

ENROLMENT ADJUSTMENT – RECOGNITION OF PRIOR LEARNING (RPL)

This form is to be used for the recognition of previously unrecognised skills and knowledge achieved outside the formal education and training system. This form is used for non-formal learning, and recognition of previous studies outside of current TAFE NSW credit transfer, Pre-Arranged Credit and National Recognition. Please read the back of the form for further instructions.

SECTION 1 – STUDENT INFORMATION – TO BE COMPLETED BY THE STUDENT

Student Number	Cal-Occ-Code (Office Use)	Campus
Course Name		Course Number
Family Name	First Given Name	Other Given Name
Postal Address		State
Date of Birth	Daytime Contact	Are you a TAFE NSW Staff Member?
		<input type="checkbox"/> Yes <input type="checkbox"/> No

(in figures – dd/mm/yyyy)

SECTION 2 – ASSESSMENT INFORMATION

I wish to receive authorised credit for the following units previously studied at TAFE NSW or another Registered Training Organisation. I understand and consent that to support a Credit Transfer application, TAFE NSW will request verification of a Transcript of Academic Record with the issuing Provider in accordance with the Standards for Registered Training Organisations (RTOs). Attach a copy of transcripts of previous study and list relevant units in the table below. Alternatively, TAFE NSW (RTO No 9003) can verify study completed from 2015 onwards via your USI Transcript where permission is enabled via the USI Registry.

Student to complete: List unit/module/subject for which you are seeking RPL and provide detail of previous experience/study.		Assessor to complete	Assessment Start Date	Assessment End Date			
Unit Number	Unit Name	Functional Unit	Request course completion (subject to meeting completion criteria)				
		Briefly outline reason for assessment judgement here. Attach information on 1. Evidence presented 2. How the candidate meets or does not meet the unit requirements		Previous Provider Name If applicable	Overseas Evidence	Delete Prev. RPL	RPL Granted Yes/No

Student Declaration All information I provide to support this application is true and correct. I authorise TAFE NSW to make necessary enquiries in the assessment and verification of my RPL application and to use any information supplied in this application for that purpose.

Assessor I have assessed the evidence against Unit requirements.

Number of units granted (in words)

Assessor Name

Delegate I have authorised the assessment decision and verify due process has been followed.

Assessor Name

Signature

Date

Signature

Date

Signature

Date

Instructions for Enrolment Adjustment – Recognition of Prior Learning

Instructions for learners completing the PDF version of the Enrolment Adjustment Recognition of Prior Learning (RPL) form

- Discuss your application with your Head Teacher/Teacher/HE Course co-ordinator.
- In Section 1, Provide your student and course details. **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 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 TAFE NSW staff member, a Justice of the Peace (JP), any Officer of the Court

There are two options when returning your completed 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 TAFE NSW authenticated email account. The email showing your DEC email address is sufficient to replace your actual signature. The email must be printed by the assessor and attached to the recognition form. Emails received from **Hotmail, Yahoo, Bigpond etc. accounts won't be accepted**.

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 student applying for the recognition.

Student Privacy:

Information collected by TAFE NSW (the New South Wales TAFE Commission) during a student's enrolment and attendance will be used for the purposes of student record administration, identification, communication, state and national reporting, program monitoring, evaluation and surveys. Student information will be held securely and disposed of securely when no longer needed.

The information may be disclosed when required by law and to government departments and agencies, including for example to the Services Australia (Centrelink), the Department of Home Affairs, Transport for NSW, NSW Department of Education, the Australian Skills Quality Authority, the Tertiary Education Quality and Standards Agency, the Universities Admission Centre, Board of Studies Teaching and Educational Standards NSW 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 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 the TAFE NSW Student Portal. Refer to <https://www.tafensw.edu.au/privacy> for more details.

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**.

ASSESSOR INSTRUCTIONS

REFER to the relevant sections in 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/>

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://staff.tafensw.edu.au/policies-procedures/student-administration/assessment-guidelines/>

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

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

RECORD the start date and end date of the assessment process for all units

IDENTIFY the most relevant previous provider (if applicable)

INDICATE in the third '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).

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

WRITE the number (in words) of Unit(s) granted 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 student record in the student management system

SUBMIT form to Student Services for possible fee recalculations

RETENTION OF RECORDS - 3 Years (refer also to Smart & Skilled Contract)

NOTE: Recognition of Prior Learning should only be deleted where a data entry error has occurred. This must be performed by Student Services

STUDENT SERVICES INSTRUCTIONS

CHECK student eligibility for a fee recalculations and verify current enrolment (students are not entitled to credit transfers after their training period has ceased i.e. a current and Active enrolment is required) **RECALCULATE** the student fee using the Smart and Skilled Provider Calculator or the TAFE NSW Commercial Calculator

ADJUST the fee in the student management system and provide updated fee notification/installment plans to the student

COMPLETE the table below

UPLOAD RPL form to student management system and **ENSURE** the RPL start and end dates are accurate

Student Services Use Only (fee recalculations data capture is not mandatory where evidenced with alternate documents)				*Fee recalculations based on the Smart and Skilled Provider Calculator or the TAFE NSW Commercial Calculator	
Date	Fee recalculations applicable *	Total RPL Value \$	Fee recalculations performed by: (evidence should be retained)	Indicate where fee recalculations is not required	
	Smart and Skilled Commercial			Fee exempt Sponsored/Contracted Training (e.g. AMEP/TVET)	International Student