Got the Skills?

Get the Recognition for course 9073

Employment, Education and Training
(Certificate III)

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

BSBADM306A - Create electronic presentations
NSWTCOM208A - Organise and complete a job application and interview
NSWTCOM301A - Develop communication skills for the media
NSWTCOM307A - Demonstrate inclusive communication skills
NSWTCOM309A - Conduct a routine interview
NSWTCOM311A - Apply strategies to resolve conflict
NSWTCOM313A - Apply negotiation skills in non-routine contexts
NSWTCOM314A - Communicate to deliver quality customer service
NSWTLRN201A - Implement plan for education and employment
NSWTPLG302A - Develop and implement a project
NSWTSPG303A - Present information in a formal context
NSWTTCCH202A - Communicate using emerging technologies
NSWTTMW301A - Apply team participation skills
NSWTWTG301A - Write non-routine work related text
NSWTTPSS201A - Maintain personal safety and security
BSBCMN201A - Work effectively in a business environment
BSBCMN205A - Use business technology
BSBCMN213A - Produce simple word processed documents
ICAU1128A - Operate a personal computer
ICAU1130A - Operate a spreadsheet application
ICAU1132A - Operate a presentation package
ICAU1133A - Send and retrieve information using web browser and 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