

**Been there,
done that?
Get credit!**
The Credit e-Kit

How to use this Credit e-Kit

The purpose of this e-Kit is to assist you in working through the credit 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 are encouraged to apply for credit on enrolment before commencing their studies. You can, however, apply for credit at any time during the course in which you are enrolled.

If your application is successful, you will have your skills and knowledge recognised which may reduce the amount of learning required to achieve your qualification. This may also enable you to complete your course more quickly.

There are two types of credit. Credit may be granted through:

1. Credit for previous studies (CT)

This is credit from tertiary providers (including OTEN and other TAFE NSW providers). You can get national recognition for qualifications gained from any 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. Credit for 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.

Credit story



Krisela has a Certificate IV in Business Administration. Working for a tax agency in Queensland she wanted to improve her skills in bookkeeping. On enrolling with OTEN in the Certificate IV in Bookkeeping she was granted recognition for her previous studies making her new study pathway much shorter to achieve her goals.

What are the benefits of obtaining credit?

- 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
- Depending on your individual circumstances, you may be eligible for a fee reduction

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.

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

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](#)



6 Steps to Credit from TAFE other tertiary providers

1

Complete your enrolment.

Note: if applying during your course please follow these steps.

2

Check out the OTEN website and the OLS for:

- Credit pathways information
- **the Enrolment Adjustment – Credit – Previous Studies** form.

3

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

4

Attach your certified evidence/documents/transcripts and send to OTEN for assessment. Details on page 12.

5

Results should be provided to you within two weeks.

6

If your application is successful you will receive credit for those units for which you applied for assessment.

If your application is not successful you will be advised what training (units) to complete.

7 Steps to Credit for Recognition of Prior Learning (RPL)

1

Complete your enrolment.

Note: if applying during your course please follow these steps.

2

Check out the OTEN website and the OLS for:

- Credit pathways information
- **the Enrolment Adjustment – Credit – Recognition of Prior Learning (RPL) form.**

3

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

4

Complete the **Enrolment Adjustment – Credit – Recognition of Prior Learning (RPL) form.**

5

Attach your certified evidence/documents/transcripts and send to OTEN for assessment. Details on page 12.

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Getting started with your Credit for RPL application

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

1

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

2

To help you decide which units you could apply for credit go to **Courses - Course Search** and type in your course number eg BSB41415. To find the units in this course, click on the course then scroll down to **What are the units I am required to complete?**

3

Check the unit of competency information that describes the elements and performance criteria for each unit.

This information is available on this **training.gov.au** website link.

4

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

5

Complete the **Enrolment Adjustment – Credit - Recognition of Prior Learning (RPL)** 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.

In order to quickly and accurately assess your application for credit 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.

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.

Frequently asked questions

I've got lots of work experience in this area, but no qualifications. Can I apply for credit?

You will need to provide evidence of your experience if you have no qualifications. To apply for credit, 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.

Will getting credit 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
- your course payments
- your eligibility for a refund and course to course transfer
- your study visa status if you are an international student.

Can I receive credit for an entire qualification?

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

Credit 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 credit I have received?

A qualified teacher will assess your application within two weeks.

'Approved' 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 the credit be shown on my TAFE NSW Transcript of Results?

Recognition of Prior Learning:

- Competent

National Recognition:

- Competent by Credit Transfer

TAFE NSW Credit Transfer for previous studies at OTEN:

- By Credit Transfer (Ungraded)
- Competent by Credit Transfer (Graded)
- Credit by Credit Transfer (Graded)
- Distinction by Credit Transfer (Graded)

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

If you are not satisfied with the outcome of your RPL application you may request a review of the 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:

- Multicultural NSW
 1300 651 500
or
Service NSW
 137 788
- 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 Service NSW or individual NAATI accredited translators where possible.

Credit 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 credit 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

 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

Credit 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.

Ways of submitting your credit application to OTEN

1. Complete/update the '*Introduction to teachers*' form on the OLS (under the communication tab) and upload your application and evidence on this OLS page.

2. Email to:



oten.recognitionhelp@tafensw.edu.au

3. Print your application and evidence and post to:



OTEN Recognition
51 Wentworth Road
Strathfield NSW 2135

4. Print your application and submit in person at:



OTEN
51 Wentworth Road
Strathfield NSW 2135

Note:

- Applications for credit can be submitted during your course by email, post or in person as above.
- All certificates, testamurs and letters from employers must be certified. See page 6.



For more information, contact the Recognition Help Desk:



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