

RECOGNITION PROCEDURE

As a registered Training Organisation, Scouts Australia, through the Scouts Australia Institute of Training (SAIT), offers Recognition against Nationally Accredited Training programs. Recognition;

- is a process that is available from SAIT to recognise skills and knowledge that individuals have acquired throughout their lifetime,
- is an acknowledgement to that individual that their skills are important to the organisation,
- also offers an opportunity to fast-track a new Leader's appointment.

Application Forms and Course Content Summaries can be obtained from Branch Headquarters or the Branch web site. Recognition against Sectional Techniques courses, either Basic or Advanced, is generally not available.

Definitions:

Recognition is a process for recognising current skills and knowledge, regardless of when, where, or how obtained, through formal and informal training (in Scouting, industry, and/or education), practical experience and/or life experience which can be assessed against established and formalised learning outcomes.

Recognition may only be granted in cases where the skills and knowledge claimed are required by the current National Training Program and are demonstrated in the performance of the applicant's current Scouting role.

National Accredited Training Programs are available for all Leaders for the development of skills and knowledge in defined areas.

Subject Matter Experts will normally be appropriate Leader Trainers or Adventurous Activity personnel, although external experts may sometimes be required. Subject Matter Experts will possess skills and knowledge in the area they will be assessing so that they are accepted as being expert in their areas.

The Assistant Region Commissioner - Adult Training and Development is the person designated by the Association to make the initial decision as to whether the application proceeds to the RPL Assessment Panel.

Recognition Assessment Panel normally comprises the Assistant Region Commissioner - Adult Training and Development and an appropriate Subject Matter Expert. An applicant may elect to nominate their District Commissioner to be part of the Assessment Panel. Recommendations for Recognition are then forwarded to the Branch Commissioner – Adult training and Development for confirmation.

Learning Outcomes are statements, which specify knowledge and skills, the application of that knowledge and those skills to the standard of performance required for the role.

Mutual Recognition of other organisation's nationally accredited awards is also available. You can recognise a Nationally Accredited courses by the Accredited Training logo (inverted triangle) on the certificate or Statement of Attainment from the other organisation.

Actions:

1. A Leader who wishes to apply for Recognition shall complete all details on the Scout Association of Australia Recognition of Prior Learning Application Form. The form is available from the Training section of the Web site or from your ARC (ATD). Where applicable, supporting evidence shall be provided as part of the application.

Applicants who require assistance in completing their application may contact their District Leader, or equivalent. Applications shall be submitted to the ARC ATD.

The ARC (ATD) shall be responsible for making the initial decision as to the relevance of the application in relation to the skills and knowledge required to perform the job.

Where the initial decision is favourable the application will be passed to the Assessment Panel.

If the decision of the ARC (ATD) is that the application is not relevant, he/she shall return the application to the applicant with a written explanation of the reasons for its return (copied to the applicant's District Commissioner or equivalent Commissioner).

An applicant may request a review of the decision in consultation with the District Leader or equivalent. Such consultation will result in either the original decision being confirmed or the application being sent to the Branch Commissioner Adult Training and Development for further consideration.

2. ***Recognition Process***

The Recognition Assessment panel shall assess applications against learning outcomes. If the panel considers that further information is necessary to properly assess the application, the applicant may be required to:

- provide further written information in support of the application
- attend an interview by the assessment panel and provide verbal information in support of the application
- demonstrate skills and knowledge in the areas(s) claimed by practical assessment testing or a combination of these.

3. ***Successful Applications***

Where applications are successful, the assessment panel shall provide an assessment report, summarising the assessment carried out and including a recommendation regarding the extent of recognition to be granted.

This report shall be forwarded to the Branch Commissioner for Adult Training and Development for action in terms of credits against the relevant section of the Training Program.

A copy of the assessment report shall be provided to both the applicant and the applicant's District Leader or equivalent.

4. ***Unsuccessful Applications***

Where applications are unsuccessful, the assessment panel shall provide an assessment report explaining why the application did not meet the required learning outcomes. The report shall be forwarded to the applicant, with an information copy to the applicant's District Commissioner or equivalent Commissioner.

5. ***Grievance Process***

An applicant who disagrees with the assessment report, or who considers that the appropriate processes have not been followed, may request a review by the Recognition assessment panel. An additional Subject Matter Expert will be included in the assessment panel. The assessment panel shall carry out such review and advise the applicant of its outcome.

TRAINING COURSES

WEB SITE - The Training pages of the Branch web site (www.vicscouts.asn.au) contain training course overviews, details of course content and learning outcomes, course stories, forms and training calendars. All documents can be printed if required.