



Can I get Advanced Standing in my studies at the International College of Hotel Management?

If you have already studied one or more subjects in another course similar to subjects in the ICHM program

OR

If you have worked in the hospitality industry for some time and have the skills and competencies required by the hospitality industry.

then it is possible that we can give “**RECOGNITION**” towards the subjects that you would have to study at ICHM.

RECOGNITION can EITHER shorten the time you take to complete the course or your study load is made easier.

RECOGNITION is often difficult to verify until you arrive in Adelaide to commence your studies, especially when you have studied or presently live outside of Australia.

However, when you have successfully completed your studies in Australia or at a college or university with whom ICHM has a special agreement, it is easier to obtain **RECOGNITION**.

Please refer to the attached “Checklist for applying for Recognition” as well as the detailed Policy, and contact our Enrolments Officer if you have further questions.



Checklist for Applying for Recognition

- [] Have you obtained ICHM Course(subject/module) information, units of competence for the subject?
- [] Have you completed the Self Assessment – have you matched your known skills and knowledge against the units of competence in ICHM course (subject/modules)? (*See page 4*)
- [] Have you identified the subjects/units of competence you wish to apply for Recognition? (*See Page 6*)
- [] Have you completed the official ICHM “Recognition” form indicating subjects/units of competence you are seeking Recognition in? (*See Page 3*)
- [] Have you supplied evidence to support your application which must be “**valid**”, “**current**”, “**sufficient**”, “**authentic**” (**For details of each, see P. 4**)
 This evidence may be:
 - Written observations in real or simulated work environment by supervisor.
 - Work examples
 - Third party reports
 - Recent qualifications (including subject/unit descriptors)
 - Recent work experience
 - Recent references and testimonials
 - Examples of current work
 - Past qualifications (including subject/unit descriptors)
 - Past work experience
 - Past references and testimonials
 - Past examples of work
 - Historical records and third party reports of workplace performance.
- [] Lodged your application, including all evidence with:- (*See Page 4*)

<u>For Enrolling Students</u>	<u>For Continuing Students</u>
Enrolments Office I.C.H.M. GPO Box 249 Adelaide SA 5001 Australia Tel: 61-8-8228 3612 Fax: 61-8-8224 0984 E-mail: admissions@ichm.edu.au	Education Program Manager ICHM Campus Days Road Regency Park SA 5010 Australia Tel: 61-8-8348 4438 Fax: 61-8-8348 4293 E-mail: ichm@regency.tafe.sa.edu.au



International College of
Hotel Management

RECOGNITION

RECOGNITION OF PRIOR LEARNING (R.P.L.)
RECOGNITION OF CURRENT COMPETENCIES (R.C.C.)
OFFICIAL APPLICATION FORM

Applicant's Full Name: _____

Applicant's Current Address: _____

Telephone () _____ Fax () _____

E-Mail Address: _____

INTENDED ENROLMENT DATE

Please tick (✓) one box next to month/year of commencement

January 20 <input type="checkbox"/>	July 20 <input type="checkbox"/>
January 20 <input type="checkbox"/>	July 20 <input type="checkbox"/>
January 20 <input type="checkbox"/>	July 20 <input type="checkbox"/>

SUBJECTS/MODULES OF THE ICHM COURSE IN WHICH RECOGNITION IS SORT?

Subject/Module Title List all subjects/modules you are requesting Recognition in?	Evidence Supplied? Please Tick ✓	
	Yes	No
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>



WHAT IS “RECOGNITION”?

**(Formerly known as Recognition of Prior Learning (R.P.L.)
and Recognition of Current Competencies (R.C.C.))**

Introduction

Recognition is a process whereby the student collects evidence and a judgement is made by ICHM against the requirements of one or more endorsed units of competence from the ICHM Curriculum Document.

The judgement is made on evidence provided by students of the skills and knowledge that they have previously learnt through work, study, life and other experiences, and that they are currently using.

This evidence may include:

- Work records
- Records of workplace training
- Assessments of current skills
- Assessments of current knowledge
- Third party reports from current and previous supervisors, trainers, manager’s and customers or clients.
- Previous qualifications
- Confirmation of relevant unpaid or volunteer experience
- Examples of work products

For a student wishing to claim R.P.L. for units within the SHA Diploma program, there are **FOUR** questions that must be asked and answered in relation to the evidence they are gathering to support their application.

