



AACDS Skills Recognition Process

Skill Recognition recognises what you have already learnt from other courses, other life experiences, from work experience and from any other training provided at work, and measures it against the competency standards and learning outcomes of the Advanced Diploma of Cosmetic Dermal Science.

If your experience is relevant, you may not have to complete part of the course or unit. It is important to apply Skills Recognition if you think that you have already gained some experience that may be relevant to the Advanced Diploma of Cosmetic Dermal Science. The AACDS skills recognition process is structured to minimize time and cost to the applicants and to provide adequate information, support and opportunities for participants to engage in the RPL process.

There are several types of Skills Recognition:

Recognition of Prior Learning (RPL) or Recognition of Current Competency (RCC):

If your current knowledge, experience or skill level is equal to a unit(s) within the Advanced Diploma of Cosmetic Dermal Science you will be required to attend a pre brief meeting (or via telephone) where your individual portfolio of evidence will be determined.

You will need to provide evidence to support your claim, some examples may include:

- Learning Outcomes from completed qualification or course
- Letter from employer (validated letter)
- On-the-job assessment and observation
- Practical skills demonstration
- Written assessment
- Role plays
- Life experiences
- Oral questions/interview

Please note: An assessment fee applies to any RPL or RCC unit.

Credit Transfer or Advanced Standing:

If you have completed a unit(s) at another learning facility (eg. University), which are identical to the competency standards and learning outcomes in the AACDS unit(s).

You will need to provide evidence to support your claim, this may include:

- Statement of Academic Record
- Degrees, diplomas etc.

Please note: In most cases credit transfer or advanced standing does not incur a fee.

On completion of the AACDS Skills Recognition Application Form:

The following process will take place:

1. Your evidence will be assessed against the competency standards or learning outcomes required for the specific unit you wish to gain skills recognition for. Assessment is conducted by the course coordinator
2. If you are required to submit more evidence you will be notified within 7 days of AACDS receiving your skills recognition application form.
3. If you require assessment to complete the skills recognition process, you will be notified where and when the assessment will take place and the assessment methods to be used within 7 days of AACDS receiving the skills recognition application form.

Assessment Outcomes:

You will be assessed in the following scale:

1. Competent: This means you have demonstrated the evidence required for a particular competency standard or learning outcome.
2. Not yet competent: This means you have not yet demonstrated the evidence required for a particular competency standard or learning outcome and will be required to submit further evidence to achieve competence. All applicants have opportunity to demonstrate evidence no less than 2 attempts.

On Completion of the Assessment:

1. Your assessor will inform you in writing whether you have achieved competent or not yet competent in the unit/learning outcomes you have been assessed against within 14 working days.
2. If you have achieved not yet competent, yourself and your assessor will arrange an appropriate time to re-attempt assessment.
3. The evidence AACDS has collected from you for the skills recognition process and the assessment decisions will be kept on record in your student file and AACDS records.



AACDS Skills Recognition Application

Please complete this form and return to AACDS 1a Arcadia Chambers, 1 Roydhouse St Subiaco WA 6008. Or fax to (08) 9382 4833.

1. PERSONAL DETAILS

Title	Surname	Given Name(s)

Date of Birth

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Male Female

Mailing Address

Post Code:

Home Telephone Number	Business	E-mail Address
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I wish to apply for skills recognition for the following units from the Advanced Diploma of Cosmetic Dermal Science (please tick):

- 1.1 Dermal Science Theory
- 1.2 Human Biology for Cosmetic Dermal Science
- 1.3 Communications
- 1.4 Practice Management and Administration
- 2.1 Cosmetic Science Surgical and Non-Surgical
- 2.2 Dermal Science Practical Workshop
- 2.3 Cosmeceutical Science
- 2.4 Psychology for Cosmetic Dermal Science

Supporting evidence provided e.g. qualifications, awards, letter from employer etc. (please attach to this form):
