

# Recognition of Current Competency (RCC) Assessment Trainee Guide

## *Introduction*

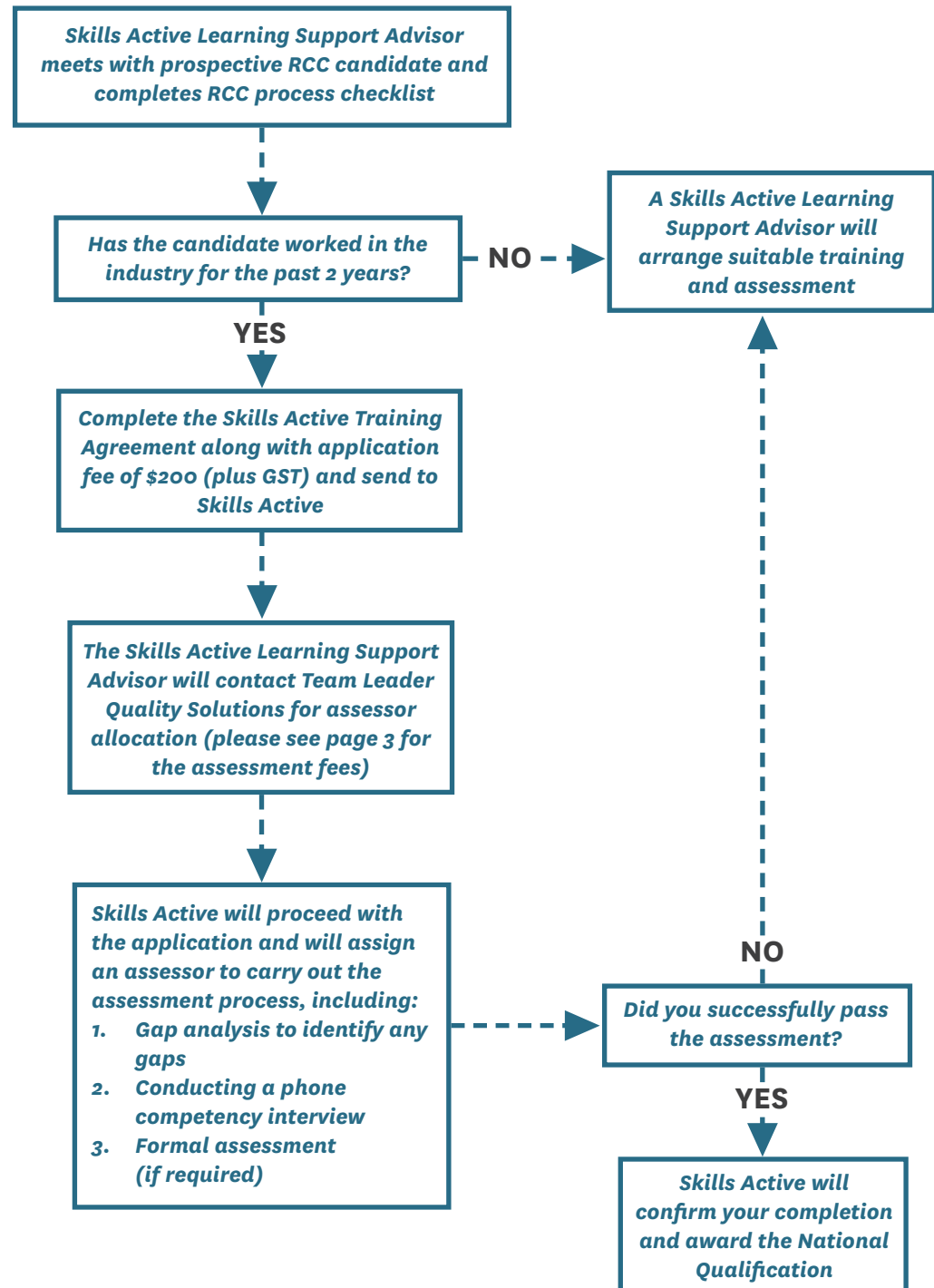
This booklet is for people who have considerable experience and skills in a specific discipline and who want those skills and experience recognised through an existing New Zealand qualification without having to attend a course and be formally assessed over a period of time.

To be eligible you must have worked for the past 2 years in the discipline which you are seeking recognition of competence.

You will need to provide as much evidence as possible about your experience and skills and you will need to create a portfolio of documents to support your assessment.

# Summary of Skills Active RCC Assessment Process

This process does not apply to Active Assessor training.



# Policy and Procedure

1. Recognition of Current Competency (RCC) is an assessment process that enables people to gain formal qualifications for the skills and knowledge they already have. It requires the candidate to prove to the assessor that they already have the skills and knowledge needed to meet the requirements of a particular qualification.
2. The process includes an assessment of evidence supplied by the candidate against the outcomes of the relevant unit standard(s).
3. The evidence provided must clearly show that the candidate has met the standard consistently.
4. The evidence provided must be current – i.e. working within the industry for the last 2 years or more.
5. A formal re-sit process is not available with this form of assessment.
6. Some Skills Active unit standards are not suitable for assessment via the RCC process.
7. A fee will be charged for this form of assessment (see below).

