

Instructions for Enrolment Adjustment – Credit – Previous studies

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

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”.

STUDENT PRIVACY

Information collected by the New South Wales TAFE Commission during a student’s enrolment and attendance will be used for the purposes of general 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 to the Department of Human Services (Centrelink), the Department of Veterans’ Affairs, the Department of Education and Training, the Department of Industry, Innovation and Science, the Department of Immigration and Border Protection, Transport for NSW, NSW Department of Industry, 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.

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 Student about their entitlements to credit for their previous studies.

CHECK Student information in the Educational Business System, Academic History, and explain the information to the student (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 student 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).