

(Continued from overleaf)

## Assessment tools

Assessment tools need to be work-focused and document on-site assessment. Tasks undertaken, together with supporting industry evidence describing the candidates' workplace experience, should be mapped against the competency standards.

Ultimately, there is a need to rely on the professional integrity of assessors. The assessor needs to be sure that the critical aspects of evidence and underpinning knowledge in the competency standards have been covered.

## Skills gap training

If candidates do not meet the standards for the Certificate III, they should receive a Statement of Attainment for the units of competence they have achieved. They should be offered whatever learning opportunities they require to top up their skills, only needing reassessment on those gap skills.

## Avenues of appeal

Candidates who are unhappy with the trade skills recognition process must be able to refer to the approved organization's normal appeals process.

Where this does not provide an acceptable outcome, they have an avenue of appeal through TAC's complaints resolution process. Ultimately, an appeal can be lodged with the State Training Board.

## Other Contacts

Building and Construction Industry Training /fund (BCITF)

The BCITF will sponsor candidates in the Building and Construction trades by covering up to 80% of their assessment costs.

1st Floor, The Business Centre  
55 Salvado Road, Subiaco, WA 6008.  
Phone: (08) 9381-3900  
<http://www.bcift.org>

## Industry Training Councils (ITCs)

ITCs are not-for-profit, non-government organisations that advise government on industry training priorities and provide advice and information on training related matters. ITC contact details can be found on <http://www.vetinfonet.det.wa.edu.au> under Curriculum Services Support Network

For further information, please contact:

[tac@des.wa.gov.au](mailto:tac@des.wa.gov.au)



**Training Accreditation Council**

WESTERN AUSTRALIA

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**Training Accreditation Council**

WESTERN AUSTRALIA

# Trade Skills Recognition

**Information for  
Registered Training  
Organisations seeking to  
provide trade skills  
recognition in Western  
Australia**

June 2008

**[www.tac.wa.gov.au](http://www.tac.wa.gov.au)**

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## About trade certificates and the Training Accreditation Council (TAC)

The *Vocational Education and Training Act 1996* provides TAC with a skills recognition function, which the Council exercises to grant trade certificates. TAC is the only body able to issue trade certificates to people who are not indentured as apprentices in Western Australia.

The trade certificate is acknowledged by industry as having parity with trade certificates awarded to successful apprentices on completion of their apprenticeship.

Registered Training Organisations and Industry Training Councils can become approved by TAC to offer trade skills recognition services. To assure the quality of the services offered, TAC requires these organisations to meet certain guidelines prior to approval and to undergo audits to demonstrate ongoing good practice.

TAC's *Trade Skills Recognition Policy and Application Guidelines* can be found on the TAC website [www.tac.wa.gov.au](http://www.tac.wa.gov.au) under *TAC Policies and Guidelines*.

## Eligibility

To be eligible to offer a trade skills recognition process, applicant organisations need to:

- have the qualification aligned to the nominated trade on their scope and be actively involved in delivering training to apprentices;
- have no outstanding non-compliance issues or unresolved complaints associated with delivery in those sectors;
- establish and document a process which includes industry involvement in determining

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- recommendations for a trade certificate;
- demonstrate a streamlined approach to skills recognition;
- meet the application guidelines established by TAC; and
- agree to participate in audits of the trade skills recognition process.

## How long does the RTO approval process take?

A desk top audit of the application will take place as soon as it is received. If all the criteria have been met, the application may be forwarded to an auditor for a report on your proposed process. Applications will be considered by the Manager VET Regulation together with a key representative from the ApprentiCentre (Department of Education and Training) prior to approval from the Council. Where the training outcome leads to a licensed occupation, a representative from the relevant industry regulatory body will be consulted.

Within a month of the application being received, the organization will be advised of the outcome.

## Good practice trade skills recognition process

Trade skills recognition should be as rigorous as any assessment process from the assessor's point of view. From the candidate's perspective, it should be a simple, speedy process that is not overly paper-based as to deter candidates from applying.

Candidates should be able to expect the following good practice from approved trade skills recognition providers:

[www.tac.wa.gov.au](http://www.tac.wa.gov.au)

## A fast, user friendly process

A key contact person to guide candidates through the entire process, keep them informed about what they need to do and what information they need to provide, organize assessment and liaise with assessors and industry to ensure workplace applicability and readiness. The key contact is crucial in keeping the process simple, on track and non-bureaucratic.

## First stage

Candidates need to be offered the appropriate pathway for them to achieve success. They will need to be assisted through this stage, which should include a self-assessment and a decision as to whether to go ahead. Alternative options are required for those with apparent large skills gaps, including a fast track apprenticeship or referral to other courses and/or organisations.

## Workplace Assessment

The emphasis is on work tasks, including the gathering of portfolio or documentary evidence. Candidates must be assessed by a fully qualified assessor, ideally in their own workplace. (An alternative venue should be offered where preferable.) The assessment involves holistic (integrated) activities undertaken in the workplace reflecting the key skills of the trade. These activities should map to the competency standards. Assessors will advise candidates what activities they are required to undertake and give them immediate feedback. If they demonstrate the required competencies, the RTO issues the Certificate III qualification.

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