

# Your Skills Create Your Future!

Skills Recognition Program in  
Conservation and Land  
Management

Handbook 2008

# Table of Contents

Disclaimer.....	3
Introduction.....	4
About the Qualifications .....	5
Six Steps to Skills Recognition .....	6
Methods of Assessment.....	7
Cost .....	7
Enrolment.....	8
Skills Recognition Fee Policy .....	8
Demonstrating your skills.....	9
Resume Format .....	10
ASSESS Sheets .....	11
Example ASSESS Sheet – Certificate IV.....	12
Example ASSESS Sheet – Diploma.....	13
Tips and Hints .....	14
Frequently Asked Questions .....	15
College Policies .....	17
Code of Practice for Assessors .....	19
Application Form .....	20

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## **Tocal College**

Tocal College is the Registered Training Organisation (RTO) of NSW Department of Primary Industries. The two campuses of the college include Murrumbidgee Rural Studies Centre in the Riverina, and CB Alexander Campus in the Hunter Valley.

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# Introduction

Skills Recognition is a process which counts skills, experience and knowledge that you have already gained, towards a nationally recognised qualification.

## Skills

When you can do something properly and confidently you can say you are *skilled*.

You already use many skills to survive in everyday living to:

- Carry out your job
- Contribute to family life
- Be active in the community
- Manage your personal affairs

## Qualifications

*A qualification is simply a formal recognition of your skills.* The chances are that most workers and business people have built up a range of skills and abilities in the workplace through experience, formal and informal training and workshops. This 'bank' of skills, knowledge and abilities they have developed can now be measured against nationally recognised industry standards. Murrumbidgee Rural Studies Centre, a campus of Tocal College, has set up a process to help people in the rural and related industries to appraise their skills and abilities against these nationally recognised standards.

## Why bother?

Going through this Skills Recognition process:

- Identifies the skills and knowledge used in both work and life.
- Enhances self-confidence.
- Highlights opportunities for personal and professional development.
- Shows that many skills are transferable to other roles or careers.
- Establishes a springboard into other areas, such as university courses, consultancy roles, roles on boards and committees, scholarships and grants, etc.
- Assists in demonstrating that you are complying with your Duty of Care.
- Demonstrates professionalism that can assist in applications for promotion or new job applications (either to complement your current role or in a new career).

The aim of this manual is to show you how to have your skills formally recognised, to obtain qualifications based on these skills, and to consider your future training needs.

## This manual

The aim of this manual is to show you how to have your skills formally recognised, to obtain qualifications based on these skills, and to consider your future training needs.

This Manual is based on the Conservation and Land Management Training Package and is designed to assist those in the industry to access training and recognition of skills. This manual will assist you in working towards the following qualifications:

- Certificate IV in Conservation and Land Management
- Diploma of Conservation and Land Management
- Advanced Diploma of Conservation and Land Management

# About the Qualifications

To apply for Skills Recognition you need to compare your knowledge and skills with the competency standards and decide if you have the necessary level of competence. This is called self-assessment.

The following table shows how the qualifications offered fit into the Australian Qualifications Framework (AQF).

AQF Level	Qualification	Workplace position
4	Certificate IV	Supervisor/Team Leader
5	Diploma	Business manager/Owner operator
6	Advanced Diploma	Company director/Industry leader

The structure of the Certificate, Diploma and Advanced Diploma are as follows:

## Certificate IV in Conservation and Land Management

A total of 12 units of competency must be completed from the RTD40102 package

- Select 4 units from Group A
- Select 6 additional units from Group A and/or B
- Select 2 additional units from Group A, B and/or C

## Diploma of Conservation and Land Management

A total of 10 units of competency must be completed from the RTD50102 package

- Select 4 units from Group A
- Select 4 additional units from Group A and/or B
- Select 2 additional units from Group A, B and/or C

## Advanced Diploma of Conservation and Land Management

A total of 8 units of competency must be completed from the RTD60102 package

- Select 2 units from Group A
- Select 4 additional units from Group A and/or B
- Select 2 additional units from Group A, B and/or C

A List of units will be supplied by the co-ordinator, on registering your interest and identifying the qualification you seek to gain.

As you can see you have 2 or 3 groups of Units from which to make your selection. You have some flexibility within Group B to select Units that suit your interests and expertise. Group C allows you to choose any unit from this or other Training Packages to achieve the required number of units toward your qualification. Further information can be obtained from the **Skills Recognition Co-ordinator**.

