

Online Recognition of Current Competency (RCC) - how to enrol

PTSWA has a partnership arrangement for the delivery of this assessment. Once you have provided all necessary documentation back to PTSWA you will be enrolled by our partner RTO (WA Skills Training RTO#5715) in an assessment class.

You will receive a link via the email address you provide on your enrolment form that will enable you to complete the assessment.

Please follow the steps outlined below to ensure your enrolment is completed correctly:

1. Open and complete the enrolment form that is attached to the course descriptor
2. Ensure all your personal details are completed correctly; you must use your legal name and include your Unique Student Identifier (USI) if you do not have a USI go to www.usi.gov.au and follow the steps to create one, we are unable to enrol you without a valid USI
3. You will need to include the following documents with your application:
 - a **certified** copy of your High Risk Licence showing the licence classes already held
 - a **certified** copy of your original Statement of Attainment for the unit being upgraded
 - a copy of your current resume or job description
 - a verification letter signed by your formal leader (template provided with these documents)
4. If you are unable to supply any of the items listed please contact PTSWA
5. Take your completed enrolment form and documentation and scan and email them to PTSWA using the email address ptsadmin@pts-training.com.au

PTSWA will acknowledge receipt of your documentation and an email with your assessment link will be emailed to you within 48 hours.

You will be notified of the outcome of your assessment once completed online and if successful a Statement of Attainment will be issued by our partner RTO directly to your address.

If you have any questions please contact PTSWA via email ptsadmin@pts-training.com.au or phone 08 9411 7888.