

# How to Use a Qualification

A **VET qualification** represents a package of skills (units of competency) at a national standard to meet an occupation outcome (the qualification). Achieving a qualification validates you hold the required skills at the right industry standard to meet the requirements of that occupation.

A qualification is evidence of education, skills, knowledge and experience, and can identify professional and personal qualities. It can include tertiary education such as university, and vocational education and training – known as VET – such as offered by TAFE.

A qualification may also include licencing and professional certification. It can allow a person to undertake specific careers, operate machinery or vehicles, or act on behalf of a person, organisation or industry.

VET qualifications support career and education opportunities, such as

- demonstrating skills and knowledge in a job application
- developing a robust employment profile
- entry evidence for enrolment in a higher education pathway
- further vocational and higher education opportunities

VET qualifications can be combined with other accreditation to support other employment pathways, such as:

- start a business
- perform key emerging business roles such as project management and auditing

VET qualifications can be acquired through training where new skills are developed. Another pathway is through recognition of prior learning (RPL) where you demonstrate currently held skills that meet nationally recognised accreditation.

When thinking about a new qualification, consider

- the skills and knowledge you want it to demonstrate
- the personal qualities it might reflect
- the opportunities it could provide
- how it can be used in the future

## ADF Transition and Civil Recognition

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### **Consider the skills, knowledge and experience you currently have**

- the skills you're taking with you from your military career to apply to new work environment
- other skills gained pre-ADF, or from sport or volunteer work

### **Understand how a qualification draws attention to you**

- a qualification shows you were assessed against, and met, a national standard
- it shows your capability against a work level standard
- learn how to speak about your skills, knowledge and qualification at interview
- VET qualifications are nationally endorsed accreditation and reflect industry requirements
- VET qualifications are recognised by all RTOs and employers

### **If a qualification is relevant for your next career, think about –**

- tertiary, VET, or a single unit of competency
- study, training or recognition of prior learning (RPL)
- the cost – financial and time
- full time/part time, flexible mode
- work life balance
- is it a requirement, desirable or optional
- what about licences – are these required and what standard is used?
- professional development – growing new skills and knowledge
- interviews – how can they demonstrate my skills to an employer?

### **Become more competitive – gain appropriate skills for your desired career**

- a qualification may meet requirements for a specific job
- it can make you competitive but it won't guarantee employment
- understand what a qualification means – skills, knowledge and work level
- it's important you can speak at interview about what your qualification means

A qualification can speak volumes about your skills.  
Ensure you can speak about your qualification.