You are free to select any of the Group C Units from one of the following Training Packages: Conservation and Land Management, Rural Production, Amenity Horticulture or Business Services Training Packages.

# Six Steps to Skills Recognition

## Step 1. **Find out how the process works and enrol:**

Read this information package carefully to find out how the process works, and don't hesitate to talk to the Skills Recognition Coordinator at Murrumbidgee Rural Studies Centre if you need any further information or clarification. Then complete an Enrolment form and pay the Application fee.

## Step 2. **Decide on the Units and order your ASSESS sheets:**

- Your job description and duties will influence the Units you choose eg.
  - ❑ Supervisor / Team Leader                      Level 4 Units
  - ❑ Business Manager / Owner-Operator        Level 5 Units
  - ❑ Director / Industry Leader                    Level 6 Units
- Determine what you are good at or comfortable with. Look at the Unit Titles of the qualification and discuss with the Skills Recognition Co-ordinator.
- Compare your knowledge and skills with the ASSESS sheet for that particular Unit. Example ASSESS sheets are included in this Handbook.
- You need to select your main interest areas on which you wish to be assessed.
- Choose Units that best recognise the skills you have. Your Skills Recognition co-ordinator will help you with this.

## Step 3. **Prepare your case and present your evidence in a folder:**

- Produce a detailed CV/Resume See sample included in this handbook
- Provide a copy of your Job Description.
- Present a case along the format used in the ASSESS sheet for each unit you have chosen.  
That is:
  - A – Can you **answer** the questions?
  - S – Can you **show** or demonstrate this particular unit?
  - S – Can you provide **samples**?
  - E – List your **experience**.
  - S – Can you get **support** or references to confirm your experience and ability?
  - S – What **studies** or training have you done in this subject? How have you used this training?

## Step 4. **Present your case:**

Post your written submission to the college or make an interview appointment with the Skills Recognition Coordinator.

## Step 5. **Case Assessment:** The co-ordinator will then submit your case to the College Credential Committee. Your application will then be assessed and you will be informed of the decision.

## Step 6. **Complete the Case:** You will receive notification of the decision and detailed feedback

on your submission. Any deficiencies will be highlighted and suggestions given to complete the case. Depending on the decision you may:

- receive a qualification
- plan to complete additional training
- submit further information to the committee
- appeal the decision of the panel
- decide on how to fill any gaps in your skills. Discuss with the Skills Recognition Coordinator.

# Methods of Assessment

Assessment for Skills Recognition can be carried out two different ways:

1. **Desk Audit.** You can prepare a written submission following the guidelines in this booklet and the ASSESS Sheets. This is forwarded to the Skills Recognition Coordinator at MRSC for review and assessment. If there are any deficiencies in the case or further evidence is required, you will be given detailed feedback and advice to help you complete your case. *This process takes some time and effort to collect and present your case effectively.*
2. **Interview.** You can arrange an appointment with the Skills Recognition Co-ordinator for an interview at your workplace or home. (Conditions apply to the availability of this service). The Skills Recognition Co-ordinator will visit you and review the evidence you present to support your case. In most cases the assessment takes 3 to 4 hours and does not require as much preparation as a detailed written submission.

## Cost

Charges for Skills Recognition are based on a per Unit charge as outlined below.

An application fee and **minimum charge of \$750.00** must be paid when you register for Skills Recognition. The balance of fees must be paid on submission of your application for desk audit or, in the case of assessment by interview, prior to or on the day of interview. Assessment will not commence until payment has been received.

Fees are as follows:

Desk audit \$160.00 per Unit to a maximum of \$1600 for Certificate IV and Diploma

Interview \$240.00 per Unit to a maximum of \$2400 for all three qualifications.

	<b>Units of competency</b>	<b>Desk Audit</b>	<b>By Interview at your place of work</b>
<b>Certificate IV</b>	12 Units	\$1600.00	\$2400.00
<b>Diploma</b>	10 Units	\$1600.00	\$2400.00
<b>Advanced Diploma</b>	8 Units	n/a	\$2400.00

If you have completed an Accredited Unit (or Units) through Tocal College or any other Registered Training Organisation (RTO) a different fee applies. We will charge a Credential Administration Fee of \$60.00 per unit and issue a Statement of Attainment for Units of Competence by Mutual Recognition of qualifications issued by other RTOs.

