RECOGNITION PROCESSES

Introduction

1. DITC is a unit of ADC - ACSC and is required to grant Recognition in accordance with Defence obligations as a Training Organisation. DITC delivers a unique set of courses to meet certain outcomes of the DCP and some aspects of Recognition are not applicable to this school. As DITC does not deliver any Nationally recognised Qualifications or Units of Competency, all recognition processes will only address proficiency against DITC Curriculum

Purpose

2. The purpose of this instruction is to detail the DITC policy and procedures regarding recognition.

Scope

3. This Instruction applies to all DITC students, irrespective of Service or rank.

Definitions

4. Recognition. Recognition is defined as all processes to map a candidate’s skills and knowledge; obtained through formal training, work experience and/or life experience; to meet the eligibility criteria or pass an exemption test for a DITC course as detailed in the Course Learning Management Package or equivalent documentation.

Instructions

5. Course Information. In recognition that the responsibility is on the applicant to provide a convincing case in support of their application, course information such as CLO are to be made available to the candidate in preparation for their application.

6. Support. Applicants needing guidance when preparing a Recognition claim may seek DITC or DCEO support to explain the different aspects of course curricula required for the application. Defence Section staff and DCEOs in DC countries can obtain copies of all documentation related to this SI.

7. Application of Recognition to DITC Courses. The following table lists the core business courses delivered by DITC. Not all DITC courses are listed. For courses not listed, candidates are to meet the DITC CLO and the target course entry levels measured by the ADFELPS. If a student does not meet the target course ADFELPS entry level profile requirements (across all macro skills) or is not granted Recognition at the nominated stage, then the appropriate HoS, in consultation with at least one other Recognition Panel member, may withdraw the member from candidature.
<table>
<thead>
<tr>
<th>Course</th>
<th>Recognition</th>
<th>Recognition Criteria</th>
<th>Eligibility Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUSTFAMIL</td>
<td>Available</td>
<td>Meet CLOs</td>
<td>Waivers considered in accordance with instruction DI (G) PERS 05-13. CO DITC in consultation with IP Div DD-IET final authority for waivers.</td>
</tr>
<tr>
<td>ARPF</td>
<td>Available</td>
<td>Exceeds or equals minimum ADFELPS levels as indicated on target course profile</td>
<td>CO DITC in consultation with IP Div DD-IET final authority for waivers.</td>
</tr>
<tr>
<td>MELT</td>
<td>Available</td>
<td>Meet CLOs</td>
<td>Meets ADFELPS levels on four language macro skills.</td>
</tr>
<tr>
<td>ETDC</td>
<td>Available</td>
<td>Meet CLOs</td>
<td>Skills and knowledge across topics covered in the MELT curriculum with minimum of two years in-country teaching experience post-MELT. Meets ADFELPS levels on four language macro skills.</td>
</tr>
<tr>
<td>ARTC</td>
<td>Available</td>
<td>Meet CLOs</td>
<td>DCP Students – Competent in ETDC CLOs with 2 years minimum experience as English language teacher (in-country) with a wide experience of teaching different levels of English up to upper-intermediate level. ADF and SWP students – considered on a case-by-case basis.</td>
</tr>
<tr>
<td>ETDC</td>
<td>Available</td>
<td>Meet CLOs</td>
<td>DCP Students – Competent in ETDC CLOs with 2 years minimum experience as English language teacher (in-country) with a wide experience of teaching different levels of English up to upper-intermediate level. Current position as English language training development officer (or equiv) in DCP English language training unit.</td>
</tr>
</tbody>
</table>

8. All applications for Recognition received by DITC shall be supported and assessed in accordance with the following directions.

9. **Adequacy of Evidence.** Applicants must allow sufficient processing time for Recognition applications, noting any extra time required for appeals. Ideally, applications should be received at DITC a minimum of eight weeks before the start of the scheduled AUSTFAMIL/ARPF aligned with the candidate’s target course. All applications for Recognition are to be completed by the candidate, who is also required to provide documentary evidence in English. Applicants are to consider ways in which their prior experience relates to the eligibility criteria of the selected course. Application forms that are not accompanied by specific and certified documentary evidence will be returned to the candidate, along with the ‘Outcome’ page their application, indicating what additional evidence/information is required.

