

Instructions for Enrolment Adjustment – Credit – Previous studies

Instruction for learners when completing the PDF version of the Enrolment Adjustment Recognition of Prior Learning form

Option 1: you can submit the completed PDF RPL form, **with all evidence substantiating your claim**, via email from your **DEC authenticated email account**. The email showing your DEC email address is sufficient to replace your actual signature. The email must be printed by assessor and attached to the recognition form. Emails received from **Hotmail, Yahoo, Bigpond etc accounts won't be accepted**.



oten.recognitionhelp@tafensw.edu.au

Option 2: you can print the completed PDF RPL form and **submit it, with all evidence substantiating your claim, via post or in person**. All printed RPL forms must be signed by the learner applying for the recognition.



OTEN Recognition
51 Wentworth Road, Strathfield NSW 2135

- Discuss your application with your Head Teacher/Teacher/HE Course co-ordinator.
- In Section 1, **Tick** the relevant box on the form if you are a **staff member** of TAFE NSW.
- In Section 2, **List the unit/s** for which you are seeking recognition on the form. If you run out of space, then complete another form with the additional units on it. Make sure you attach both forms when submitting via email.
- **Collect the evidence** describing how your skills and knowledge has been acquired and maintained.
- **Attach the evidence** to your application (for example, transcripts, job descriptions, references, statements from employers on company letterhead and/or verified examples) or provide evidence at interview.
- **Evidence** supporting your application must clearly show that you have the equivalent and relevant skills, knowledge and experience against the unit/s.
- The Head Teacher/Teacher/HE Course Co-ordinator assessing your application will consider a wide variety of evidence.
- Any documentation you provide as evidence needs to be ***certified**. Please don't send in your original documents.
- If your name is different from that on the evidence documents you plan to submit, please provide a ***certified change of name document**.
- *Certified means you need to have your original documents sighted and a copy signed by: a TAFE NSW Head Teacher/Teacher/HE Course Co-ordinator, a Course Information Officer at OTEN, a TAFE NSW staff member, a Justice of the Peace (JP), any Officer of the Court.

When returning your completed Recognition of Prior Learning form, you have two options for returning your completed recognition form:

LEARNER PRIVACY:

Information collected by the New South Wales TAFE Commission during a learner's enrolment and attendance will be used for the purposes of general administration, identification, communication, state and national reporting, program monitoring, evaluation and surveys. Learner information will be held securely and disposed of securely when no longer needed. The information may be disclosed to the Department of Human Services (Centrelink), the Department of Veterans' Affairs, the Commonwealth Department of Education and Training, the Department of Industry and Science, the Department of Immigration and Border Protection, NSW State Training Services, the Australian Skills Quality Authority, the Tertiary Education and Quality Standards Agency, the Universities Admissions Centre, Office of the Board of Studies and the National Centre for Vocational Education Research. In order to meet the requirements of Registered Training Organisations under the Apprenticeships and Traineeships Act 2001, apprentice and trainee information is provided to employers, Australian Apprenticeship Centres and NSW State Training Services (or the relevant State Training Authority). While the provision of the information requested on this student enrolment form is not required by law, it is a requirement of TAFE NSW and your enrolment will not be accepted if it is not provided.

You may correct your personal details by contacting your TAFE NSW campus administration or by using TAFE NSW Learner Portal.

ASSESSMENT PROCESS:

A qualified Assessor will assess the evidence provided and make a judgement as to whether the TAFE NSW Unit requirements have been met.

The outcomes of your claim will be known within three (3) weeks of submitting your application. If you have **NOT** been notified of the outcomes of your application, **CONTACT** your Head Teacher/Teacher/HE Course Co-ordinator. If your claim is successful, your TAFE NSW Transcript of Academic Record will indicate that the TAFE NSW Unit you nominated has been achieved by **COMPETENT**.

NOTE: To claim previous studies with other education and training providers, use the **ebs** functionality within Academic History to record and hold evidence provided by the learner.

The Enrolment Adjustment – Credit – Previous Studies form is also available.

ASSESSOR INSTRUCTIONS:

REFER to the relevant sections in guidelines on credit at

https://detwww.det.nsw.edu.au/tafe/tes/credit_arrangements/index.htm

or for Higher Education courses refer to

https://detwww.det.nsw.edu.au/policies/students/high_edu/stan_cred/PD20100412_i.shtml?query=higher+education&start=1

ENSURE the assessment judgement is documented. You may need to attach, where relevant, additional pages if more space is required; copies of assessment tools and samples of evidence.

REFER the application to an alternate assessor. If any conflict of interest is perceived particularly in relation to applications lodged by TAFE NSW staff – **CONSULT** the TAFE NSW 'Ethical Practice and Conflict of Interest in Assessment' policy at https://detwww.det.nsw.edu.au/tafe/tes/training_and_assessment_support/assessment/assess_pol_guidelines/ethic_ass.pdf

RECORD whether RPL has been granted/not granted in the first 'Staff Use Only' column.

ENTER the functional unit code in the second 'Staff Use Only' column. This ensures that RPL activity is assigned to the teaching section.

IDENTIFY the most relevant previous provider category (choose only one from the Key for previous provider code).

INDICATE in the fourth 'Staff Use Only' column whether the source of evidence was **MAINLY** acquired overseas (not including off-shore learning associated with delivery and/or assessment of Australian qualifications).

(Please Note: for claims based on overseas qualifications, a TAFE NSW overseas qualifications equivalence form must be attached to the Learner's credit application. These forms are completed by the Institute Multicultural Education Coordinator (IMEC) or other designated officer).

Z CROSS underneath the last Unit listed in Section 4 prior to approval and processing.

WRITE the number (in words) of Unit(s) credited in the space provided.

INITIAL every alteration, **SIGN** and **DATE** the form, and then **FORWARD** it along with the attached evidence to the delegate.

DELEGATE INSTRUCTIONS:

VERIFY that due process has been followed and, if appropriate, authorise the assessment decision.

ENTER the number of Units granted (in words), **PRINT** your name, **SIGN** and **DATE** the form, and **INITIAL** any alteration/s.

RECORD the results of the RPL against the learner record in **ebs- by changing the unit of competencies enrolment progress code to 3.2 RPLGRA (RPL Granted)**

NOTIFY the Learner – with the entry of the RPL result in the learner's record, **ebs will send an email advice to the learner of the outcome of their application**.

DISTRIBUTE copies of this form, once the process has been finalised

1. Campus (to be used for adjusting the learner record on **ebs** and attaching a scanned copy to the learner enrolment record)
2. Teaching Section (documentary evidence of justification for granting credit/RPL should be attached to this copy and filed for audit purposes).

RETENTION OF RECORDS – 3 YEARS (refer also to Smart & Skilled Contract)