

Recognition of Current Industry Knowledge (RCIK)

Information Guide

Applicants who consider they have previously acquired competency through years of experience in fulfilling the role of a director or manager for a not-for-profit or other organisation in Australia or overseas may apply for **Recognition of Current Industry Knowledge (RCIK)**. Recognition of Current Industry Knowledge (RCIK) means recognition of competencies currently identified, regardless of how, when or where the learning occurred. Measured against the Australian Quality Training Framework (AQTF), competencies may be attained in a number of ways. This includes through any combination of formal or informal training, on the job training, or industry experience in carrying out the tasks and related roles.

In order to grant RCIK, the assessor must be confident that the candidate the required skills and is competent against the endorsed industry standard or outcomes, specified in the Certificate IV in Governance Australian Qualifications Framework accredited courses. The evidence may take a variety of forms and could include knowledge, demonstrable skills and industry recognition. The assessor must ensure that the evidence is authentic, valid, reliable, current and sufficient.

The assessment procedures used are adapted from a nationally recognised and accredited model. This model consists of three phases; these being:

- Phase 1: Application
- Phase 2: Assessment (via submitted evidence or through ClubsNSW Online Learning Centre)
- Phase 3: Review (Including Appeal)

This form is designed to help the RCIK applicant apply for recognition of specific Elements of Competency/Learning Outcomes relating to the key club governance standards.

The applicant should note that this document alone does not constitute evidence for assessment purposes, rather it is a mechanism to register your request to be assessed through the RCIK assessment process. You need to provide **supporting evidence** for your application, including but not limited to:

- **Individual resume** – providing your work history and relevant experience related to governance and management
- Copies of **Certificates and transcripts** of educational qualifications gained
- Copies of **certificates for training** undertaken

If you have any questions, or require any further clarification, please call the Learning & Development Team at ClubsNSW on 02 9268 3000 or email education@clubsnsw.com.au

Recognition of Current Industry Knowledge (RCIK) Application Form

Please attach all supporting documents to this form.

Part 1 is a cover sheet that you complete once only.

By ticking the modules below, you can apply for RCIK of one or both modules listed.

Refer to RCIK Information Guide for assistance.

PART 1

Applicant information

Surname: _____ First name: _____

Club: _____ Date of birth: _____

Address: _____

Phone: (home/work) _____

Phone: (mobile) _____

E-mail : _____

Club Position: _____

Qualification/Program name:

Director Foundation & Management Collaboration Finance for Club Boards
Strategic Planning and Market Profiling Risk Management and The Procurement Cycle

I hereby certify that the information provided and the documentation attached are true and correct.

Signed: _____ Date: _____

Send this completed form to:

E-mail: education@clubsnsw.com.au

Mail: RCIK at ClubsNSW, Level 8, 51 Druitt Street, SYDNEY NSW 2000

Fax: 02 9268 3066

Office use only

RCIK result:

Assessor recommendation

Current Industry Knowledge recognised: Yes No

Student Feedback Given: Yes No

Assessor name:

Assessor comments:

(Overall comments to Student must be documented)

Assessor Signature:

Date:

Date received from applicant:

Date assessment completed:

Date approved:

Certificate Issued: