



scopeVISION

Recognition Pathway

Learner Guide to the Recognition Process



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Introductory information

Thank you for your interest in obtaining a Qualification or Statement of Attainment through Recognition Pathway with Scope Vision.

This guide is designed to help you:

1. Make sense of the recognition process
2. Make an informed decision as to whether or not to proceed with your enrolment with Scope Vision via Recognition Pathway
3. Prepare for your recognition pathway assessment application
4. Provide you with suggestions on how to ensure a successful assessment outcome

Important things to remember if you decide to proceed

Your recognition pathway enrolment fee is non-refundable. You are paying for your assessor's time to review your portfolio of evidence. Furthermore, your enrolment fee does not guarantee that you will be awarded the qualification. For this reason, we strongly suggest that you use this guide to predict the likelihood of a successful assessment attempt before enrolling as a learner.

Unless special arrangements are made, Scope Vision will not return the written work that you submit. The only exceptions to this are original copies of qualifications and any other copyrighted or sensitive material, which will be returned. A copy of the RTO Record Keeping Policy and Procedure is available upon request.



Pathways

Available assessment pathways

There are three broad pathways that lead to the recognition of competence and the issuing of a Qualification or Statement of Attainment under the National Training Framework.

1. Training and assessment pathways
2. Recognition pathway
3. Combination of 'training and assessment' and 'recognition' pathways

Training and assessment pathways

Training and assessment pathways are undertaken when a learner enrolls in a structured course completing formative assessment tasks throughout the learning journey. Assessment evidence is collected and feedback provided to the learner on an ongoing basis. Through the combination of training and assessment the learner acquires the skills and knowledge identified in the relevant competency standards.

Recognition pathway

In this situation a learner presents evidence by way of portfolio to prove they possess the required skills and knowledge identified in the relevant competency standard. The assessor then makes a judgment as to whether the evidence meets the requirements and the learner is deemed competent. In this pathway, no structured training occurs; the learner is simply required to provide current, quality evidence of their attainment of the relevant units of competency.

Alternatively if you already hold a Statement of Attainment for a unit of competence you are applying for, a result of credit transfer is recorded against this unit.

Executive coaching pathway Combination of training and assessment and Recognition Pathway

This combined approach involves a mixture of the training and assessment pathway, delivered via an executive coaching model, and the recognition pathway with the submission of an agreed evidence portfolio. This arrangement is suited to a learner who has already gained competencies through work and life experience but may require coaching to gain and build new areas of competence. In this instance, the learner would enrol via an Executive Coaching Pathway.



Results

Possible results awarded

There are two possible results awarded in assessment:

Competent

You receive a competent result if you clearly demonstrate to your assessor that you have the current skills and knowledge as outlined in the units of competency that you have applied for. If deemed competent you are awarded a Statement of Attainment for each unit of competency achieved. Alternatively, you are awarded an entire Qualification if deemed competent in all units.

Not Yet Competent

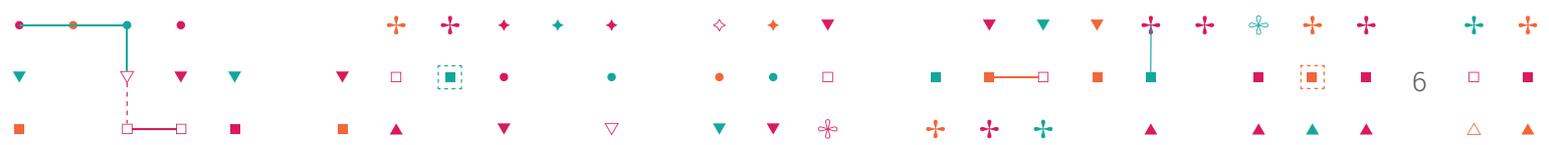
You receive a 'not yet competent' result if the evidence is incomplete (i.e. it addresses some, but not all, of the components of the unit), or the evidence submitted is not of an acceptable quality. If deemed 'not yet competent', the assessor provides specific feedback as to the reasons for the result and provides options to address the gaps in competency including the submission of further evidence for assessment, or training pathways if required.



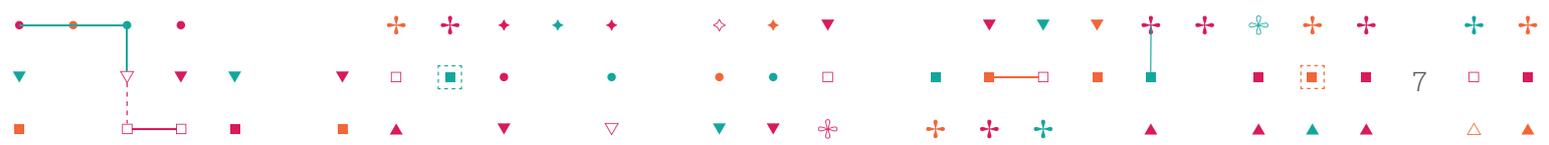
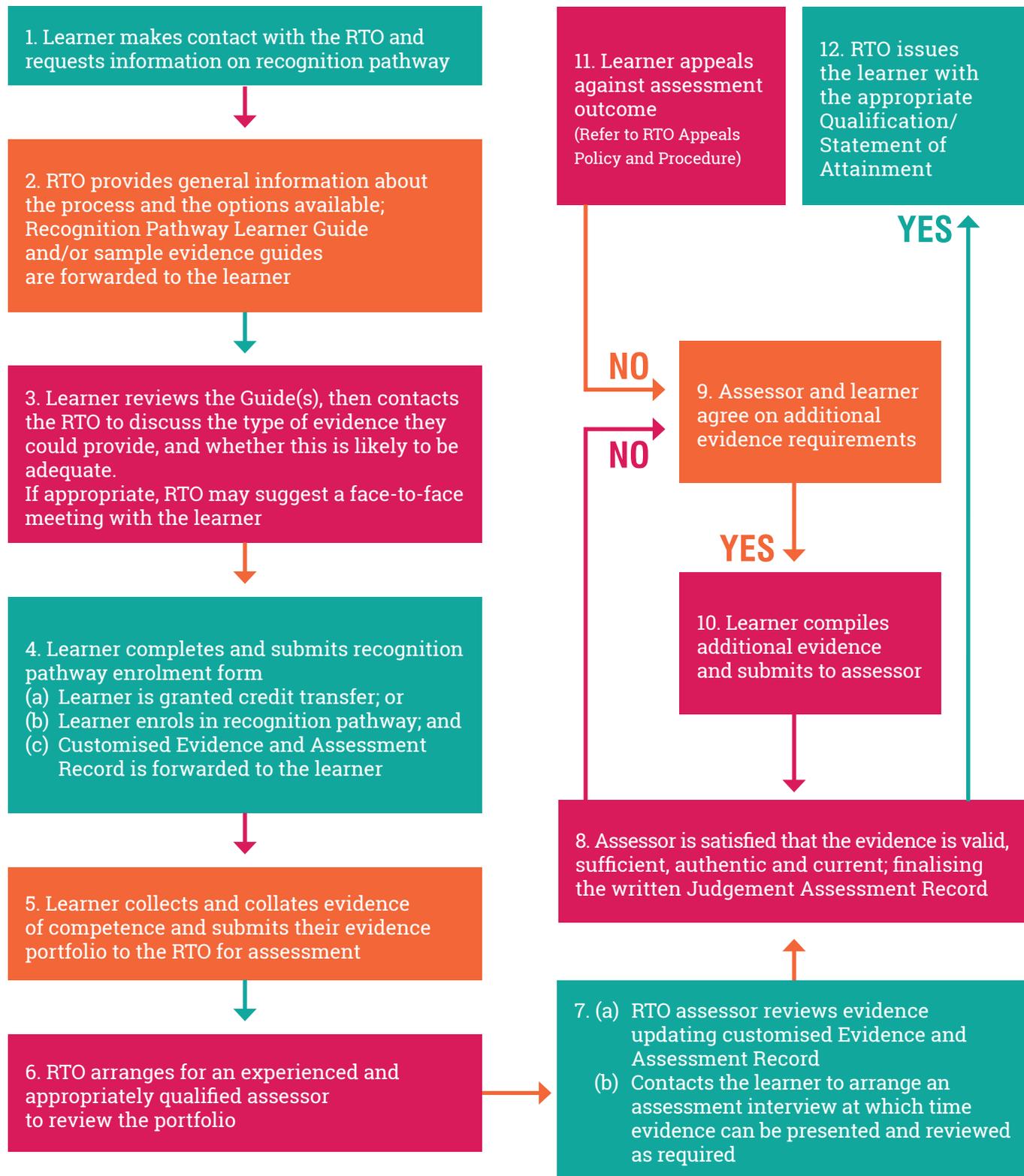
Process

