

MTS Pre Recognition Information

Recognition is a ‘fast track’ to gaining a qualification, but it is still an assessment process. You are required to provide evidence which an assessor will evaluate against the unit(s) of the qualification being sought.

If you are unsure whether you have the relevant skills / experience, we recommend you speak to our Recognition Manager, who will advise if a ‘Recognition Pre-assessment’ is required.

MTS charges a small fee for the pre-assessment; however the full amount will be deducted from the recognition fee if you choose to proceed. Remember, pre-assessment will save you the money you would have committed to Recognition, in the event that you do not have the required skills and experience to gain a qualification.

Pre-Recognition Process

STEP 1:	After a phone conversation with the MTS Recognition Manager , where a pre-assessment was recommended, a pre-assessment enrolment form will be emailed to you.
STEP 2:	You return the completed Pre-assessment form (by email to recognition@majortraining.com.au or by fax to (02) 9907 2490 with supporting evidence, which includes: <ul style="list-style-type: none"> ▪ Your current resume (showing qualifications, training and employment history) ▪ Your current position description.
STEP 3:	MTS will email you a Tax Invoice
STEP 4:	You will email (recognition@majortraining.com.au) or fax (02 9907 2490) your Remittance to MTS .
STEP 5:	MTS will appoint an Assessor who will contact you to conduct your Recognition Pre-assessment Interview. In a 20 minute (approximate) phone call, the Assessor will go through your application and evidence with you. This is an opportunity for you to ask more questions about Recognition and to decide, if eligible, how you will proceed – by submission of a Portfolio of evidence or Desk Audit.
STEP 6:	Your MTS Assessor will confirm the outcome of their assessment by email within three (3) working days of the Pre-assessment Interview and advise the MTS office.
STEP 7:	If you are deemed suitable for our Recognition pathway, and wish to proceed with Recognition you will advise MTS (details of who to advise will be provided by your assessor).
STEP 8:	MTS will send you a Recognition Kit and quotation (fees are based on the qualification sought and the number of units required).