

# RECOGNITION OF FORMAL LEARNING QUALIFICATIONS

APPLICATION PACKAGE FOR PROVIDERS



OFFICE OF TASMANIAN  
ASSESSMENT, STANDARDS  
& CERTIFICATION

# CONTENTS

- Introduction .....2
- What is ‘Formal Learning’? .....2
- What is a ‘Qualification’? .....2
- What is ‘Recognition’? .....2
- Who can apply for recognition? .....2
- Learning pre-requisites.....2
- The process .....3
- How long does the process take?.....3
- Can I use a single form? .....3
- Supporting documentation .....3
- cost.....4
- Need help?.....4
- SECTION A .....5
  - Contact details.....5
- SECTION B.....6
  - The Qualification: General Information.....6
- SECTION C.....9
  - The Qualification: Specific Information .....9
- SECTION D .....12
  - Information Regarding Stages/Levels .....12

## INTRODUCTION

In 2005 the Tasmanian Qualifications Authority developed a new policy that offers recognition to a wide range of formal learning undertaken by senior secondary Tasmanian students. Providers of formal learning qualifications not currently recognised on the Tasmanian Certificate of Education are invited to apply for such recognition.

## WHAT IS 'FORMAL LEARNING'?

'Formal learning' is learning that is *either* delivered via a structured program leading to a qualification or demonstrated via a formal assessment (such as an examination) leading to a qualification, but without a requirement to complete a structured program.

## WHAT IS A 'QUALIFICATION'?

A 'qualification' is a formal recognition of the completion of a course. A certificate issued on the completion of a learning program is an example of a qualification.

## WHAT IS 'RECOGNITION'?

'Recognition' means that the qualifications issued by recognised formal learning providers are listed on a learner's Qualifications Certificate and contribute to the Tasmanian Certificate of Education issued by the Office of Tasmanian Assessment, Standards and Certification.

## WHO CAN APPLY FOR RECOGNITION?

Providers of formal learning who:

- are the copyright holders of the program (or, if a licensed provider, can show official evidence of the copyright holder's endorsement of the application)
- issue a qualification recognising the completion of a course or a level of competency demonstrated
- deliver learning that meets the pre-requisites listed below.

## LEARNING PRE-REQUISITES

For learning to be considered for recognition by the Office of Tasmanian Assessment, Standards and Certification it must:

- have an educational aim appropriate for students in the senior secondary phase of education in Tasmania (ie. those engaged in the final years of secondary schooling)
- include identifiable generic skills (e.g. communication skills, group work, problem solving skills).

## THE PROCESS

The Office of Tasmanian Assessment, Standards and Certification (TASC) will notify you on receipt of your completed application. In some cases more information may be required before assessment of your application. Your application will be carefully considered by a Recognition Assessment Panel appointed by TASC's Chief Executive Officer. The panel will consist of a TASC representative and members of the education community. Their report will be forwarded to the Chief Executive Officer and you will be sent a copy. You will be invited to comment on their report. Should you wish to proceed with your application the report will be published on TASC's website and public comment will be invited. The Recognition Assessment Panel will review its recommendations in the light of comments received from you and the wider community, and forward its final report and recommendation to TASC's Chief Executive Officer. The decision on the application will be communicated to you as soon as possible.

If your application is successful, you will be asked to sign a *Memorandum of Understanding* with TASC relating to issues such as how and when you will supply TASC with notification of the results you award and privacy procedures. You will also be required to promptly notify TASC of any changes to the information supplied in this application.

Even if TASC decides to recognise your qualification we may:

1. withdraw recognition or modify the period of recognition granted; and
2. request more information and/or undertake on-site visits to ensure that learning delivery or assessment methodologies agree with those stated in this application.

If your application is unsuccessful you may reapply for recognition in the next academic year.

## HOW LONG DOES THE PROCESS TAKE?

In general, the process will take about four months from receipt of your application. Exact timeframes will depend on issues such as the availability of Recognition Assessment Panel members, and if we need to communicate with you at any stage in the process. Applications that cannot be processed by mid-July each year will not have the qualification recognised that year.

## CAN I USE A SINGLE FORM?

A separate application **must** be made for each discrete qualification.

Where a qualification differentiates between stages or levels of achievement (e.g. the course has Levels I – 4, Grades I – III, or Stages A – C), these may be submitted as a single application but differences between the stages or levels must be indicated as requested in this form (see Section D).

## SUPPORTING DOCUMENTATION

The Office of Tasmanian Assessment, Standards and Certification would be pleased to receive supporting documentation with your application. Only one copy would be required, but TASC may need to make additional copies of documents (or parts of them) for consideration by the Recognition Assessment Panel. Copies made by TASC will be destroyed except where it was felt that a copy was required for file purposes.