The recognition pathway: step-by-step process

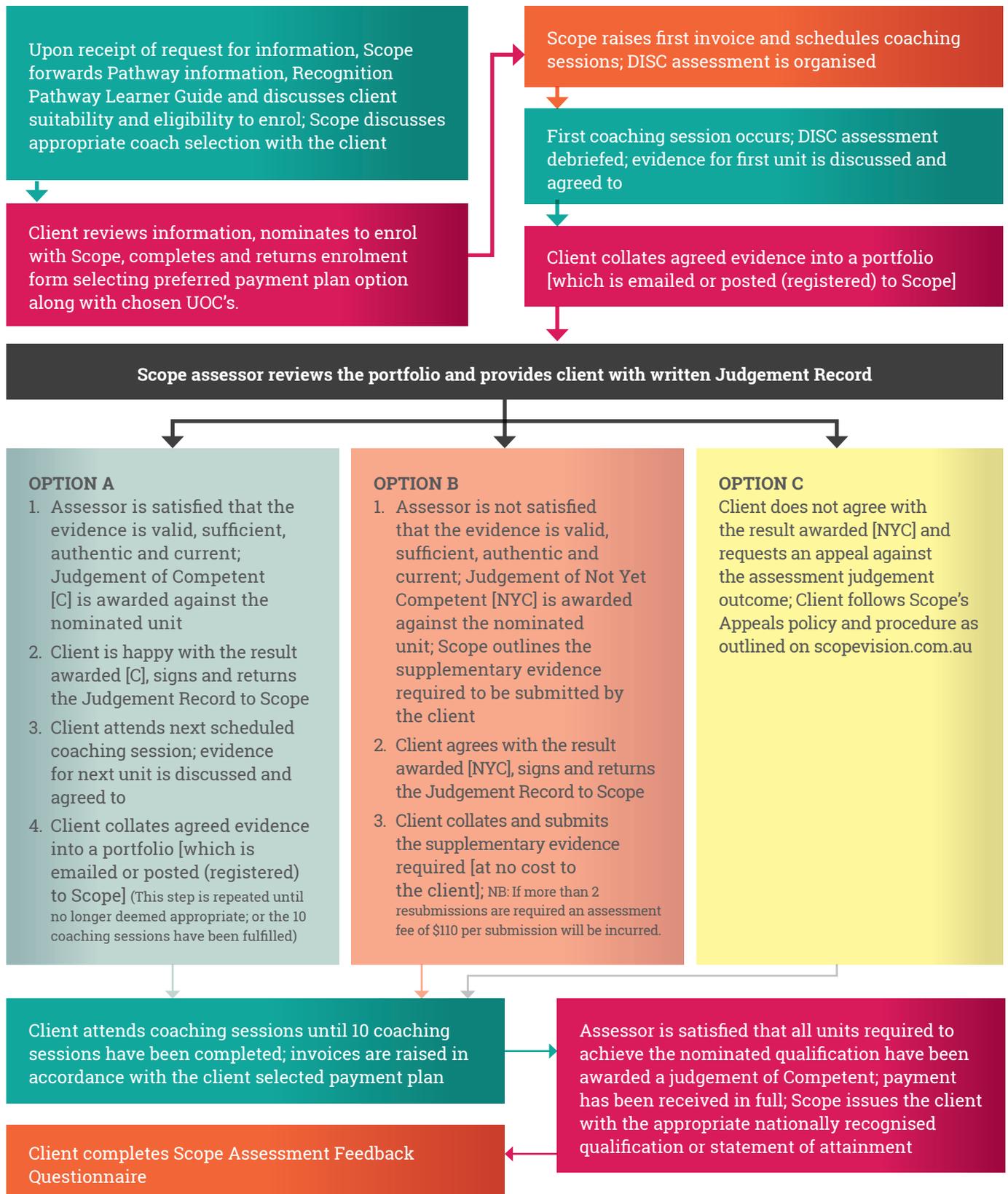
1. Read this guide.
2. Decide whether or not you are likely to be successful in your application. If you would like assistance in making your decision, please contact us – remember that we are here to help!
3. Contact Scope Vision and enrol via Executive Coaching or Recognition Pathway for selected units of competency, or for an entire Qualification.
4. Scope Vision will customise and forward an Evidence & Assessment Record to you outlining critical evidence requirements and suggestions on types of evidence you could consider for submission. You are then able to commence the evidence gathering journey.
5. Spend time putting together your portfolio of evidence. Refer to the relevant information in this guide when preparing your portfolio. You will use the Evidence & Assessment Record sent to you to outline and document your evidence as you go, assigning a number to each piece of evidence for easy reference.
6. Contact Scope Vision and advise that you are ready to be assessed. Send your portfolio by registered mail to Scope Vision, PO Box 301 Guildford WA 6935; or depending on the file size you may wish to submit your evidence electronically to mailbox@scopevision.com.au
7. Your portfolio will be given to your nominated assessor who will review it and then contact you to arrange a suitable time and date for your recognition pathway interview. This interview may take place in person or over the phone.
8. At your interview, your assessor will ask questions to ensure that you have the required knowledge, and also question you about the evidence that you have submitted. At the conclusion of the interview, they will let you know whether or not you have been successful in your application.
9. You will receive a copy of your Assessment Judgement Record detailing your assessor's feedback and assessment outcome. You will be asked to sign and return this Record to Scope Vision who will then update and finalise your learner record, issuing you with your Statement of Attainment or Qualification as appropriate.
10. In the event that you receive an assessment outcome of 'not yet competent', you will be afforded the opportunity to amend and resubmit your evidence portfolio to your assessor at no further charge. Scope Vision allows two resubmissions of evidence before a final outcome of 'not yet competent' is recorded and you would be required to re-enrol.