Please note that this fee only applies where you can supply direct evidence by transcript or testamur that you have been assessed by an RTO and gained specified competencies under a current National Training Package. If you are unsure please contact the Skills Recognition Coordinator.

# Enrolment

Complete the NSW DPI *Enrolment Form* and the *Course Registration and Payment Form* supplied by the Skills Recognition Co-ordinator, and forward with the application fee to the Co-ordinator.

- You will be given six months after enrolment in which to prepare and present your case, and complete your application for skills recognition. After that period, we will archive your skills recognition case.
- Before we archive an incomplete case, we will give you the option of receiving a Statement of Attainment for units of competence that you have achieved. Those units will be charged at the rate per unit current at the time you enrol.
- Before we archive your case, we will give you one month's notice.

# Skills recognition Fee Policy

- The fee structure prevailing at the date of our first invoice will apply for a period of twelve months from that date.
- Fees for Skills Recognition may increase from time to time without notice. If you apply for Skills Recognition after your enrolment has expired (after twelve months), then current fees as listed on the Total internet site will be charged.
- If you want your case reactivated, you will need to pay a fee of \$500. This \$500 will be deducted from the total cost of the skills recognition case, once the case has been finalised. Once we reactivate a case, the six months archive rule outlined above will again apply.

# Demonstrating your Skills

To achieve any unit of competence you must demonstrate your skills and knowledge. It is important to gather evidence for all study units to confirm your achievements.

Decide how you will show the assessor that you have these experience, skills and knowledge specified in the Units you have chosen. This evidence can include:

- References from persons familiar with your achievements. This may include Management, Technical Specialist, fellow members of regional or local committees, work colleagues, the members of a community service group (eg Rural Fire Service) social, sporting or community club where you have some involvement.
- Statement of attainment or attendance from a training course
- Personal resume including management or relevant experience
- Academic transcripts
- Position description for the job that you have
- Financial Plans you have developed
- Risk management plan
- Forms you have completed
- Various types of records e.g. Chemical Application, Property Plans, OH&S incident records
- Workplace reports, journals, diaries or calendar of events
- Photographic or written demonstration of achievements
- Staff evaluations from employers and employees
- Permits or licences you have
- Memberships held.

Where documentation is available, you should attach evidence of training and experience.

Not everything has to be produced in written form. The assessor can gather evidence to support your application by talking to you over the phone or on their visit to your workplace if arranged.

The idea is for you to demonstrate your knowledge and skill in the easiest possible way. It is acceptable if one piece of evidence covers several units. If you need several pieces of evidence to meet the requirements, that is also fine.

The role of the assessor is to assist you in demonstrating what you know, not what you don't know. The Assessor is also there to help you identify and develop your future training needs.

# Resume Format

Below is a suggested format for a detailed resume:

## Personal Details

- Name:** Insert your full name
- Home Address:** Insert full address
- Phone Numbers:** Insert work, mobile and home phone numbers
- Date of Birth:** Date of Birth

## Qualifications:

Insert a list of all formal qualification held

## Education:

List all formal education and training course you have completed. Start with the most recent: e.g.

- 2007 Certificate IV in Landcare and Natural Resources.  
 2006 OH&S Certificate  
 2005 Certificate III in Accountancy (TAFE)

↓  
*And so on back to your earliest educational qualification – school*

- ↓  
 1986 Higher School Certificate  
 1984 School Certificate

## Employment history:

List each job you have held starting with the most recent or current employment:

- State the date of commencement of employment and the date of departure
- Full name of employer
- Job title
- Give a brief description of main duties.

Example:

June 1998 – Present:

Black Stump Shire Council

Community Support Officer

Main duties:

- Manage Landcare activities on council land
- Carry out site inspections
- Facilitate Landcare group meetings
- Manage contractors carrying out maintenance on council reserves
- Prepare grant applications and budgets
- Manage Council environmental management budget.

## References:

- List the names and contact numbers of referees. Make sure you contact the referees and ask if they are happy for you to use them as a referee.
- Provide written references if available

# ASSESS Sheets

ASSESS Sheets are designed to assist you in identifying and organising the evidence you will need to supply for assessment for each Unit of Competency. The ASSESS Sheet is designed to be very flexible in allowing you to identify and present a wide variety of evidence to support your case for Skills Recognition for the Unit.

