Been there, done that?
Get credit!
How to use this Recognition e-Kit

The purpose of this e-Kit is to assist you in working through the recognition process. Once you have enrolled in a TAFE NSW qualification, the skills and experience you have gained from school, formal and informal training, employment, volunteer work, work experience, life experience and other qualifications can be assessed for credit against this qualification.

All students at OTEN are encouraged to apply for recognition at any time during the course in which they are enrolled.

If your application is successful, you will have your skills and knowledge recognised which may reduce the amount of learning you are required to undertake to complete your course and achieve your qualification. You may even be able to fast track the completion of your course.

Credit may be granted through:

1. **Credit from other tertiary providers (including other NSW TAFE providers)**
   You can get national recognition for qualifications gained from another tertiary provider in Australia in identical or equivalent units of competency. You can get recognition for overseas qualifications through TAFE NSW Overseas Qualifications Equivalents. [Click here](#) to view reference on page 10.

2. **Recognition of Prior Learning (RPL)**
   If your part-time, full-time or casual job has taught you skills relevant to your qualification, TAFE NSW may recognise these. You may also get recognition for work experience completed as part of previous training.

   You may have gained skills through community or volunteer work, sports team management or leisure activities. These relevant and current skills may also be recognised.

What are the benefits of recognition?

- You spend less time studying
- You may gain entry into a higher qualification
- You may be given exemption for a unit of study, or in some cases, a full course
- Having your skills and knowledge recognised may help you to get a pay rise or move into a better position at work.

A self-assessment checklist

If you answer YES to any of the questions below you may receive recognition for one or more competencies in your qualification.

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
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</thead>
<tbody>
<tr>
<td>Have you worked or volunteered in the industry related to your qualification?</td>
<td></td>
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<tr>
<td>Have you completed any previous study in TAFE, university or other registered training organisation?</td>
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<tr>
<td>Do you have a first aid certificate?</td>
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<tr>
<td>Do you have indentures, trade papers or industry awards?</td>
<td></td>
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<tr>
<td>Do you have skills and knowledge related to the competency/competencies you are enrolled in?</td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

SkillsLocker

Once you are enrolled, you can use SkillsLocker to upload evidence for recognition and assessment from anywhere, anytime, using your smartphone, tablet device or computer.

For more information, visit [SkillsLocker](#)
7 Steps to credit from other tertiary providers

1. Complete your enrolment.

2. Check out the OTEN website for:
   • recognition information
   • the Enrolment Adjustment – Credit – Previous Studies form.

3. Complete the Enrolment Adjustment – Credit – Previous Studies form.


5. Submit your enrolment and credit application to OTEN. Details on page 12.

6. Results should be provided to you within 2 weeks.

7. If your application is successful you will receive credit for those units for which you applied to be assessed for recognition.
   If your application is not successful you will be advised what training (units) to complete.

7 Steps to Recognition of Prior Learning (RPL)

1. Complete your enrolment.

2. Check out the OTEN website for:
   • recognition information
   • the Enrolment Adjustment – Credit – Recognition of Prior Learning (RPL) form and
   • the recognition of unit of competency forms.

3. Collect evidence for your recognition and/or certified copies of documents.


5. Submit your RPL application to OTEN. Details on page 12.

6. Results should be provided to you within 2 weeks.

7. If your application is successful you will receive credit for those units for which you applied to be assessed for recognition.
   If your application is not successful you will be advised what training (units) to complete.
Getting started with your RPL application

The following steps will help you to gather appropriate evidence to support your Recognition of Prior Learning application.

1. On the OTEN website, go to Students - Credit Pathways - How to apply. Download the yellow Enrolment Adjustment – Credit - Recognition of Prior Learning (RPL) form.

2. To help you decide which units you could apply for recognition go to Courses and Careers - Course - search and type in your course number eg BSB41307-01V05. Click on the course and scroll down to get the recognition for this course.

3. Click on Show more and browse through the unit of competency forms which describe the elements and performance criteria for each unit.

4. The types of evidence you gather should support and demonstrate your skills and knowledge against the elements and performance criteria.

5. Complete the yellow Enrolment Adjustment form, attach your evidence and submit to OTEN for assessment. Details on page 12.

Types of evidence

There are many types of evidence you can collect to show your skills, experience and attributes for assessment against the unit of competency. Here is a sample of some of the evidence you may have or some of the ways in which you may be assessed.

**Diary/Journal**
- You can record what you do:
  - at home
  - in paid and unpaid work
  - in your spare time.

**Email evidence/telephone communications**
- assistance you have provided
- work activities
- you can ask someone you work with if they could be contacted by phone to give you a reference
- your employer may be willing to assist you to verify some of your evidence or documentation.

**Certificates**
- You may have studied at TAFE, school or other organisations and have evidence such as:
  - certificates
  - degrees
  - courses completed at work
  - diplomas
  - statements of results.

**Letters of evidence**
- You can get letters of reference from:
  - employers
  - people you have worked with (paid/unpaid)
  - clients for whom you have completed work.

**Documents**
- You can collect documents such as:
  - job descriptions
  - photos
  - resume/work history listing employment and key work responsibilities.
**Records of workplace activities**

Documents of activities in which you have been involved could include:
- worksheets
- meetings
- committees
- presentations.

**Skills test/role play**

You may be asked to complete;
- a skills test
- a task or simulated role play
- an assessment for competency.

**Portfolio**

You can collect samples of relevant information of any work you may have been involved in as a worker or volunteer such as:
- drawings
- photographs
- articles
- reports
- podcasts/videos.

**Interview/workplace assessment**

Assessment (professional conversation):
- You may be interviewed by a TAFE teacher who will ask you questions about your experiences
- Your TAFE teacher may come out to your workplace to assess if you are meeting the competency.

