

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

TAFE NSW Student ID

Local offering (Occ-Code) (Office Use)

Campus

Course name

Course code

Family name

First name

Other name

Postal Address

State

Postcode

Date of Birth

Daytime Contact

Are you a TAFE NSW Staff Member?

Yes

No

Section 2 – Assessment Information – to be completed by assessor

Assessment Start Date

Assessment End Date

Functional Unit

Request course completion (subject to meeting completion criteria)

Student to Complete

Assessor to Complete

| Student to Complete | | Assessor to Complete | | | | |
|---------------------|--|--|---|-------------------|------------------|--------------------|
| Unit Number | Unit Name Please provide detail of previous experience/study. | Briefly outline reason for assessment judgement here. Attach information on Evidence presented -How the candidate meets or does not meet the unit requirements. If evidence is not attached please state where evidence is stored. | Previous Provider Name. If Applicable. | Overseas Evidence | Delete Prev. RPL | RPL Granted Yes/No |
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All evidence for RPL must be attached to this form.

Student Declaration: All information provided 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.

Delegate Name

Student Signature

Date

Assessor Signature

Date

Delegate Signature

Date

Instructions for learners completing the PDF version of the Enrolment Adjustment Recognition of Prior

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 Services Australia (Centrelink), the Department of Veterans' Affairs, the NSW Department of Education, the Department of Home Affairs, Transport for NSW, the Australian Skills Quality Authority, the Tertiary Education Quality and Standards Agency, the Universities Admissions Centre, NSW Education Standards Authority and the National Centre for Vocational Education Research. 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 enrolment 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 us on 131 601 or via your TAFE NSW customer service centre or by using the TAFE NSW Student 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**.

Assessor Instructions

Refer to the relevant sections in guidelines on credit at [Recognition and Credit Transfer - TAFE NSW](#) or for Higher Education courses refer to [Qualifications Pathways and Credit Procedure](#)

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 [Manage Conflict of Interest in Assessment Procedure.pdf](#)

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 recalculation

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 recalculation 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

ADJUST the fee in the student management system and provide updated fee notification/instalment 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 recalculation data capture is not mandatory where evidenced with alternate documents) *Fee recalculation based on the Smart and Skilled Provider Calculator.

| Date | Fee recalculation applicable* | Total RPL Value | Fee recalculation performed by: (evidence should be retained) | Indicate where fee recalculation is not required. |
|------|---------------------------------|-----------------|---|---|
| | Smart and Skilled Commercial | *\$ | Name | Fee Exempt International Student Sponsored/Contracted Training (e.g. AMEP/TVET) |