Supporting documentation might include:

- mission statements
- program or course overviews, maps or schema
- student handbooks and manuals
- privacy policies/procedures
- curriculum-based materials
- examples of tasks or examinations;
- training manuals
- role descriptors for staff
- program evaluation materials
- copies of the qualification/certificate you award.

## COST

The Office of TASC may request a fee for the processing of this application.

## NEED HELP?

If you have any questions or concerns regarding the application process or would like assistance in completing the application form please do not hesitate to contact the Office of Tasmanian Assessment, Standards and Certification:

*Telephone:* (03) 61 65 6000

*Email:* [enquiries@tasc.tas.gov.au](mailto:enquiries@tasc.tas.gov.au)

*Post:* PO Box 333, Hobart, 7001, Tasmania, Australia

Date of Application: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

## SECTION A CONTACT DETAILS

### Applicant/Provider's details:

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

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

Postal Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Business Phone: \_\_\_\_\_

Business Email: \_\_\_\_\_

ABN: \_\_\_\_\_

### Program copyright holder details:

If the applicant is *not* the holder of the program copyright (e.g. is only licensed to deliver the program) the following section must be completed. A letter of support for this application from the copyright holder must also be attached.

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

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

Postal Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Business Phone: \_\_\_\_\_

Business Email: \_\_\_\_\_

ABN: \_\_\_\_\_

Period of recognition sought: \_\_\_\_\_  
(1 to 5 years)

## SECTION B

### THE QUALIFICATION: GENERAL INFORMATION

#### WHAT KIND OF QUALIFICATION DO YOU ISSUE?

There are two basic kinds of formal learning qualifications that can be recognised by TASC. One is a qualification that marks the conclusion of learning that is delivered by a structured program or course of study (formal program-based learning). The other is a qualification recognising learning that is demonstrated by a formal assessment (such as an examination), but without a requirement from the awarding body that a person completes a structured program or course (formal non-program-based learning).

Please indicate what kind of learning the qualification you issue is based on:

Please tick one	
Type A	formal program-based learning
Type B	formal non-program-based learning

The kind of qualification you issue will influence how you answer some of the questions below. These questions will be nominated 'Type A' or 'Type B'.

Name of the awarding body:

Name of the qualification issued: (e.g. Diploma of Music (Composition))

*TASC reserves the right to amend such name/s in order to meet the requirements of the Qualifications Certificate layout, design and purpose. Any such amendments would be made in consultation with you.*

**Levels/stages of learning:** Some qualifications have stages or levels (e.g. 'Grade 3, and Grade 4', or 'Bronze Award, and Silver Award'.) If your qualification has various stages or levels that you wish to be recognised, please list them below. Remember that such stages/levels should be appropriate to senior secondary students. Please ensure that you show clearly how these stages/levels are indicated on your certificate if you have not already done so above. Also see the *special note* at the end of this Section.

**Result range:** If you issue a result please indicate the complete range below (e.g. 'terminating pass, pass, credit, distinction', or 'failure, satisfactory, highly satisfactory').

*Note: Results indicating successful achievement only will appear on the QC.*

Approximate number of Tasmanian students/candidates gaining this qualification per year:

State briefly the values/philosophy underpinning this learning:

***TYPE A QUALIFICATIONS ONLY***

State briefly the overall outcomes this learning is designed to achieve in terms of skills, knowledge and competencies gained by participants:



**Use of the qualification:** Please describe typical uses of the qualification you award (e.g. pathways to volunteer work options or employment, or pathways to other learning).

***SPECIAL NOTE:*** In some cases a qualification may consist of various stages or levels (e.g. Bronze, Silver and Gold awards, or Levels I, II and III). Unless otherwise asked, **please complete Section C of this Application with reference to the highest stage or level of the qualification.** If there are any differences between such stages or levels in regard to the issues raised in Section C of the Application, please identify these in Section D.

## SECTION C

### THE QUALIFICATION: SPECIFIC INFORMATION

*Note: Relevant supporting documentation should be attached to this application. While referencing to such documentation within responses to this Section is encouraged, such referencing should include document title/s and page number/s.*

**Access requirements/pre-requisites for this learning:** If a student has to have gained a certain level of proficiency or met certain requirements prior to undertaking or demonstrating this learning, please list these.

#### *TYPE A QUALIFICATIONS ONLY*

**Mode of study/program delivery:** Describe the method used to deliver your learning package/course (e.g. a series of lectures or direct classroom-style teaching with a one hour examination, a mixture of outdoor activities and seminars).

**Size/duration:**

#### *TYPE A QUALIFICATIONS*

If you deliver learning via a structured program or course of study, what number of hours would *normally* be required to complete it?

\_\_\_\_\_ (approximately)

***TYPE B QUALIFICATIONS***

If your learning package is non-program based (i.e. based on an examination or other formal assessment without any prescribed course work), what number of hours practise or private study would *normally* be required to meet your standards?

