒ Have undertaken community and volunteer work.
- ☒ Completed formal or informal training (in the work place, at University or at a Registered Training Organisation).

At Benchmark College our Recognition process gives you credit for what you have previously studied, what you may already know and what skills you have mastered.

Based on what you can 'tell us' and 'show us' you may be eligible for one unit of competency through to a complete qualification.

A variety of different methods can be used to evaluate your knowledge and skills against the requirements of your qualification.



What sort of evidence can I use?

- ⇒ Resume / Work history
- ⇒ Certificates /Course transcripts
- ⇒ Portfolios of work
- ⇒ Letters and references
- ⇒ Practical demonstration of key skills

Overseas Qualifications

Relevant overseas qualifications can be assessed. When applying for recognition you will need to provide a certified copy of your translated documents, together with any information about the content of your studies.



Benefits of Recognition

- ☒ Knowledge and skills are formally assessed against a Nationally Recognised Qualification.
- ☒ Flexible and fast
- ☒ Avoid studying what you already do or know.
- ☒ Improve your career options
- ☒ Meet minimum entry requirements for other training.

Before you apply, ask yourself these questions ...

- ☒ Is my knowledge and experience recent and up to date?
- ☒ Have I applied the knowledge and skills enough to be confident?
- ☒ Can I describe how to perform a particular task?
- ☒ Could I explain key information to someone else?
- ☒ Could I demonstrate key skills to someone else?

If you answered **YES** to all of these questions you should speak to one of our friendly staff to discuss completing your studies via our recognition pathway.



What is the process?

- 1 Identifying your current level of competency and gaining status of previous studies.
- 2 Undertaking a learning and assessment plan tailored to meet your needs so that you can provide quality evidence that demonstrates your knowledge and skills against current industry / competence standards .
- 3 Start to gather evidence. Your progress will be monitored by your Trainer and regular feedback and support provided. Evidence submitted to Trainer and assessed .
- 4 Depending on the evidence submitted an Assessor interview will be conducted either by phone or person.
- 5 Following the assessment, your assessor will provide details of skills and knowledge that have been recognised and whether you have gained the full qualification.
- 6 Your results will be recorded and you will be advised within 5 days following your final assessment.



How do I apply?

You can apply for Recognition at any time. However it is best to apply at application or at enrolment.

Speak to one of our friendly staff to discuss the process of applying for recognition.

What is the cost?

If you are considering enrolling in a qualification or program, fees will apply however they will be less or at the same cost as the standardised program.

As recognition is just another form of assessment currently enrolled students are not required to pay any additional fees to have their skills recognised.

For more information ...

On how to apply for Recognition contact
Benchmark College.



1800 286 916



info@benchmark.edu.au
www.benchmark.edu.au



140 -142 Henry Street , Allen
Arcade, Penrith NSW 2750