Got the Skills?

Get the Recognition for course 9040
Skills for Career Development (Certificate IV)

You don’t need to study what you already know! The skills, knowledge and experience you have gained from your previous learning, work experience and life in general may be taken into account. This is called recognition.

To apply for credit in one or more units you must clearly show that you have the equivalent and relevant skills, knowledge and experience of the unit or group of units.

Complete the relevant unit forms below, include your evidence and attach the Enrolment Adjustment Recognition form. Place this on top of your completed application as a cover sheet.

Keep a copy of all completed forms for your records.

Recognition for Unit of Competency forms

CUFSAF01A - Follow health, safety and security procedures
NSWTPLG402A - Initiate, plan and manage a project to build capability in an industry or community context
NSWTPLG403A - Evaluate options for career development
NSWTSUS403A - Apply sustainability practices
NSWTTCH402A - Apply emerging technology to communicate with others
NSWTTMW401A - Communicate to facilitate work in a team
NSWTCOM413A - Apply negotiation skills in an individual or group context
NSWTCOM414A - Communicate to facilitate quality services to stakeholders
NSWTCOM415A - Contribute to strategies to communicate across cultures and build understanding
NSWTCOM509A - Communicate effectively to conduct interviews
NSWTSPPG403A - Prepare and present complex information
NSWTWTG401A - Create complex workplace and community texts
NSWTSFM501A - Research career opportunities and prepare a job application
NSWTETH402A - Identify legal and ethical requirements in context
NSWTWTG301B - Write complex nonroutine work related texts
CHCCS405A Work effectively with culturally diverse clients and co workers

Can't find the form you are looking for or need more help? Contact the Recognition Desk