10. **Recognition Panel.** The Panel comprises Relevant HoS, HTSS and a minimum of one SME. The Panel will meet to consider all Recognition applications. There may be, on some occasions, a need to hold extraordinary meetings to determine a candidate’s suitability. The process is outlined in annex A. All outcomes decided by the panel are documented on the last page the applicant’s application. This page is then filed and a copy returned to the DCEO/candidate no later than five days after the application has been received or four weeks prior to the start of the course, whichever is the earlier.
11. **Recognition Feedback.** The HoS is responsible for liaising with DCEOs/candidates or sponsor/candidates to highlight the outcomes of a Recognition Application and returning the ‘Outcomes’ pages of the application back to the candidate. The Recognition panel assessment will consist of one of the following:

   a. Recommendation that Recognition be granted.
   b. Recommendation that Recognition be denied.
   c. Request that the candidate provide additional evidence in support of the application.

Where recognition is denied, the applicant will be provided with a summary of the assessment and advised of the appeal provisions. Copies of all the relevant documentation are to be returned to the applicant with originals being retained on file at DITC regardless of the application outcome.

12. **Appeal.** Applicants have the right to appeal a decision made at the completion of the Recognition process. Applicants are to forward any appeal to CO DITC for review within one week of being notified of a Recognition Panel decision. The grounds for appeal written in English should show cause as to why the application should have been approved. On receipt of an appeal, CO DITC will decide an appropriate course of review. Appeals must be settled no less than four weeks before the start of the relevant programmed AUSTFAMIL/ARPF prior to the DITC target course to allow for course administration. Copies of all the relevant documentation are to be returned to the applicant with originals being retained on file at DITC irrespective of the appeal outcome.

**Annex:**

A. Recognition Guide and Application

**Related Orders, Instructions and Publications**


The Systems Approach to Defence Learning (SADL) – Section 4.6


**Sponsor:** HTTS DITC
Defence International Training Centre
Recognition Guide and Application

Background

1. Defence International Training Centre (DITC) is an element of the Australian Command and Staff College within the Australian Defence College. The Systems Approach to Defence Learning states that recognition is a valid type of assessment to determine if an individual's Knowledge, Skills and Attitudes (KSAs) acquired through previous learning, work or life experiences can be acknowledged as an individual's ability to perform a role or task in lieu of undertaking the proposed learning solution.

2. Recognition is the acknowledgment that skills and knowledge may be obtained through formal training, work experience and life experience. The focus is on skills and knowledge held, rather than location of learning.

3. This form is to be used to request Recognition for DITC courses. In addition, general advice regarding the application of the Recognition to Defence training and its role in assisting members achieve the issue of accredited awards may be obtained from DITC HTSS.

4. In the Recognition process, the onus is on the applicant to supply the evidence necessary to support their application. This evidence will usually be in the form of documents which confirm prior training, experiences and qualifications achieved that support your application. When completed, the application, including the required supporting documentation attached, should be submitted to:

   DITC HTSS
   RAAF Williams
   Laverton
   Victoria 3027
   Australia

   Fax: +61 3 2956 2913
   Phone: +61 3 2956 2401

5. When received, this application will be evaluated by the DITC Recognition assessment panel. The DITC Recognition Panel is made up of the Relevant Head of Section (HoS), Training Development Officer (TDO) and a minimum of one Subject Matter Expert (SME). Accordingly, sufficient documented evidence in English must be available to assist the assessment panel to consider your application. Documentation may comprise copies of certificates, letters of validation and course information outlines. The applicant should keep a copy of all material included with this application. Appeals against decisions made by this panel are to be directed to the Commanding Officer of DITC (CO DITC) through HTSS.
Plain Language Guide to the Application Process

6. Upon being advised of selection for training at DITC, candidates should consider whether they wish to apply for Recognition. To assist in making this decision, DITC is able to provide the relevant course curriculum, containing the Course Learning Outcomes (CLO) that will need to be addressed in the application.

