Got the Skills?

Get the Recognition for course 9072
Skills for Work and Training
(Certificate II)

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

- NSWTCOM207A - Demonstrate interpersonal skills
- NSWTCOM205A - Plan a team presentation
- NSWTCOM213A - Use negotiation skills in routine contexts
- NSWTCOM214A - Communicate with customers in a range of contexts
- NSWTSPPG201A - Speak effectively in a range of contexts
- NSWTSPPG203A - Deliver a brief presentation
- NSWTTMW201A - Develop skills for participating in a team
- NSWTTWTG201A - Write routine work related texts
- NSWTTWTG202A - Communicate using graphical and visual techniques
- NSWTESL213A - Identify a variety of English pronunciation features
- NSWTCOM208A - Organise and complete a job application and interview
- NSWTLRN201A - Implement plan for education and employment
- NSWTLRN202A - Devise strategies for own learning
- NSWTPLG202A - Participate effectively in an informal meeting
- NSWTTCH202A - Communicate using emerging technologies
- NSWTPSS201A - Maintain personal safety and security
- NSWTEGL202A - Conduct a simple investigation
- NSWTEGL205A - Report on an extended investigation
- NSWTHMN201A - Identify own role as member of a community
- NSWTHMN202A - Participate in a local community
- NSWTTWMN101A - Plan strategies to access work and education for women
- NSWTTWMN102A - Identify factors which impact on the lives of women
- BSBCM108A - Develop keyboard skills
- BSBADM306A - Create electronic presentations
- BSBCM201A - Work effectively in a business environment
- BSBCM211A - Participate in workplace safety procedures
- BSBCM214A - Create and use simple spreadsheets
- BSBCM213A - Produce simple word processed documents
- ICAU1128A - Operate a personal computer
- ICAU1133A - Send & retrieve information using web browsers & email
- ICPMM263A - Access and use the Internet
CHCAC17A - Support the older person to maintain their independence
CHCAC1C - Provide support to an older person
CHCAC3C - Orientation to aged care work
CHCAC4B - Assist in the provision of an appropriate environment
CHCCOM2B - Communicate appropriately with clients and colleagues
CHCOHS302A - Participate in safety procedures for direct care work
HLTFA1A - Apply basic First Aid

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