The ASSESS Sheet is set out as follow:

## **Unit Code and Unit Name:**

- The Unit Code is a unique number assigned to the unit for administration purposes. There are thousands of Units across every different Industry Training Council. The Unit name is designed to accurately describe the content of the Unit.

## **Holistic Outcome:**

- This is a brief description of the task or competence for which the Unit provided training and assessment.

## **Answers:**

- Can you answer questions such as these? This section includes a series of questions relating to the competencies covered in the Unit. Answers to these questions will provide evidence of your skills, knowledge and experience.

## **Show:**

- Can you show or demonstrate this particular unit to the assessor? At the time of a workplace visit it will be useful for the assessor to see you undertake tasks and processes which demonstrate your skills.

## **Samples:**

Can you provide samples of your work in this unit? Examples can be anything that relates to the Unit:

- Reports
- Field notes
- Letters
- Plans
- Photos
- Meeting Minutes

Please don't discount any possible item which you think may be relevant as we are happy to consider most things.

## **Experience:**

What is your experience in this unit? Provide a concise summary of your experience relating to the Unit.

## **Support:**

Can you get support from others to help verify your competence? Letters of reference from clients, employers, colleagues or anyone else who can support your case are useful.

## **Study:**

Have you done any formal or informal training in this unit? Please supply copies of Certificates, Statement of attainment and transcripts of course content (if available)

The following pages contain examples of ASSESS Sheets.

## Example ASSESS Sheet – Certificate IV

### RTD4804A: Develop community networks

This competency standard covers the process of developing relationships that support the establishment and development of community and agency networks.

<p><b>A</b></p> <p><b>ANSWERS</b></p>	<p><b><i>Can you answer questions such as these?</i></b></p> <ul style="list-style-type: none"> <li>• What community and agency networks have you established?</li> <li>• What are organisation's requirements and expectations in developing community and agency networks?</li> <li>• How do you establish networks?</li> <li>• How do you maintain networks?</li> <li>• How have networks helped you in your work?</li> </ul>
<p><b>S</b></p> <p><b>SHOW</b></p>	<p><b><i>Can you show or demonstrate this particular unit to the assessor? At the time of your workplace visit the assessor may want to see ...</i></b></p> <p>Not applicable.</p>
<p><b>S</b></p> <p><b>SAMPLES</b></p>	<p><b><i>Can you provide samples of your work in this unit? At the time of your workplace visit please provide samples for the assessor such as:</i></b></p> <ul style="list-style-type: none"> <li>• Reports provided to management on community and agency networking</li> <li>• Records of community and agency contacts and networks</li> <li>• Details of meetings and presentations carried out with networks</li> <li>• Lists/database of community networks</li> <li>• Other relevant documentation.</li> </ul>
<p><b>E</b></p> <p><b>EXPERIENCE</b></p>	<p><b><i>What is your experience in this unit?</i></b></p> <p>Please prepare a dot point summary of relevant activities which could include:</p> <ul style="list-style-type: none"> <li>• Field experience in networking</li> <li>• Completing reports and maintaining records</li> <li>• Working with community groups and other agency personnel</li> </ul>
<p><b>S</b></p> <p><b>SUPPORT</b></p>	<p><b><i>Can you get support from others to help verify your competency?</i></b></p> <ul style="list-style-type: none"> <li>• References from team leaders or line managers, verifying your experience and good practice in developing community networks, will help to validate your application. These references should address relevant performance criteria for this unit of competency.</li> <li>• Authentication of your evidence samples eg signed by your line manager will be important if other contact with your line manager is not possible.</li> </ul>
<p><b>S</b></p> <p><b>STUDIES</b></p>	<p><b><i>Have you done any formal or informal training in this unit?</i></b></p> <ul style="list-style-type: none"> <li>• If you have undertaken relevant studies, the subject outlines and copies of your results should be made available. (eg TAFE or other training organisation's subjects)</li> <li>• Your personal profile should list key seminars, workshops, conferences and other informal study activities that have assisted you to acquire this competency.</li> </ul>

## Example ASSESS Sheet - Diploma

### RTD5102A: Manage fauna populations

This competency standard covers the process of managing fauna populations.

