

**DOCUMENT REFERENCE:** PPP268  
**RESPONSIBLE MANAGER:** RTO Governance  
**CATEGORY:** Academic & Student Information

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**RELATED DOCUMENTS:**

**Legislation:** 2015 Standards for RTOs  
**Documents:** PPP132 Assessment Guidelines  
PPP129 Skills Recognition Guideline  
PPP266 Recognition of Prior Learning Procedure  
PPP269 Agreed Equivalence Procedure  
BP014 Authenticating Qualification Documents  
Quick Screens Advanced Standing for Teaching Areas

## 1. Introduction

This Procedure provides guidance in relation to the process of Recognition of Current Competency (RCC). RCC applies if an individual has previously successfully completed the requirements of a unit of competency or module and is now required to confirm that the competence is being maintained. The student must provide evidence that they have the skills and knowledge needed to demonstrate competency in one or more units of competency or module(s) linked to a license or regulatory requirement.

It is particularly relevant where there is a requirement for a trade occupational license or ticket in order to practice in the skill area. E.g. Construction Induction Card (CI Card or White Card). It is also relevant for defined units of competency where skill requirements are regularly updated (such as some First Aid).

## 2. Scope

This Procedure is relevant for all applications for RCC in VET qualifications and/or accredited courses offered by South West TAFE.

## 3. Roles and Responsibility

### Marketing

- Ensure that there is appropriate and clear information on the website to explain the RCC Process, including fees and charges to prospective students.
- Ensure there is reference to RCC options on each TAFE course program on the website.
- Ensure that marketing materials developed for any course include information on RCC.

### Teaching Education Manager

- Ensure that students seeking admission to courses are given the opportunity to apply for RCC prior to enrolment.

### Teachers

- Contact students who declare existing skills or experience prior to enrolment.
- Conduct the Skills Recognition Process for Recognition for Current Competency (RCC) according to the Skills Recognition guidelines and instructions provided in this procedure.

### Awards Officer

- An Awards Office team member will check verification documents for completeness and grant or decline advanced standing based on evidence.

## 4. Overview

Recognition of current competency (RCC) is a specific form of Recognition of Prior Learning (RPL), it only applies where an individual is required to maintain current competency in one or more units of competency or module(s) linked to a license or regulatory requirement. To meet these requirements, individuals may present for confirmation in units previously attained.

Recognition of Current Competency (RCC) is an assessment process that enables people to gain formal recognition of their current competency in a unit of competency or module they already have. For example, RCC is used to demonstrate current competency where a trade license is required such as CI Card; and/or skill requirements are constantly updated such as some First Aid.

It requires the student to prove to the assessor that they have maintained current skills and knowledge needed to meet the requirements of a particular unit of competency or module. The process may include an assessment of evidence supplied by the student or demonstration of skill, against the outcomes of the relevant unit or module. The evidence provided must clearly show that the candidate has met the standard consistently.

The evidence provided must be current – i.e. working within the industry for the last three (3) years or more; or as stipulated by in the regulatory license.

Successful application of an Advanced Standing - RCC results in an exemption being granted and will appear on a subsequent Record of Results as RCC.

## 5. Currency

South West TAFE has determined AQF certification documentation to be recognised as current for a period up to three (3) years from date of issue. This period may be amended based on industry requirements.

An example of industry requirements being applied is in the case of Construction Induction Cards, issued throughout Australia. These cards do not have an expiry date on the card, however, they will be deemed invalid if the card holder has not performed construction work for a consecutive period of two (2) years.

Where currency of skills is subject to dispute, or the assessment is based on non-recent experiences or credentials, the Teaching Education Manager shall review the assessment and make a recommendation. The student would be advised of outcome and if dissatisfied with the outcome of their application may lodge an appeal in accordance with the South West TAFE Academic Grievance and Appeal procedure PPP140.

## 6. Authentication of Documents

Authenticity of documentation must be verified before processing a request for RCC. It is the teaching department's responsibility to authenticate the Statement of Attainment being presented by the student by contacting the issuing RTO and seeking authentication in writing. A copy of this authentication must be attached to the application for Advanced Standing – RCC. An Awards team member must check all documentation provided and grant or decline RCC. Refer to BP014 Authenticating Qualification Documents business process for more information.

## 7. Procedure

Action	Responsibility	Guidance
Information on RCC Procedure	Head of Division Teaching Education Manager Marketing Teacher(s) Enquiry, Enrolment and Student Administration	Students are informed of the Recognition of Current Competency process via: <ul style="list-style-type: none"> <li>• Course Guides</li> <li>• Information Sessions</li> <li>• Website and external marketing</li> <li>• Pre-training Review</li> </ul>
Conduct Pre-Training Review	Teacher	<ul style="list-style-type: none"> <li>• During the Pre-Training Review, students will be given the opportunity to identify any achievements that they would like to apply for RCC.</li> <li>• If the applicant decides to proceed with the recognition process a Skills Recognition Assessor(teacher) is nominated to conduct the assessment.</li> <li>• RCC applications should be processed at the time of enrolment, however, South West TAFE recognises that sometimes the student does not realise that they are eligible for an exemption until after they have enrolled. SWTAFE's process – Advanced Standing - allows for management of this situation so as to not disadvantage the student.</li> <li>• If, for any reason, RCC applications are processed after enrolment, the Teaching Education Manager is responsible for ensuring the required documentation is submitted to the Awards Officer with the request for Advanced Standing. A notation must be made on the PTR Evaluation to reflect why the student has requested the RCC after enrolment. The initial PTR evaluation is not amended, it is the decision that is being updated.</li> <li>• Applicant has initial interview with Skills Recognition Assessor to complete application and determine range and extent of evidence to be gathered to support the RCC</li> </ul>
Advanced Standing RCC Application created	Teacher Teaching Education Manager	<ul style="list-style-type: none"> <li>• The Advanced Standing application is completed by the assessor with proposed dates for commencement and completion of the relevant units(s). This form is uploaded into the Advanced Standing screen in SMS and an approval email is sent via the TEM to the Awards Officer.</li> <li>• As Advanced Standing is an assessment process, any consideration of applications for Advanced Standing is the responsibility of a suitability qualified staff member from the relevant Teaching division.</li> </ul>
Gather Evidence	Student	<ul style="list-style-type: none"> <li>• Student gathers “statement of attainment” for previous unit of competency or module and evidence to support currency of knowledge and skills relating to the RCC sought. It may be</li> </ul>

		<p>necessary for the student to “demonstrate” their skill.</p> <ul style="list-style-type: none"> <li>• Students must be advised to provide original copies of supporting documents.</li> <li>• Evidence of currency is based on recent industry experience where the relevant skills and knowledge have been applied</li> </ul>
Verification of Documents	Teacher Teaching Education Manager Awards Office	<ul style="list-style-type: none"> <li>• It is the teaching department’s responsibility to authenticate the Statement of Attainment being presented by the student by contacting the issuing RTO and seeking authentication in writing. A copy of this authentication must be attached to the application for Advanced Standing – RCC. Refer to the BP014 Business Process – Authenticating a Statement of Attainment for guidance.</li> <li>• A copy of this authentication is to be attached to the Advanced Standing – RCC Application in SMS</li> <li>• Once the supporting evidence is uploaded into the Advanced Standing screen in SMS and an approval email is sent via the Teaching Education Manager to the Awards Officer.</li> </ul>
Determination of Currency	Teacher Teaching Education Manager RTO Governance Manager.	<ul style="list-style-type: none"> <li>• Where currency of skills is subject to dispute, or the assessment is based on non-recent experiences or credentials, the Teaching Education Manager shall review the assessment and make a recommendation to the RTO Governance Manager.</li> </ul>
Assessment	Teacher	<ul style="list-style-type: none"> <li>• Skills Recognition Assessor (teacher) reviews and assesses the documentation and evidence to determine current competence</li> </ul>
Record Result	Awards Office Teaching Area	<ul style="list-style-type: none"> <li>• On completion of the documentation check by the Awards Officer the Teaching Area is notified and Advanced Standing – RCC result is recorded in SMS to reflect the unit outcomes.</li> <li>• The SSP Status for units that have been processed as “Granted” will change from “Planned” to “Exempt”.</li> </ul>
Inform student of outcome	Teacher	<ul style="list-style-type: none"> <li>• The student is informed in writing (letter or email) of the outcome of the RCC application and their right to appeal an unsuccessful outcome.</li> <li>• If unsuccessful RCC the student is advised of the right to undertake the unit of competency via enrolment in the unit/module or to appeal the outcome.</li> </ul>
Appeal Result	Student	<ul style="list-style-type: none"> <li>• Students dissatisfied with the outcome of their application may lodge an appeal in accordance with the South West TAFE Academic Grievance and Appeal procedure PPP140</li> </ul>

## 8. Diversity, Equity and Inclusion

SWTAFE is committed to making diversity, equity and inclusion part of everything we do, including in the implementation of this policy/procedure/guideline. For more information, please visit the ‘Our Values’ page on our [website](#) [external] or the Diversity, Equity & Inclusion Homepage on ECHO [internal]. [Diversity, Equity & Inclusion \(DEI\)](#)

## 9. Statement of Commitment to Child Safety

South West TAFE is committed to the protection of all children from all forms of child abuse and demonstrates this commitment through the implementation of a Child Safe Program designed to keep children safe within our organisation. For Child Safe key documents, resources, contact officer details please go to: [Child Safe Commitment](#)