



# International College of Hotel Management

## *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.

## **WHAT IS “RECOGNITION” or “RECOGNITION of PRIOR LEARNING” (RPL)/CREDIT TRANSFERS?**

### **Introduction**

Recognition or RPL 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, managers and customers or clients.

- Previous qualifications
- Confirmation of relevant unpaid or volunteer experience
- Examples of work products

For a student wishing to claim RPL 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 than 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 years old 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 RPL? 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 / Education Agent.

To Apply for RPL/Credit Transfers please fill out the form below and attach it to your ICHM Application. If you already have an application with ICHM forward this form as soon as possible.



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## RECOGNITION APPLICATION FORM

Applicant's Full Name: Surname \_\_\_\_\_ Name \_\_\_\_\_

Applicant's Current Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone: ( ) \_\_\_\_\_ Fax ( ) \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

### INTENDED ENROLMENT DATE

Please tick ( ✓ ) your preferred month/year of commencement

- |                                       |                                    |
|---------------------------------------|------------------------------------|
| <input type="checkbox"/> January 2010 | <input type="checkbox"/> July 2010 |
| <input type="checkbox"/> January 2011 | <input type="checkbox"/> July 2011 |
| <input type="checkbox"/> January 2012 | <input type="checkbox"/> July 2012 |

### SUBJECTS or UoC IN WHICH RECOGNITION IS SOUGHT?

Subject/Module Title  List all subjects/modules you are requesting Recognition in?	Evidence Supplied? Please Tick ✓	
	Yes	No

If there is insufficient space, please attach a separate sheet.