

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 core units associated with AACDS qualifications.

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

### RECOGNITION OF PRIOR LEARNING (RPL):

If your current knowledge, experience or skill level is equal to a unit(s) within an AACDS qualification, you will be required to attend an interview (or via telephone), where your individual portfolio of evidence will be submitted.

*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

### FEES ASSOCIATED WITH RPL:

All RPL and RCC applications require assessment by a qualified AACDS Lecturer/Assessor, therefore a fee must apply. RPL fees equate to 50% of the unit tuition fee.

Initially the student must complete the self-assessment form, which involves the student mapping learning outcomes from their previous studies or work experiences to AACDS learning outcomes. This mapping is then double checked by a qualified AACDS Lecturer/Assessor.

**PLEASE NOTE:** If gaps in prior knowledge/skills are identified or inadequate evidence is provided, the student may be required to sit an assessment to cover the applicable learning outcomes. This may incur an additional fee.

### 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 co-ordinator
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 RPL and Credit Transfer Application Form

**Please complete this form and return to:**

Australasian Academy of Cosmetic Dermal Science  
60 Stirling Street Perth, WA, 6000

P O Box 8477  
Perth Business Centre, WA, 6849

Fax No: +61 8 9228 2769

✉ enrolments@aacds.edu.au

**PERSONAL DETAILS**

Title	Surname	Given Name(s)

Date of Birth	Mobile	E-Mail Address
/ / 19		

Mailing Address:

Post Code:

**I wish to apply for skills recognition for the following units (please tick):**

- 1.1 Dermal science theory
- 1.1B Laser Safety Officer's Certificate
- 1.2 Analyse the principles of dermatology in a cosmetic medical context
- 1.2DS Confirm physical health status
- 1.2CN Analyse the principles of cosmetic nursing
- 1.3DS Communications
- 1.4 Practice management and administration
- 1.5 Undertake project work and managing risk in a practice
- 1.6 Sales, services and promotion within a practice
- 1.7 Investigating new products, services and knowledge management
- 2.0DS Working within a cosmetic medical practice
- 2.1 Evaluate surgical and non-surgical cosmetic procedures
- Pre2.2 Preparation for dermal science practical
- Pre2.2HR Maintain infection control standards in office practice settings
- 2.2 Dermal science practical workshop
- 2.2HR IPL and laser hair reduction workshop
- 2.3DS Analyse the principles of psychology in a cosmetic medical context
- 2.4 Evaluate the use and formulation of cosmeceuticals
- 2.6 Analyse the principles of anti-ageing medicine
- 3.1 Evaluate injectable cosmetic procedures (theory and practical)
- SIBBRES702A Investigate developments in cosmetic treatments using light or laser systems

*Supporting evidence provided e.g. qualifications, awards, a letter from employer etc. (Please attach to this form)*

**PLEASE NOTE:** Once the course coordinator has assessed the attached evidence, your Skills Recognition status will be discussed with you.