1) Is the evidence Valid? – is the evidence directly related to the unit(s) of competency within the SHA Diploma? The college needs to have evidence provided by the student that directly covers the unit(s) of competency for which they are seeking recognition. It is important to start with more recent evidence and then to use historical evidence to confirm and verify judgements.

2) Is the evidence Current? – is the evidence supplied by the student indicating that they are currently able to use the skills and knowledge? Whilst historical evidence can be used to confirm competence, it is critical that appropriate evidence is available or obtained to show that the student is currently able to use the skills and knowledge for which recognition is being sought? Evidence that is **5 years** or more prior to the recognition process is unlikely to be adequate evidence of current competence.

3) Is the evidence Sufficient? – is there sufficient evidence supplied by the student to ensure that they are competent in the area for which they are seeking recognition? Whilst there is no exact amount of evidence that needs to be collected, the college needs to ensure that enough

materials are provided by the student to make a confident judgement that competence has been achieved.

4) Is the evidence Authentic? – does the evidence belong to the student making the application for R.P.L.? The college requires evidence of the work actually belongs to the student and not someone else. Authenticity of the work may take the form of official records, confirmation from Supervisors/trainers and that the evidence is sighted and signed off by a Justice of the Peace/Bank Manager/Notary Republic

Steps for Applying for Recognition (R.P.L. or R.C.C.)

It is anticipated that a student will first enrol in ICHM and then apply for Recognition. The expectation is that the student will apply for R.P.L./R.C.C. before commencement of studies. Student submits application form and enrolment fee to ICHM Inc for enrolment in the S.H.A. Diploma of International Hotel Management. Student submits official application form for R.P.L./R.C.C. including all required evidence to support application.

There are seven steps in the Recognition application process.

1. ***Collect information on the S.H.A. Diploma program and the units of competence.***
An outline of the structure and content (subject/module titles) of the ICHM course is provided in the ICHM prospectus. A copy of the prospectus is usually forwarded to potential students when they enquire about the ICHM course, either from the Enrolments Office or Campus. Alternatively, it can be found on the ICHM website at www.ichm.edu.au/

Details on the units of competence of each subject/module(s) are contained in the ***curriculum document*** of the ICHM program. A copy of the ICHM curriculum document is kept on reserve in the college Learning Resource Centre. A copy can be purchased from the ICHM Administration Office for \$40 and copies of single subjects/module details for \$5 each. For further information or answers to questions concerning Recognition, please contact:-

Education Program Manager
International College of Hotel Management
Days Road,
Regency Park, South Australia 5037
Tel: 618 8348 4438
Fax: 618 8348 4293
E-mail: ichm@regency.tafe.sa.edu.au

2. ***Match your knowledge and skills to the units of competence.*** Carefully work out the skills and knowledge you have and match these to the units of competence and assessment criteria for the subjects/modules in the Curriculum Document.

When doing this, you should also be collecting evidence that answers the previous 4 questions that you have these skills and knowledge. Remember to use all information available to you, including any volunteer work, photographs etc.

If there are concerns regarding your application, contact the college or your semester coordinator to make sure you are on the right track, also to clarify any questions you may have.

3. ***Prepare your Self-Assessment Application.*** An official Recognition Application Form must be completed. This is attached or can be obtained from rear of prospectus or the ICHM website.

IT IS VERY IMPORTANT THAT YOU LIST THE SUBJECTS OR MODULES IN WHICH YOU WISH TO CLAIM R.P.L./R.C.C. or Recognition.

In preparing your application, please do not underestimate the importance of the information/details/evidence that you **MUST** supply to support your application. Time taken to collect this information and these details will ultimately shorten the assessment process.

For example, most academic statements from an education or training organization will list subjects/modules by title and grade only, rarely do they give the content of these subjects/modules, you will need to obtain and supply extracts from Training Plans with your academic statements.

In applying to claim for Recognition for previous industry/life experience, please ensure that you provide evidence of hours worked, positions held or tasks completed. Most reference letters from organizations do not list these, whereas payslips and personal taxation documents do.