<b>A</b> <b>ANSWERS</b>	<p><b><i>Can you answer questions such as these?</i></b></p> <ul style="list-style-type: none"> <li>• What fauna populations have you managed?</li> <li>• What examples can you provide of fauna surveys you have conducted? What implementation requirements did they have and how were they resourced?</li> <li>• How are stakeholder attitudes assessed and managed?</li> <li>• What do you include in plans of management and how do they respond to legislative requirements?</li> <li>• How do you monitor your surveys and report your outcomes?</li> </ul>
<b>S</b> <b>SHOW</b>	<p><b><i>Can you show or demonstrate this particular unit to the assessor? At the time of your workplace visit the assessor may want to see you...</i></b></p> <p>Not applicable.</p>
<b>S</b> <b>SAMPLES</b>	<p><b><i>Can you provide samples of your work in this unit? At the time of your workplace visit please provide samples for the assessor such as:</i></b></p> <ul style="list-style-type: none"> <li>• Relevant workplace documents such as fauna surveys, cost/benefit analyses of population management options, fauna management plans, funding submissions, population management permits, management reports and field notes.</li> </ul>
<b>E</b> <b>EXPERIENCE</b>	<p><b><i>What is your experience in this unit?</i></b></p> <p>Please prepare a dot point summary of relevant experience in this unit. This could include details of your work such as:</p> <ul style="list-style-type: none"> <li>• Access fauna populations</li> <li>• Prepare management plan</li> <li>• Control or maintain fauna populations</li> </ul>
<b>S</b> <b>SUPPORT</b>	<p><b><i>Can you get support from others to help verify your competency?</i></b></p> <ul style="list-style-type: none"> <li>• References from team leaders or line managers, verifying your experience and good practice in managing fauna populations, will help to validate your application. These references should address relevant performance criteria for this unit of competency.</li> <li>• Authentication of your evidence samples eg signed by your line manager will be important if other contact with your line manager is not possible.</li> </ul>
<b>S</b> <b>STUDIES</b>	<p><b><i>Have you done any formal or informal training in this unit?</i></b></p> <ul style="list-style-type: none"> <li>• If you have undertaken relevant studies, the subject outlines and copies of your results should be made available. (eg TAFE or other training organisation's subjects)</li> <li>• Your personal profile should list key seminars, workshops, conferences and other informal study activities that have assisted you to acquire this competency.</li> </ul>

# What is Evidence?

Evidence is the supporting material used to substantiate the skills, knowledge and experience you have gained in your life. Evidence can be: Verbal, Practical, Written, Product, or from a Third Party.

<b>Verbal:</b>	Discussion, description, explanation of work task Analysis of ideas and concepts Solving problems Answering questions
<b>Practical:</b>	Following correct procedures/practices Demonstrating/performing work tasks and procedures Dealing with difficulties and problems Achieving required outcomes and goals
<b>Written:</b>	Workplace documents, reports, graphs, plans, etc Correspondence Written projects, assignments, essays, case studies, etc
<b>Product:</b>	Finished work products, artefacts, objects, portfolios Fixing and repairing work related equipment
<b>Third Party:</b>	Employer, supervisor, trainer, coach, mentor and work colleagues for reports, testimonials, references Educational institutions for training records and qualifications

## Tips and Hints for gathering evidence:

### 1. Concentrate on evidence from the last 3-5 years

Your experiences and activities over the last 3 years will be the most critical. This is not to say that learning and experience beyond this time frame won't be relevant, but you will need to demonstrate that you can still perform tasks / skills and apply knowledge from these more distant experiences or formal training.

### 2. Do not collect too much evidence

Your mentor or co-ordinator will advise you on what is sufficient evidence. It is unnecessary and time wasting to collect or document too much evidence. As a general guide we are looking for at least 5 separate, relevant and verifiable pieces of evidence to support your application for each Unit of Competence. However, in some cases a lesser number of very strong items of evidence will be sufficient. If in doubt, speak to your co-ordinator.

### 3. Don't duplicate evidence

You are likely to find overlap between some Units. Give each piece of evidence a number and cross reference to enable your evidence to be found quickly for the assessor.

### 4. Don't overlook learning from other areas in your life

The focus is on demonstration of the skills and knowledge you possess – not where you learned them! Relevant learning occurs in many contexts during your life. Don't overlook knowledge and skills gained from participation in community organisations, other personal businesses activities, sporting associations and study tours.