Application fee	Assessment fee
Cost = \$200 (plus GST) application fee.	Assessment fee from \$400 - \$800 (note this is based on 6 hours of assessment time and may increase if additional time is required)

# Your responsibilities as a trainee

## Checklist

- ☐ Download the unit standard/s you wish to seek RCC assessment for ([www.nzqa.govt.nz](http://www.nzqa.govt.nz)).
- ☐ Seek advice from the Skills Active LSA for your area about the process and costs.  
If you decide to proceed, your LSA will provide you with an application form.
- ☐ Complete the Training Agreement application form and send it to your LSA.
- ☐ Once Skills Active approves of this method of assessment, pay the Training Agreement application fee straight away.
- ☐ Contact your assessor (who will be allocated) and talk through the process with them .  
If you are attempting RCC for more than one unit standard, your assessor might want you to provide the evidence for one unit standard first, before you proceed with other units.
- ☐ Complete Appendix Form A for each unit standard.
- ☐ Clearly write each Outcome of the unit standard in the left-hand column.
- ☐ In the middle column, write down the document or evidence you are providing to support your claim that you have the skills identified in the Element/Outcome statement.
- ☐ In the right-hand column, write a cross-reference you have allocated to this evidence so the assessor can easily match the evidence you have provided to the relevant outcome and judge whether it is adequate and sufficient to confirm your competency.
- ☐ Write the cross-reference from the form onto the evidence provided.
- ☐ Send your portfolio of evidence to your assessor.

Your assessor will contact you and discuss any further evidence required.

# Cross-referencing evidence documents

(This is an example only. You can choose your own method of cross-referencing your evidence to the requirements of the unit standard)

Evidence submitted	Suggested cross-reference on both the form and the evidence document
Logbooks	LG1
Letters from past employers	L1, L2, L3 etc
Attestations	A1, A2, A3 etc
NZQA Record of Achievement	RoA
Verification letters	V1, V2, V3 etc

# Examples of the types of evidence you can provide

- ☐ Testimonials (written)
- ☐ Names and contact details of Referees
- ☐ Attestations (feedback usually documented and signed from [for example] present and past employers, supervisor, manager, teacher, community person)
- ☐ Workplace documents (job sheets, job cards, timesheets, logbooks, performance appraisals, job descriptions, licences held, manuals developed, organisational records)
- ☐ Qualifications (New Zealand and overseas [could require equivalence letter if overseas], Record of Achievement (Learning) from NZQA, trade certificates)
- ☐ Recent professional development (industry courses, projects)
- ☐ Other naturally occurring evidence

**Note:** Your assessor may need to verify these documents (seek confirmation that the documents are authentic).



## Appendices



# Appendix A

## Template for recording and cross-referencing evidence for an RCC assessment process



Name of candidate

Candidate NSN number

Name of Assessor

Name of Skills Active LSA

You must list **each** unit standard in the qualification and record the text of the Elements or Outcomes in the left-hand column, with the evidence submitted to support the assessment in the right-hand column.

**A separate template must be completed for each unit standard.**

Unit Standard ID and Title

Element	Evidence submitted	Cross-reference code
Outcome 1		
Outcome 2		
Outcome 3 (if applicable)		
Outcome 4 (if applicable)		



Element	Evidence submitted	Cross-reference code
Outcome 5 (if applicable)		
Outcome 6 (if applicable)		
Outcome 7 (if applicable)		

### Privacy Statement

The collection, use and disclosure of personal information is governed by the Privacy Act 1993. For Skills Active to provide you with educational resources and services we require you to provide us with all information requested. If you do not, we may be unable to accept your application or provide you with the service(s) requested. We may use your personal information to advise you of Skills Active's resources and services and disclose it to third parties who are affiliated with our employment.

Candidate's signature

Date

Include this in your portfolio of evidence.

# Appendix B

- ☐ Gap analysis (pre-assessment)
  - ☐ Competency interview (assessment)
  - ☐ Challenge assessment
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## *Gap analysis*

- ☐ Analysing the evidence submitted

The assessor will compare the unit standard outcomes with the evidence you have submitted. A gap analysis will be completed for every individual unit standard being assessed.

**NB: EACH WHOLE OUTCOME/ELEMENT WILL BE ASSESSED – NOT PART OF AN OUTCOME**

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## *Competency interview (assessment)*

The interview is part of the assessment process.

The interview can be conducted over the telephone or face to face. The purpose of the interview is to:

- ☐ Clarify and confirm the evidence submitted by you
  - ☐ Discuss any gaps in the knowledge and skills identified by the assessor in their analysis of the evidence you have submitted
  - ☐ Arrange for challenge assessment/s to occur if required
  - ☐ Ask questions to confirm/further support the assessor's decision
  - ☐ Indicate to you whether you are competent or not yet competent
  - ☐ Inform you of the appeal process.
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## *What is a challenge assessment?*

Where there are significant gaps in the evidence submitted, and/or there is insufficient evidence to make a judgement, a formal assessment may be required.