Recognition Pathway to Completion



Executive Coaching Pathway to Completion



Frequently Asked Questions

What is a portfolio of evidence?

The term portfolio of evidence refers to the collection of documents and possible other materials compiled by a learner and submitted for assessment as proof of their competency in the units they are applying for.

Examples of evidence that may be included in a portfolio:

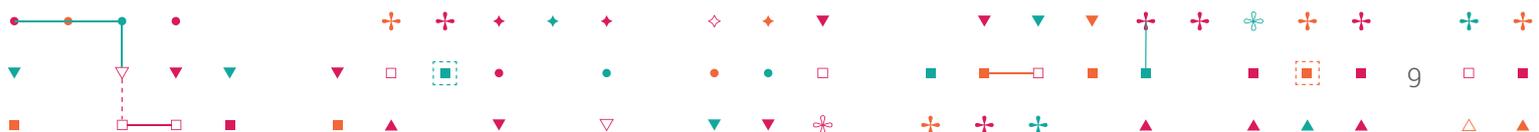
- Samples of work completed
- Validated letters from supervisors, colleagues or other relevant people
- Answers to written question or assessment tasks
- Descriptions of relevant experiences
- Video demonstrating the skills being assessed
- Any other 'evidence' the learner feels will adequately demonstrate competence

A portfolio must be well organised, with all components clearly labelled, and presented in logical order. **Disorganised portfolios will be returned to the learner for resubmission.**

The best place to start in collating a portfolio is to review the critical aspects of evidence and suggested forms of evidence that have been outlined by the assessor. As you collate your evidence, update your Evidence & Assessment Record with details of your evidence, or start developing a mapping table such as the one outlined beside.

	NAME OF DOCUMENT	RELEVANCE TO UNIT
1	Curriculum Vitae	Outlines an overview of professional history; I have detailed and mapped my work history to the units of competence enrolled in.
2	Validated letter from Simon Smith; CEO Smith & Smith Pty Ltd	Simon Smith, CEO of Smith & Smith was my employer from 2009 to current. He attests to my current competency in the units of competence I am requesting recognition for. Simon is aware that you will contact him to confirm the authenticity of this document.

Example of evidence portfolio mapping document; this information may be included in the Assessment Record or provided as a separate document within the evidence portfolio.



