

## 'Recognition, an assessment of life long learning' THE SKILLS KIOSK PROCESS for APPLICANT



The Skills Kiosk is a place where everyone may come to find support with the Recognition process conducted by Wodonga Institute of TAFE.

You may access the Skills Kiosk as a current student or a prospective student of Wodonga TAFE. Referral to the Skills Kiosk can be from any source such as self referral, Wodonga TAFE referral, school referral, via open days or information sessions.

Recognition of Prior Learning (RPL) is the assessment of previously unrecognised skills and knowledge an individual has achieved outside the formal education and training system, such as voluntary work, work experience, attendance at short courses and self directed learning.

### STEP 1. Initial Contact with Skills Kiosk

You will be provided with:

- information about the Skills Recognition process
- information about fees for Recognition
- information about units/modules and or qualifications
- an opportunity to complete a self assessment if available.

You will be invited to tell the Skills Kiosk facilitator a little about your experiences and to complete an Initial Contact /Referral Form.

You are then asked to inform the Skills Kiosk about your decision to proceed or not to proceed with the Recognition process.

### STEP 2. Referral to Department/Cluster

If you wish to proceed with an application for Recognition then the Skills Kiosk will contact the appropriate Department/Cluster on your behalf. The Manager informs the Skills Kiosk of the Wodonga TAFE Staff member's name to whom the referral should be directed.

Skills Kiosk makes contact via email with the appropriate Wodonga TAFE Staff member and hands the Recognition Applicant over for enrolment and Recognition Assessment.

The Wodonga TAFE Staff member will make contact with you within three (3) business days and make an appointment to continue the Recognition process.

You will then be asked to enrol into RPL session and Recognition process occurs.

### STEP 3. Follow up by Skills Kiosk

The Skills Kiosk will make contact with you one month from referral to support your progress.

The Skills Kiosk will make contact with the Assessor one month from referral to ensure their satisfaction.

The Skills Kiosk will be available for support to the Recognition supervisor, the Assessor and you at any stage through the process.

The time it takes to complete the Recognition Process is very individual.