

# **RECOGNITION OF CURRENT COMPETENCIES**

## **RECOGNITION OF PRIOR LEARNING**

*FOLLOWING THE SKILLS RECOGNITION FRAMEWORK FOR VOCATIONAL  
EDUCATION AND TRAINING IN WESTERN AUSTRALIA*

# *CERTIFICATE IV DENTAL ASSISTANT*

## **SKILLS RECOGNITION**

SKILLS RECOGNITION IS THE TERM USED TO DESCRIBE A NUMBER OF ASSESSMENT PROCESSES THAT FORMALLY RECOGNIZES THE COMPETENCIES (SKILLS, KNOWLEDGE AND ATTITUDES) AN INDIVIDUAL HAS ACQUIRED THROUGH FORMAL OR INFORMAL LEARNING, WORK EXPERIENCE AND/OR LIFE EXPERIENCE.

**SKILLS RECOGNITION ENCOMPASSES:**

- **RECOGNITION OF PRIOR LEARNING**
- **RECOGNITION OF CURRENT COMPETENCIES**
- **CREDIT TRANSFER**
- **RPL FOR ENTRY**
- **OVERSEAS EQUIVALENCE**

**SKILLS RECOGNITION MAY BE ASSESSED EITHER:**

1. OFF- THE -JOB - ASSESSMENT IS UNDERTAKEN BY DENTAL NURSING AUSTRALIA IN OUR TRAINING CENTRE WHICH MAY RESULT IN A QUALIFICATION OR STATEMENT OF ATTAINMENT AND/OR CREDIT TOWARD ENROLMENT IN AN AWARD COURSE; OR
2. ON-THE -JOB -ASSESSMENT IS UNDERTAKEN AT A PLACE OF WORK BY, OR UNDER THE AUSPICES OR, DENTAL NURSING AUSTRALIA.

SKILLS RECOGNITION COMPETENCIES MAY BE GAINED FROM MANY SOURCES INCLUDING:

- COURSES/TRAINING PROGRAMMES UNDERTAKEN IN AUSTRALIA
- COURSES/TRAINING PROGRAMMES UNDERTAKEN OVERSEAS
- PAID OR UNPAID WORK EXPERIENCE
- COMMUNITY OR VOLUNTARY WORK
- LIFE EXPERIENCE (EG TRAVEL, HOBBIES, HOME DUTIES, CARING DUTIES)

SHOULD YOU WISH TO GO AHEAD WITH A CLAIM PLEASE CONTACT:

SUSAN LAWTON  
PH 1300 8555 03 / (08) 9792 4440  
P.O. BOX 6014  
SOUTH BUNBURY  
6230 WA

**THE FOLLOWING INFORMATION CONTAINS :**

- **A DEFINITION OF RECOGNITION OF CURRENT COMPETENCIES AND RECOGNITION OF PRIOR LEARNING**
- **THE RCC & RPL PROCEDURE**

## **RECOGNITION OF CURRENT COMPETENCIES AND RECOGNITION OF PRIOR LEARNING**

### **Definition of current competencies**

RCC recognizes what you have already learned from other current courses, current life experiences and from current work experiences; and measures it against the unit for which you are applying for recognition.

If you are able to demonstrate that you have the current skills/knowledge relevant to your claim you are able to receive formal recognition.

RPL formal recognition of the skills and knowledge a person has, regardless of how or where these skills may have been obtained, ie through formal or informal training, work experience (paid and unpaid), voluntary work and life experience. Very similar process to RCC.

### **The benefits from Recognition of Current Competency & Recognition of Prior Learning**

RCC & RPL can help the claimant to:

- gain entry to a training course
- obtain credit for a part of a training course
- obtain a certificate and/or qualification
- improve his/her position at work and to clarify training and career plans
- reduce the amount of formal study needed for a qualification

### **Who is able to apply for Recognition of Current Competency & Recognition of Prior Learning**

Anyone who:

- believes they can currently demonstrate the skills/knowledge of a specific unit.
- wishes to be formally acknowledged as having the current competencies for a specific unit.

## **THE RCC & RPL PROCEDURE**

### **1. Initial inquiry**

The claimant is given general information on the RCC and RPL process and the relevant competency standards for the claim are identified.

Claimants details are recorded and RCC and RPL information provided.

### **2. Initial information pack provided**

Pack contains:

- Definitions
- Fees and charges
- Procedure
- Guide to possible pathways
- Guidance to evidence required
- Copy of relevant competency standards with self assessment checklist
- Contact details

**3.** Claimant carries out a **Self Assessment** to determine whether or not to continue with the process. Should you decide to continue with the process the claimant then contacts Susan Lawton on 1300 8555 03 / 97924440 for an Appraisal Interview.

Before the Appraisal Interview the claimant should try and start collecting as much evidence as possible.

4. The **Appraisal Interview** is designed to
- Ensure your identity (Drivers license, Birth certificate, Marriage certificate etc.)
  - Assess the self assessment you have completed
  - Assess the initial evidence you have gathered
  - Discuss further information, evidence you may need to require
  - Discuss the most appropriate pathways you should take
  - Discuss different sources of acceptable evidence that can be utilized
  - Discuss the need for authentic evidence, valid, sufficient and current

The interview can be expected to take from 30 to 60 minutes

**Examples of evidence are as follows:**

- Interview or structured questioning
- On the job assessment
- Documented evidence (eg references from employers, outlines for completed training programmes)
- Audio visual evidence (eg videos, photographs, tapes)
- Examples of work
- Practical demonstration in a simulated situation in Dental Nursing Australia's practical clinical area
- Practical tests
- Theory tests (exam paper, written assignment)

5. The **portfolio of evidence** from the information supplied from the Appraisal Interview is developed by the claimant and presented to the appointed Assessor.

6. The **Assessment Decision** by the Assessor will be of your evidence provided against the criteria that makes up the competencies of each module.  
You are then advised of the decision within a discussed time frame.  
A Post Assessment interview time will be arranged.

7. The **Post Assessment Interview** provides the assessor with the opportunity to discuss the evidence with yourself (the claimant) and provide feedback.  
If the claim has been successful the steps to certification will be advised.  
If the claim has been unsuccessful:

- Claimant will be asked for feedback regarding the decision.
- Claimant will be advised of the possible further steps.
- Discussion will take place as to the direction the Claimant would like to take from here.

To assist quality control of the recognition process, an appraisal will be required from the claimant as to the conduct of the process.

The Post Assessment Interview can be expected to take from 30 to 60 minutes.