What is evidence?

Evidence submitted within a portfolio may take many forms. An explanation of common forms of evidence is outlined below.

EXAMPLE OF EVIDENCE

EXPLANATION

Samples of work

Documentation from your workplace which demonstrated competence. This may include copies of completed performance appraisals, key performance indicators you are measured against; incident reports you have been involved in; work log books; task sheets; diary records; meeting minutes; reports you have prepared.

Validated letter

A letter of validation should not be confused with a reference. Its purpose is to help confirm the authenticity of your evidence. It should provide details concerning your duties, experience and responsibilities that are relevant to the unit(s), including some indication of the level of skill demonstrated by you in your work performance. It is important that a person who knows you and the duties you perform writes the letter on official company letterhead. The position of the person writing the letter should be clearly indicated, along with an email and/or telephone contact number.

Written assignment or assessment task

You may demonstrate your competence by completing an assignment, or assessment task relevant to the unit(s).

Life experience

Relevant experience you have acquired through any day-to-day activities, other than formal work, can also be considered. For example, community group involvement, family activities, sports, hobbies, leisure activities, organising events and committee involvement. The assessor will consider the evidence submitted in relation to the particular learning outcomes. Samples of work or a letter of validation will need to be sighted.

On-the-job assessment

If you are currently employed, an assessor may visit you in your workplace to observe you performing work tasks related to the required unit(s). A Direct Observation Checklist completed by the assessor will form part of the evidence portfolio for the nominated unit(s).

Interview with an industry representative

You may wish to have a friend, or a person from your workplace provide evidence to verify claims regarding your work or life experience, duties or responsibilities. Your assessor would arrange a suitable time to meet with them.

Interview and oral questioning

You may demonstrate competence by verbally explaining particular content areas. An assessor will ask a series of underpinning knowledge questions, the responses to which will be recorded and form part of your Assessment Record.

Formal or informal training

You can further support your recognition application by including any details of specialised short courses, workshops or specific industry training undertaken. You must show originals of any qualifications, or provide certified copies. Course documentation must also be provided including details of course learning outcomes and/or performance criteria.



How do I know if I have the 'right' evidence?

Your assessor will evaluate the quality of the evidence that you submit. To be acceptable, the evidence must be:

- **Valid** – the evidence you provide must demonstrate competence against the performance criteria set out in the competency standard and must cover the knowledge and skills necessary for competent performance.
- **Sufficient** – you must give us enough evidence. All aspects of the competency standard must be addressed and your assessor must ensure that the performance is repeatable.
- **Current** – your evidence must have been prepared recently enough for your assessor to be confident that you still have the skills.
- **Authentic** – you must be able to prove that the work submitted is your own work.

Once you have completed your portfolio of evidence, try asking yourself the following questions about your portfolio:

1. Does it provide a picture of consistent performance of the assessed competencies over time?

2. Have I clearly provided all the critical aspects of evidence as specified in the evidence guide of the unit(s) of competency?
3. Does it incorporate the underpinning knowledge and skills listed in the evidence guide of the unit(s) of competency?
4. Does it show that I can perform the task(s) being assessed at work, and I can:
 - Effectively manage the completion of the task(s) being assessed with other tasks that form part of my job?
 - Deal effectively with the types of typical challenges that may arise in the performance of the task(s) being assessed?
 - Maintain a productive work environment while carrying out the tasks being assessed. This includes working productively with others and participating in ensuring a safe, productive physical environment

Often a well-written reference letter from your current employer will demonstrate that you can perform the task(s) being assessed in the work environment.

Concluding information

Some final thoughts about submitting your portfolio

- Your assessor will **value quality evidence over quantity** of evidence. Try to select fewer pieces of strong evidence, rather than more pieces of weak evidence. A strong piece of evidence is one that demonstrates a variety of skills and knowledge applied in the workplace.
- Please ensure that your portfolio is **well organised**, and that clear references are made to each piece of evidence that you submit.
- You must **sign and date the declaration** contained within your Assessment Record
- If your evidence includes copies of qualifications you have attained previously (e.g. certificates, diplomas, bachelor degrees etc.) you must **provide certified copies**. DO NOT SUBMIT ORIGINALS.

