

Defence International Training Centre

Recognition Guide and Application

Background

1. Defence International Training Centre (DITC) is an element of the Australian Defence Force Training Centre (ADFTC) 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 or method of learning.
3. This form is to be used to request recognition for attendance on 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 the relevant DITC Head of Section.
4. Recognition for courses at DITC is generally to assist with the assessment of waivers for prerequisites for attendance on DITC courses not for the courses themselves. Given that a candidate's country has requested their attendance on a course, recognition for the course or components of it not to be completed, would not normally be considered.
5. 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 their application. When completed, the application, including the required supporting documentation, should be submitted through the relevant Defence Cooperation Program Adviser / Defence Cooperation Education Officer (DCEO) to:

DITC Head of (Course) Section
RAAF Williams
Laverton
Victoria 3027
Australia

E-mail to wilditcarrivals@defence.gov.au with the subject title (at a minimum)
"Application for Recognition for Head of (Course) Section consideration.

6. 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). Sufficient documented evidence in English must be available to assist the assessment panel to consider an 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

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application. Appeals against decisions made by this panel are to be directed to the Commanding Officer of DITC (CO DITC) through the relevant Head of Section.

Plain Language Guide to the Application Process

7. When advised of their country's intention to nominate the individual for training at DITC, candidates should consider whether they need to apply for recognition to enable attendance on the course. To assist in making this decision the DCP Adviser / DCEO can provide advice as to whether the candidate's current qualifications / experience fulfils the course prerequisites or if recognition is required to enable a waiver for course attendance. This will be part of the process for completing the course nomination form. DITC is able to provide the relevant course curriculum, containing the Course Learning Outcomes (CLO) that will need to be addressed in the application for recognition.

8. **Evidence.** If the candidate believes they have a case for recognition, they should obtain and read the course curriculum and discuss the need for recognition with their DCP Adviser / DCEO. If it is decided that a recognition application will be submitted, the candidate should complete the application form at Annex B. Most of the form is quite simple to complete. The evidence supporting the case must clearly address the course entry academic and experience criteria. All documents must be in English and copies of documents must be 'certified true copies'. If not, the application will be unsuccessful. Examples of how the academic and experience criteria 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. Where evidence of practical experience is required, provide details of position, levels taught, materials used, methodology used and indicate hours per week / duration spent teaching.

9. When completed, the application form should be submitted to DITC. It must reach DITC no later than eight weeks before the ARP course begins to allow time for the completion of administrative requirements of granting recognition.

10. 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 determine whether the application for recognition can be accepted. It should not be assumed that it will be accepted, as many factors are considered when reviewing an application.

11. 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.

12. **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 the relevant Head of Section. This appeal must be in writing and should specify:

- a. the decision or process that is being appealed
- b. the reason that the applicant feels the decision was wrong or the process was unfair
- c. the outcome desired if the CO upholds the appeal.

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DITC RECOGNITION APPLICATION FORM

APPLICANT DETAILS

Service Number	Rank or title (in full)		
Full Name		Country	
Job Title		Specialisation/Mustering/Corps	
Contact Details <i>(work address, e-mail address, phone number, fax number)</i>			

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, ie. copies of qualifications, certificates, letters from employers, etc. Please attach evidence. Attach additional pages as necessary.

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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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Applicant Signature	Date
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----- *DITC use only (applicants do not complete this section)* -----

OUTCOME

APPLICANT DETAILS

Service Number	Rank or title (in full)	
Full Name		Country

Recommendation resulting from the assessment of this application.

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	Signature	Date
HoS		
TDO		
SME (optional)		

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Additional Evidence/Information Required		IF YES	Items Required
No	Yes		

Date Applicant Notified of Recommendation	File Reference