4. ***Lodging your application.*** Your application for R.P.L./R.C.C. must be lodged with the ICHM Education Program Manager, either through the Enrolments Office or direct to their office if you are on campus.
5. ***The R.P.L./R.C.C. Assessment.*** Once a R.P.L./R.C.C. application has been received, the college will assemble the R.P.L./R.C.C. Assessment Committee.

This Committee comprises the Semester Coordinators and the Education Program Manager. Membership of this Committee will be expanded to include subject specialists.

After assessing the application for R.P.L./R.C.C., the Committee could do one or more of the following:

- Grant the requested R.P.L./R.C.C. based on the application and evidence provided,
- Invite the applicant to a meeting to discuss the application,
- Request further information/details/evidence,
- Request that the applicant undertakes further assessment (eg a practical demonstration, project or exam).

During this process it is important that enrolled students continue to meet the requirements, eg attend classes, sit assessment points of the subject in which they have applied for R.P.L./R.C.C..

6. **Results of your R.P.L./R.C.C. Application.** Following the R.P.L./R.C.C. assessment the student will receive a letter informing them that their request for R.P.L./R.C.C. was granted or declined.

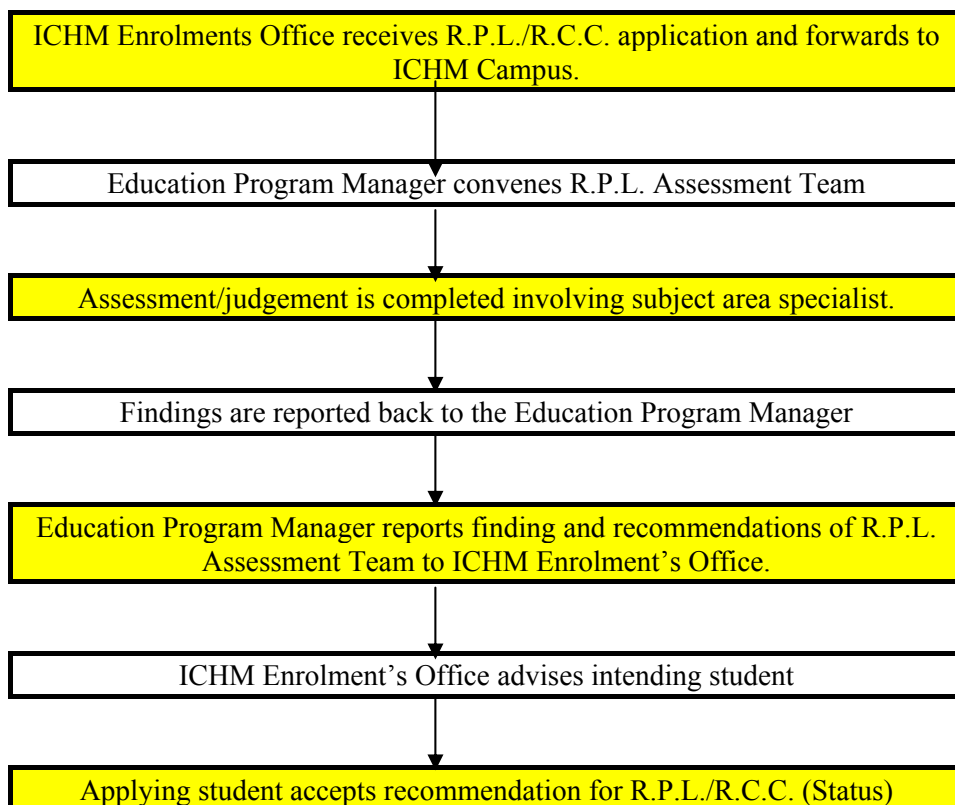
Once the student has been informed by letter that FULL R.P.L./R.C.C. has been granted, they are free to discontinue their studies in the relevant subject/modules.

Whilst a copy of the official letter will be sent to the subject/module lecturer regarding the R.P.L./R.C.C. Committee decision, it is highly recommended that you also inform the lecturer of this, produce your letter before you depart his/her class.

