



## Instructions for Enrolment Adjustment – Credit – Previous studies

### 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, **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 Course Information Officer at OTEN, 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 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.

### 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 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).

'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 student record in *ebis* - by changing the enrolment progress code to 3.2 RPLGRA (RPL Granted) for appropriate unit of competencies

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

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

### NOTES:

- Campus (to be used for adjusting the student record on *ebis* and attaching a scanned copy to the student enrolment record.)
- 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)
- To claim previous studies with other education and training providers, use the *ebis* functionality within Academic History to record and hold evidence provided by the student.
- The Enrolment Adjustment – Credit – Previous Studies form is also available.