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**Frequently asked questions**

**I’ve got lots of work experience in this area, but no qualifications. Can I apply for recognition?**

You will need to provide evidence of your experience if you have no qualifications. To apply for recognition, you need to work out the types of evidence that best demonstrate your skills and knowledge. The idea of evidence is to show an assessor you already have the skills and knowledge to meet Australian industry standards in the area.

**I have completed some other training. Does this count?**

In order to quickly and accurately assess your application for recognition you should supply OTEN with certified copies of any relevant documents, including certificates, transcripts of academic record, course outlines, testamurs and letters from employers.
‘Certified’ means you need to have your original documents sighted and a copy signed by:
- a teacher or Course Information Officer at OTEN
- a TAFE NSW staff member
- a Justice of the Peace (JP) or any Officer of the Court.

**Will getting recognition change my status as a student for other purposes?**

Before applying, please be aware that gaining recognition may affect:
- your outcome in a graded course or qualification
- the Centrelink payment you receive to study
- your eligibility for a refund and course to course transfer
- your study visa status if you are an international student.

**Can I receive recognition for an entire qualification?**

If you have the evidence to show that you can demonstrate the skills and knowledge needed, the minimum recognition is one unit of competence and the maximum is a full qualification.

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**Recognition story**

Eric enrolled in the Diploma of Accounting. His previous experience and training as a fire warden in his workplace enabled him to be granted recognition for the Workplace Health and Safety unit that was part of his course.
What if I can’t access or provide proof of my training and experience?

You still need to provide evidence of your experience to show a qualified assessor you already have skills and knowledge to meet Australian industry standards.

How long should the assessment process take and when will I know what recognition I have received?

A qualified teacher will assess your application within 3 weeks where possible and you should receive written notification of your recognition outcome.

‘Approved’ recognition for a particular unit means you do not need to study that unit.

‘Not Approved’ means you will be required to submit additional evidence or complete that unit.

How will recognition be shown on my TAFE NSW Transcript of Results?

National Recognition/Recognition of Prior Learning:
By Advanced Standing.

What happens if I am not satisfied with the result of my application for Recognition of Prior Learning?

If you are not satisfied with the outcome of your RPL application you may request a review of the recognition assessment by contacting your teacher. A request for a review of results must be received within 3 weeks of the notification of your results.

Also, you have the right of appeal if you are not satisfied with the review of your results.

Do you have qualifications from overseas?

Overseas qualifications may be recognised by TAFE NSW. If you have qualifications from overseas in a field of study which is related to your TAFE NSW OTEN course, OTEN will:

• assess if your qualifications can be recognised and determine the Australian Qualifications Framework (AQF) equivalent level of qualifications gained overseas;
• confirm that your qualifications have been issued by a recognised or accredited institution; and
• assess the qualifications to determine the amount of credit you will be entitled to in your OTEN course.

You may receive up to 100% credit for a TAFE NSW qualification. Copies of all certificates and supporting documents must be in English and certified.

If your qualification/s need translating into English you will need to go to one of the following translation services before you see a counsellor or multicultural officer:

• Community Relations Commission for a Multicultural NSW (CRC). www.crc.nsw.gov.au Phone: 1300 651 500
• National Accreditation Authority for Translators and Interpreters provides a listing of NAATI accredited translators and interpreters. www.naati.com.au
• Department of Immigration and Border Protection, Translating and Interpreting Service (TIS National). www.tisnational.gov.au

Please note: The Translating and Interpreting Service (TIS National) provides brief translations of documents. Applicants should be advised to use the CRC or individual NAATI accredited translators where possible.

Recognition story

Janice worked as a part-time Family Support Officer and had completed a Certificate IV in Community Services Work. With her experience she was granted recognition for all but four units when she enrolled in the Diploma of Community Services Work. She was given support from OTEN’s Disability Support Unit to assist with her slight hearing impairment.
General recognition advice and assistance

If you need assistance, please speak to a counsellor or a teacher at OTEN for the course area you wish to study.

Recognition of Australian qualifications

OTEN Recognition Help Desk
- 1300 362 165 or 02 9715 8486 or Intl: + 61 2 9715 8486
- 8.30am - 5.00pm AEST Monday - Friday
- oten.recognitionhelp@tafensw.edu.au

Recognition of overseas qualifications

OTEN Multicultural Education Officer
- 1800 637 535 or 02 9715 8678 or Intl: + 61 2 9715 8678
- oten.multicultural@tafensw.edu.au

OTEN Counselling and Career Development Service
- 1300 655 993 or 02 9715 8446 or Intl: + 61 2 9715 8446
- oten.counselling@tafensw.edu.au

International students only

OTEN International Consultant
- 02 9715 8335 or Intl: + 61 2 9715 8335
- wsi.international@tafensw.edu.au

Recognition story

Vijendra was a civil engineer with qualifications from Mumbai University and the University of New South Wales. He worked in local government as an engineer for ten years before enrolling in the Diploma of Building Surveying. With his experience he was granted recognition for over 75% of the course and was able to complete the remaining units in less than six months.

Submitting your recognition application to OTEN

1. Email your application from your TAFE NSW email account.

2. Print your application and post to:
   OTEN Recognition
   51 Wentworth Road
   Strathfield NSW 2135

3. Print your application and submit in person at:
   OTEN
   51 Wentworth Road
   Strathfield NSW 2135
For more information, contact the Recognition Help Desk:

02 9715 8486 or 1300 362 165
International: + 61 2 9715 8486
8:30am-5:00pm AEST Monday - Friday

oten.recognitionhelp@tafensw.edu.au
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