### 5. Remember that the assessor is not an inspector

A Skills Recognition assessor's job is to assist you in the collection of evidence to demonstrate your skills and knowledge. The assessor's role is to assist you to achieve your goal. Assessors are required to be 'loyal to the standards and fair to the applicant' and approach assessment with the attitude that the applicant is "competent until proven otherwise".

# Frequently Asked Questions

Q. *I have looked through the Skills Recognition handbook and I don't know where to start. How can I get some help?*

A. You have a few options:

1. You can phone your co-ordinator at Murrumbidgee Rural Studies Centre with any questions. They can give you feedback on your questions and suggestions on how to proceed.
2. Find a colleague who has completed the Skills Recognition process for the qualification for which you are applying. This contact should be able to give you some guidance and help. Ask if you can see their application and examples of evidence
3. It may be possible to form a support group in your region of people who are all working towards the same qualification. This will provide support and assistance.
4. Consider the option of completing your assessment by Workplace Interview. Murrumbidgee Rural Studies Centre charge a higher price for this mode of assessment but the process is much simpler and quicker. Students are typically spending a few weeks preparing a written Skills Recognition submission whereas the interview process usually takes about half a day to complete.

Q. *Is it a requirement to have completed a Certificate II, III or IV before applying for a Diploma?*

A. No. You may start your study or Skills Recognition at the level you think appropriate for your skills and experience. Murrumbidgee Staff will assist and advise you in making this decision.

Q. *Which qualification under the training package is the right one for me?*

A. The qualifications under the package are aimed at the following levels:

## **Supervisor**

## **Certificate IV Level 4 Units**

To qualify for a Certificate IV by Skills Recognition you must be able to produce adequate evidence of management experience in the areas of:

- Planning the implementation of projects
- Developing action plans
- Supervising staff
- Supervising OH&S
- Managing equipment and maintenance
- Developing community networks

**Manager****Diploma****Level 5 or 6 Units**

To qualify for a Diploma by Skills Recognition you must be able to produce adequate evidence of management experience in the areas of:

- Developing and implementing Management Plans
- Managing group projects
- Preparing Grant Applications
- Managing a budget
- Preparing financial reports
- Managing the OH&S policy
- Managing implementation of legislation

Q. *How and when are fees charged for Skills Assessment?*

A. **A minimum charge of \$750.00 must be paid when you apply for assessment of any of the full qualifications.** This fee must be paid before the Skills Assessment process can commence. The balance of the Skills Assessment fee will be invoiced to you or your employer prior to the desk audit or on the day of the workplace assessment interview, whichever is appropriate. The final charge will be calculated based on the schedule of fees outlined on page 7 of this Handbook.

Q. *What will I receive when I have successfully completed the requirement of the qualification?*

A. You will receive a Certificate, Diploma or Advanced Diploma and an Academic Transcript which list all the units you completed.

# College Policies:

## Tocal code of practice

- The College upholds the principles of access and equity. Therefore College courses are open to all who meet the course entry requirements.
- The differing needs and requirements of people being trained and assessed are handled sensitively.
- Potential for conflict of interest in the assessment process is identified and handled appropriately and fairly.
- All forms of harassment are avoided throughout the planning, conduct, reviewing and reporting of the assessment outcomes.
- The rights of the candidate are protected during and after the assessment.
- Candidates are made aware of appeal processes.
- Evidence that is gathered during the assessment is verified for validity, reliability, authenticity, sufficiency and currency.
- Assessments are conducted within the boundaries of the assessment system policies and procedures.
- Assessment tools and procedures are consistent with equal opportunity legislation.
- The candidate is informed of assessment reporting processes prior to the assessment.
- Confidentiality is maintained regarding assessment results.
- Professional development opportunities for staff are identified and sought.
- Networking of assessors is encouraged and reviews of assessment procedures are carried out regularly.
- Appeal and grievance procedures are available for all assessment processes.

## Privacy policy

CB Alexander Agricultural College, 'Tocal' complies with the *Privacy and Personal Information Protection Act 1998*. The College collects personal information from students to provide statistical data to the Federal Government for planning purposes, to minimise health threats, to arrange accommodation and for recognition of academic achievement.

## Mutual recognition

It is the policy of the College to recognise the AQF qualifications and Statements of Attainment issued by any other Registered Training Organisation (RTO).