If R.P.L./R.C.C. is granted for a subject/module, this will show on the ICHM Academic Statement as a “*Status*” grade.

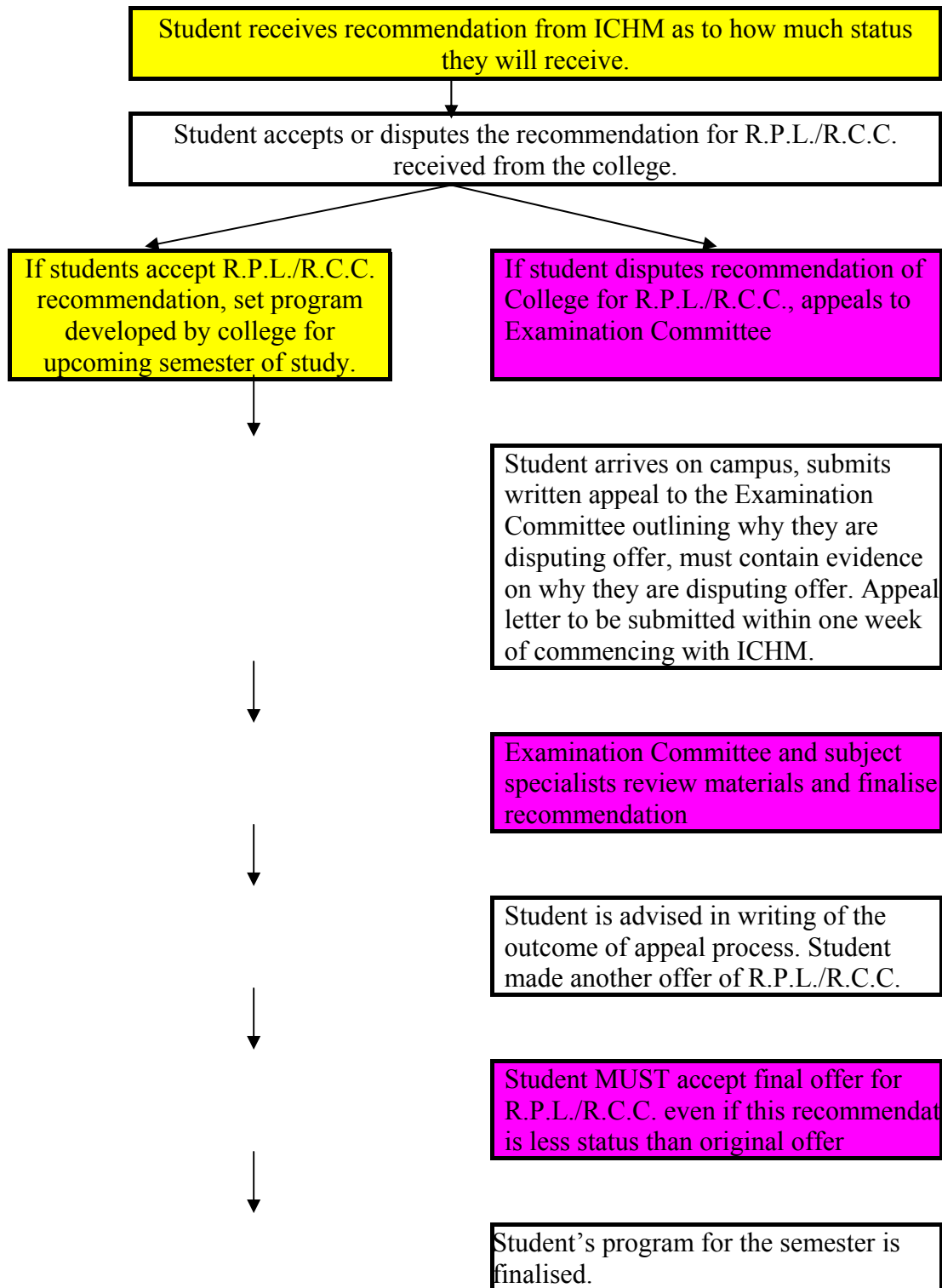
7. **Right of Appeal.** If the student’s R.P.L./R.C.C. application is unsuccessful, the student can decide to:
- Accept the decision of the R.P.L./R.C.C. Committee
 - Appeal to the ICHM Examination Committee for reconsideration of their application.

