

**Enrolment Adjustment – Credit – Previous Studies**

This form is to be used to request credit for previous formal studies undertaken at either TAFE NSW or with another training or Higher Education provider. Please print clearly with a ball point pen. See back of this page for instructions.

**Section 1: Learner information.** To be completed by learner.

Learner number	Course number	Course name	Course version
Latest year of enrolment	College/Campus number	College/Campus name	
Family name	First given name	Other given name	
Postal address		State	Postcode
Date of birth (in figures)	Day time contact phone number		
Day    Month    Year			

Staff use only	
<b>Request course completion (once evidence of learner entitlement has been confirmed)</b>	
No	Yes
Where course completion is requested contact (email or phone)	
re outcome	

**Section 2: Previous studies relevant to current enrolment.** Learner to place a cross (X) in any relevant box.

**A TAFE NSW Institutes** - I wish to receive authorised credit for selected units previously studied in other TAFE NSW Institutes. Please complete Section 3. **Attach a copy of previous TAFE study.**

**B Other provider** - I wish to apply for credit for units listed in Section 4. Please complete Section 4. **Attach a certified copy of previous studies.**

<b>Key for previous provider code</b>
<b>1</b> University or other HE provider
<b>2</b> Adult and community education
<b>3</b> School
<b>4</b> TAFE NSW
<b>5</b> Other VET provider

**Section 3: Credit from selected TAFE NSW study.** Learner to complete only if Option A is selected.

Course number	Course name	Course version (if known)	Course attempt (if known)
Course number	Course name	Course version (if known)	Course attempt (if known)

**Section 4: Unit claims** (A Unit may be a Unit of Competency, Module or a Higher Education Subject). Learner to complete only if Option B selected.

Learner to complete: List unit in current studies for which you are seeking credit transfer and provide details of previous study.			Teacher/head teacher/course co-ordinator use only. Please read the back of this form.				
Unit number	Name of unit	Details of previous study	Arrangement number (only used when section 2 option C is selected)	Pre-arranged credit <b>S</b>	National recognition <b>M</b>	Previous provider code	Approved Yes/No

**Learner declaration** The information I have provided is true and correct

Signature of learner \_\_\_\_\_ Date \_\_\_\_\_

**Head teacher/teacher/course co-ordinator declaration** I have confirmed the Learner is entitled to the credit as approved above.

Name of head teacher/teacher (please print) \_\_\_\_\_ Signature of head teacher/teacher \_\_\_\_\_ Date \_\_\_\_\_

All evidence for recognition must be attached to this form.



## Instructions for Enrolment Adjustment – Credit – Previous studies

### INSTRUCTIONS (SECTIONS 1, 2, 3 AND 4 TO BE COMPLETED BY THE LEARNER)

**ASK** your Head Teacher/Teacher/Course Co-ordinator for details of authorised credit transfer arrangements and **IDENTIFY** the unit(s) in your course that match your previous study.

**COMPLETE Sections 1 and 2** of this form. If you choose:

- Option A – **TICK** box A, **LIST** the courses you are claiming for in Section 3, **ATTACH** a transcript of previous TAFE NSW study from another TAFE NSW Institute, then **SIGN** and **DATE** the form.
- Option B – **TICK** box B, **LIST** the units you are claiming for in Section 4, **ATTACH** a certified transcript of your previous studies, then **SIGN** and **DATE** the form.

If you have previously studied at another TAFE NSW Institute, your Transcript of Academic Record will indicate unit(s) which have been achieved either by transferring your result from previous TAFE NSW study or where this is not applicable your record will indicate a result “BY ADVANCED STANDING”.

### 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, the Australian Skills Quality Authority, the Tertiary Education and Quality Standards Agency, NSW Department of Industry, Skills & Regional Development, 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 Training Services NSW (or the relevant State Training Authority).

While the provision of the information requested on this learner enrolment adjustment form is not required by law, it is a requirement of TAFE NSW and your enrolment adjustment 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.

### HEAD TEACHER/TEACHER/COURSE CO-ORDINATOR INSTRUCTIONS

**REFER** to the relevant guidelines on credit at <https://www.tafensw.edu.au/get-started-at-tafe-nsw/recognition-of-prior-learning> or for Higher Education courses refer to <https://staff.tafensw.edu.au/policies-procedures/student-administration/higher-education-advanced-standing-and-credit-transfer-policy/>

**ADVISE** Learner about their entitlements to credit for their previous studies.

**CHECK** Learner information in the Educational Business System, Academic History, and explain the information to the learner (College Administration are also able to refer to these records).

**CHECK** that at least one box in Section 2 has been crossed (x) to indicate previous study source.

In relation to:

- Section 1 – **CHECK** details provided by the student
- Section 2 – **CHECK** that at least one box has been ticked
- Section 3 – **CHECK** that this correlates with Option A being ticked
- Section 4 – **INDICATE** the arrangement number (if applicable) applying to previous TAFE study
  - **INDICATE** if recognition against a unit has been granted
  - if Pre-Arranged credit applies, **WRITE** S in the relevant column
  - if National Recognition applies, **WRITE** M in the relevant column
  - **ENTER** the appropriate previous provider code into the relevant column (see key – **SELECT** one provider only for each Unit nominated)

Where Credit Transfer is not recorded in the Product Master (where a mapping is not available), or where Pre-Arranged Credit or National Recognition do not apply, **PROCESS** the claim as Recognition of Prior Learning using the Credit Enrolment Adjustment Form No.102.

**COMPLETE** Request Course Completion Box (**TICK** relevant option and **PROVIDE** relevant details).

**CHECK** that student has signed and dated form.

**SIGN** and **DATE** the Head Teacher/Teacher/Course Co-ordinator authorisation after confirmation the learner is entitled to the credit claimed.

**‘Z’ CROSS** underneath the last unit listed in Section 4 prior to approval and processing.

**INITIAL ALL** alterations to the form.

**DISTRIBUTE** forms as required, once the process has been finalised (Campus, Teaching Section etc.).

**RETENTION OF RECORDS-** 3 YEARS (refer also to Smart & Skilled Contract).