## Appeals regarding assessment

If you disagree with the assessment you receive for an assignment associated with this course you should firstly discuss it with your course co-ordinator, who will explain the reasons for the assessment and give additional feedback where possible.

If after discussion with the course co-ordinator, you still disagree with the assessment, you can request that the course co-ordinator have the assignment remarked.

If a dispute over assessment or eligibility to receive a credential cannot be resolved with the course co-ordinator by discussion and remarking, you may appeal to the College Credential Committee through the Principal.

You should lodge an appeal in writing, setting out the grounds for your case, to The Principal, Tocal College, PATERSON NSW 2421. If you are not satisfied with the decision of the Credential Committee you can have your appeal heard by an independent person.

## Plagiarism

Plagiarism is a serious breach of academic trust. It is the act of presenting somebody else's work and claiming that it is your own. Assessors may take reasonable action to satisfy themselves that any material submitted for assessment is the participants' own work. Material, which is suspected of plagiarism, will be presented to the Manager, Continuing Education for action.

Plagiarism, copying and cheating in assessments will be dealt with seriously. To avoid plagiarism and its penalties take note of the following points:

- If you are quoting from someone else's work, the quotation must be clearly indicated.
- You must not copy someone else's work and present it as your own.
- You should name sources for any graphs, tables or specific data, which you include in your assignment.
- You may quote from textbooks, journals or other published materials but you must always indicate the author and publication of the material.

# Code of Practice for Assessors

*Murrumbidgee Rural Studies Centre has adopted the international code of ethics and practice developed by the National Council for Measurement of Education (NCME).*

## CODE OF PRACTICE FOR SKILLS ASSESSORS

- The differing needs and requirements of the person being assessed, the local enterprise and/or industry are identified and handled with sensitivity.
- Potential forms of conflict of interest in the assessment process and/or outcomes are identified and appropriate referrals are made, if necessary
- All forms of harassment are avoided throughout the planning, conduct, reviewing and reporting of the assessment outcomes.
- The rights of the candidate are protected during and after the assessment.
- Personal or interpersonal factors that are not relevant to the assessment of competency must not influence the assessment outcomes.
- The candidate is made aware of rights and processes of appeal.
- Evidence that is gathered during the assessment is verified for validity, reliability, authenticity, sufficiency and currency
- Assessment decisions are based on available evidence that can be produced and verified by another assessor.
- An assessment review process with a separation of duties is established to ensure that personal preferences, bias and prejudice of an assessor does not affect the assessment process.
- Assessments are conducted within the boundaries of the assessment system policies and procedures.
- Formal agreement is obtained from both the candidate and the assessor that the assessment was carried out in accordance with agreed procedures.
- Assessment tools, and procedures are consistent with equal opportunity legislation.
- The candidate is informed of all assessment reporting processes prior to the assessment.
- The candidate is informed of all known potential consequences of decisions arising from an assessment, prior to the assessment.
- Confidentiality is maintained regarding assessment results
- Results are only released with the written permission of the candidate(s).
- The assessment results are used consistently with the purposes explained to the candidate.
- Self-assessments are periodically conducted to ensure current competencies against the Assessment and Workplace Training Competency Standards.
- Professional development opportunities are identified and sought.
- Opportunities for networking amongst assessors are created and maintained
- Opportunities are created for technical assistance in planning, conducting and reviewing assessment procedures and outcomes.

# Application Form

Yes, please contact me.

I am interested in gaining a Qualification in Conservation and Land Management through Skills Recognition.

I am interested in the qualification level of:

- Certificate IV
- Diploma
- Advanced Diploma

.....  
This form does not commit you to anything. It will allow us to get in contact with you and start assisting you with your application.

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Home Address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Employer's Address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Phone Numbers:

BH \_\_\_\_\_

AH \_\_\_\_\_

Mobile AH \_\_\_\_\_

Fax \_\_\_\_\_

E-mail: \_\_\_\_\_

**Return this form to:**

**Skills Recognition Co-ordinator  
Denise McKenzie  
Murrumbidgee Rural Studies Centre  
Private Mail Bag Yanco NSW 2703**

**Phone 02 6951 2504  
Fax 02 6951 2620  
e-mail [mrsc@dpi.nsw.gov.au](mailto:mrsc@dpi.nsw.gov.au)**