\_\_\_\_\_ (approximately)

**Learning descriptors:** In the space below please indicate:

Generic skills and knowledge (e.g. communication, evaluation and group work skills)

Subject/area specific skills and knowledge

**Assessment methodologies:** Describe how student learning is assessed.

**Standards:** Please describe in detail the mechanisms you employ to ensure the reliability, accuracy and validity of the results you issue (e.g. quality control methods employed, how your instructors are accredited, how standards are applied in assessing outcomes).

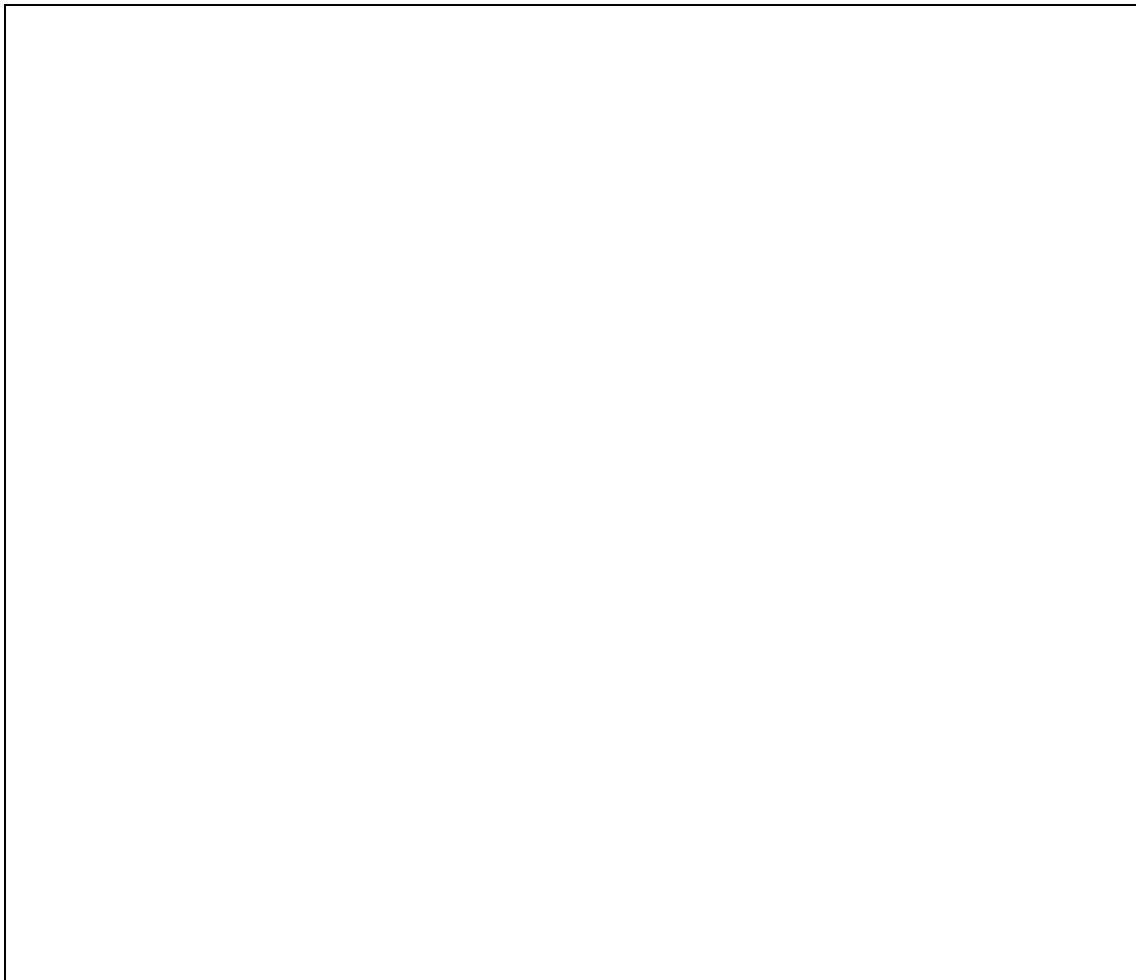
## SECTION D

### INFORMATION REGARDING STAGES/LEVELS

**Note:** You are only required to complete this Section of the application IF your qualification consists of various stages or levels (e.g. Bronze, Silver and Gold awards or Levels I, II and III) AND there are differences between such stages or levels in regard to the following issues raised in Section C of the application:

- access requirements/pre-requisites;
- mode of study/program delivery;
- size/duration;
- learning descriptors (generic and subject/area-specific);
- assessment methodologies; and
- standards.

With reference to your specific stages/levels and the issues listed above, please describe any differences that exist between the highest stage/level you described in Section C of this form and other stages/levels.



*Please attach additional pages as required.*



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OFFICE OF TASMANIAN  
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& CERTIFICATION

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