7. Evidence. Having read the provided documents, the candidate should begin completing the application form. Most of the form is quite simple to complete. The evidence supporting that case must clearly address each CLO of their course. All documents must be in English and copies of documents must be ‘certified true copies’. If not done, the application will be unsuccessful. Examples of how CLOs may be addressed are provided below:

   a. A university transcript or certificate of completed under-graduate or post-graduate qualifications including additional information about each course identifying the hours attended with specific details of the curriculum covered in the particular subjects (eg a certified print-out of curriculum).

   b. The application should identify which particular individual course CLO(s) the evidence supports.

   c. CLOs which require practical experience (eg MELT CLO 1) should provide details of position, levels taught, materials used, methodology used and indicate hours per week/duration spent teaching.

   d. CLOs such as 2, 3, 4 and 5 need both:

      (1) evidence of courses attended to underpin the knowledge; and

      (2) details of position, levels taught, materials used, methodology used and hours per week/duration applying the skill.

8. When completed, the application form should be submitted to DITC. It must reach DITC no later than eight weeks before the AUSTFAMIL/ARPF course begins to allow time for the completion of administrative requirements of granting Recognition.

9. When DITC receives the application, it will be processed within one week. The application will be considered by a board consisting of senior instructors and experts on the course to see whether the application for Recognition can be accepted. It should not be assumed that it will be accepted, as many factors are considered when looking at an application.

10. When a decision has been reached, the applicant will be advised through the Defence Section of the Australian Embassy or High Commission in the applicant’s country.

11. Appeals. If dissatisfied with the decision or any part of the application process, the applicant may appeal to CO DITC. The appeal should be forwarded through HTSS. This appeal must be in writing and should specify:

   a. the decision or process that are being appealed against,

   b. the reason that the applicant feels the decision was wrong or the process was unfair, and

   c. the outcome desired if the CO upholds the appeal.
Applicant contacts DITC & receives Recognition application package

Submit application eight weeks prior AUSTFAMIL/ARIP

Application assessed by Panel and action recommended

Recommendation actioned

YES

DITC (HTSS) notify Defence Section / applicant of outcome

Recognition Awarded

Recognition awarded & reported

NO

Do DITC course

YES

Applicant accept decision

Recognition Awarded

Do DITC course

Partially Recognised

Decision reviewed

Recognition Denied

Appeal to CO DITC (within one week)

Decision accepted

Recognition awarded & reported

Contact DITC / DCEO for further information

Submit application eight weeks prior AUSTFAMIL/ARIP

YES

AUSTFAMIL/ARIP
APPLICANT DETAILS

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<thead>
<tr>
<th>Service Number</th>
<th>Rank or title (in full)</th>
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<tbody>
<tr>
<td>Full Name</td>
<td>Country</td>
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<td>Job Title</td>
<td>Specialisation/Mustering/Corps</td>
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<tr>
<td>Contact Details (work address, e-mail address, phone number, fax number)</td>
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COURSE FOR WHICH RECOGNITION IS BEING SOUGHT

| Title of DITC Course |

YOUR CASE FOR RECOGNITION

Provide an outline of your case for Recognition. Reference should be made to formal teaching courses that you have completed either in your own country or overseas. Make sure to include any employment experience (either military or civilian) you may have had in the teaching field. Documentary evidence should be provided to support your case, i.e. copies of qualifications, certificates, letters from employers, etc. Please attach evidence. Attach additional pages as necessary.
EVIDENCE

Provide a listing of documentary evidence provided to support this application. Evidence may comprise copies of certificates, letters of validation and course information statements. (Certified copies of evidence must be attached).

Additional or general information in support of application.

Please ensure that you have included as much information as possible to assist in the assessment of your claim. You will be contacted if it is necessary to clarify and/or substantiate your claims. The Australian Embassy/High Commission will be notified of the outcome of your application within a week of DITC receiving your application form.

I certify that the information presented in this application is correct to the best of my knowledge.

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<th>Applicant Signature</th>
<th>Date</th>
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### OUTCOME

### APPLICANT DETAILS

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<th>Service Number</th>
<th>Rank or title (in full)</th>
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Recommendation resulting from the assessment of this application.

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<th>Signature</th>
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<td>SME (optional)</td>
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<tr>
<th>Additional Evidence/Information Required</th>
<th>Items Required</th>
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<td>No</td>
<td>IF YES</td>
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<tr>
<td>Yes</td>
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Date Applicant Notified of Recommendation

File Reference