Flow Chart – Application for Recognition Process



Appealing a recommendation from the College for Recognition

Occasionally a student will disagree with what ICHM may offer in the way of status under the R.P.L./R.C.C. process. In cases where this happens, the student can make application to the ICHM Examination Committee when they arrive on campus for a review to be completed of the R.P.L./R.C.C. application and supporting evidence. The steps to follow here are: -



Accepting Recognition (Status)

A student in accepting Recognition (Status) will receive a letter from ICHM outlining what subjects/modules they have received status in. This may vary from full status in a subject to partial. *The student should bring this letter with them and present it to the Year Coordinator upon reaching campus. This letter will verify what subjects they have been granted status in, either full or partial.*

Full status means that the student has been given full credit in the S.H.A. Diploma for a subject/module(s) completed elsewhere. There will be no requirement for this student to attend any facet of this subject/module whilst on campus.

Partial status means that the student has had sections of the S.H.A. subject/module recognised, but not all elements. The student will only have to attend and complete assessment on that section of the subject/module not previously studied. A student accepting partial status in a S.H.A. subject/module when successfully completing the unit of study will receive a “**competency achieved**” grade only.

A student who accepts any form of Recognition (Status) for a subject/module within any given year of study **cannot be considered** for Dux of Year.

A refund for those subject(s) where full status is granted will be issued to a student when they reach campus, but only after their fees have been paid to campus by the Enrolments Office. The student is to contact the campus Finance Officer located in the Administration Offices.

Where Recognition is “unclear”

There will be the odd occasion when there is insufficient evidence provided by the student, or the evidence provided is inconclusive to make a recommendation for Recognition (Status). In this case the student may be required to arrive at campus slightly earlier than normal, to meet with teaching staff to discuss past experiences and its validity/currency to the subjects within the SHA subjects/modules.

The student upon arrival at college, will be sought out by the appropriate Year Coordinator who will arrange meetings with the various subject specialists. Once these meetings have been conducted, an assessment will be provided to the Education Program Manager and the Examination Committee. A program will be developed from these recommendations.

Where there is little or no evidence available

From time to time a student will bring with them experiences, study, work or life that cannot be proven by hardcopy evidence. If a student believes that upon commencement of studies, they have the required knowledge and skills to meet all aspects of the subject/module(s) being undertaken, they can make an official request to the Examination Committee for a “test-out” in the subject/module(s) identified. A fee as determined by the college will be charged for a test-out situation, but this amount will be deducted from any refund the student is entitled to if they are successful. For a student who fails the test-out situation, this fee will be paid prior to the conclusion of the current semester to the campus office of the college.

Fees for Recognition Assessment

A fee will be determined and charged by ICHM for any Recognition application received from students applying to or within the S.H.A. Diploma program. This fee will be deducted from the normal enrolment or re-enrolment fees.

In the event of the student not proceeding with enrolment/re-enrolment in the S.H.A. Diploma program, this fee will be forwarded to campus.



International College of
Hotel Management

Credit Transfer

The International College of Hotel Management (ICHM) and a number of universities have worked together to establish pathways for students completing the Swiss Hotel Association, Diploma in International Hotel Management. Among the existing models, articulation and credit transfer are the most common.

Articulation (or block credit) is a formal arrangement which recognises a *whole* study/training program as having equivalences to a particular block of a different study/training program within ICHM's program.

Credit Transfer is also a formal arrangement, however it recognises *components* of some study/ training programs as being equivalent to *components* of other, different study/training programs. It is the policy of the International College of Hotel Management to mutually recognise the AQF qualifications issued by recognised Registered Training Organisations (RTO's).

Both models have been used by staff from ICHM to establish a wide range of arrangements to increase student mobility between the college and the university sector. Credit transfer and articulation eliminate the need to repeat study undertaken elsewhere and also reduce the costs associated with study. Students should be aware that although they may be eligible for credit transfer, they are not automatically guaranteed a place in a course. Requests for Credit transfer considerations must be submitted at the time of application into the Swiss Diploma.