Want to save yourself some time?

Do you want to get your qualification completed sooner?

Did you know....

**SWSi has a new eRecognition tool**

Recognition Services 2014
WHAT IS RECOGNITION?

When you enrol in a TAFE NSW qualification, the skills and experience you have gained from school, formal and informal training, employment, work experience, life experience and other qualifications can be assessed for credit against the qualification. If you have already demonstrated the skills and knowledge for part or most of a qualification and have the evidence you may complete your qualification in less time. This means your training can be focused on the skills you most need to develop.

What are the benefits of recognition?

- Less time studying
- Avoid studying the same thing twice
- Recognition may help you meet the entry requirements for higher level qualifications
- Qualifications gained through recognition have the same value as those gained through course work at TAFE NSW.
- Up to 100% of recognition of your qualification may be granted.
- You can complete your application via SWSi eRecognition (swsi.edu.au/erecognition) using a PC or tablet.

Ask Yourself About Your Existing Qualifications, Skills And Knowledge

Do you have relevant work experiences?

If you have been working in an occupation that is the same or similar to the TAFE qualification you are seeking, you probably have developed skills and knowledge that can be assessed for recognition in the course. If you have completed on the job training this can also be assessed. Work experience in other occupations not directly related to the qualification you are seeking may be considered. This takes into consideration paid or unpaid work including part time, full time or casual work both in Australia and overseas.

Do you have relevant life experiences?

You may have gained skills through community activities, working with committees, school activities, volunteer work, sports team management, domestic responsibilities, assisting in a small business or even your hobbies and leisure activities. If these skills are assessed as relevant to your course, you may be given recognition for them.
Do you have qualifications from other Training Organisations?

You may be able to apply for recognition towards your TAFE NSW course based on your previous studies. Pre-arranged Recognition of Prior Learning (RPL) means there are arrangements between TAFE NSW and other training providers such as universities, schools and adult and community education colleges. National Recognition requires TAFE NSW to recognise and accept Australian Qualifications Framework (AQF) qualifications conferred by other registered training organisations. Your previous study will be recognised and credited towards your TAFE NSW course where the same or equivalent units of competence have been successfully completed.

Why study the same thing twice?

Do you already have a relevant TAFE Qualification?

Speak to your Head Teacher or Teacher about the relevance of this qualification. TAFE NSW Credit Transfer is the recognition of specified learning previously undertaken in TAFE NSW where the same or equivalent units of competence have been successfully completed.

Will recognition affect Graded Awards?

In some cases when a student is awarded advanced standing a mark or grade may not be recorded. You should consider the effect of the recognition outcome on the grade of the final award. If you are concerned about achieving marks/grades, you should consult with the Head Teacher to find out what will be shown on your record and how this may affect your award.

There are two types of recognition services available in SWSi

1. For students who are not yet enrolled with SWSi but may want advice on recognition, there is a commercial recognition option. You can choose to access a Commercial Recognition Service for a fee.

   For further information on commercial recognition please contact the Institute Recognition Coordinator Domenic De Masi on 97225377.

2. For students already enrolled, SWSi has an online “eRecognition” option, or a manual portfolio approach. The following pages have more information on applying for recognition.
How Do I Apply For Recognition?

Who do I ask about recognition?

Head Teachers and your class teachers provide specific advice, support and information on how to apply for recognition in the qualification in which you are enrolled.

Course Information Officers and Counsellors provide general information on assessment for recognition. TAFE Counsellors can also assist with career planning and study plans.

You can

- Complete your application via SWSi eRecognition (swsi.edu.au/erecognition) using a PC or tablet.
- Talk to your teacher who may negotiate with you to undertake an interview, or a practical assessment or skill demonstration, also known as a “challenge” test.
- You should attend classes until you are notified of the RPL result.

When can I apply?

You can apply for eRecognition at any time. If you are an enrolled SWSi student you can complete your application via SWSi eRecognition (swsi.edu.au/erecognition) using a PC or tablet (including submitting evidence electronically), or via a manual portfolio application.
SWSi eRecognition tool

eRecognition, by SWSi, provides a platform that breaks down the barriers for recognition services. Students can submit, and assessors can view, evidence submitted for recognition. You are able to use either a PC or a tablet (on any operating system) to access eRecognition. All you need is an internet connection.

Using SWSi eRecognition

You must be a student enrolled at SWSi to be able to access eRecognition, and it is best that you trial a self-assessment before using eRecognition (see the self-assessment sample in this booklet).

Once you choose your qualification you can enjoy the freedom to submit your RPL evidence from anywhere and at any time that suits your work/life balance.

Go to http://swsi.edu.au/erecognition and login using your DEC login and password.

You can also go to http://erecognition.swsi.tafensw.edu.au/welcome/tutorialsmain to access printed and video guides on how to use eRecognition (*remember your teacher also can assist in the eRecognition application).

** Note that the self assessment tool via eRecognition is currently being created.

Gathering evidence

Once you have decided which units of competence you can match you need to collect evidence of prior learning and your current competencies. The “Types of Evidence” page (in this guide) can assist you in collecting evidence. Make an appointment with your teacher to apply for recognition and to discuss the evidence that you will need to collect. Keep in mind that written evidence is only one way of matching your prior learning with competencies. Your current knowledge may be checked by your Teacher (Assessor) or Head Teacher by oral questioning and/or written questioning. The methods used by the assessor should be tailored to suit your language and literacy levels and the context of the assessment.

Note: TAFE NSW is guided by the principles of validity, flexibility, reliability, fairness, authenticity, sufficiency and currency for the design, delivery and assessment processes, in line with the requirements of the Standards for NVR Registered Training Organisations.
TYPES OF EVIDENCE

There are several types of evidence you can collect to show your skills, experience and attributes for assessment against the unit of competency. The best application will include both Primary and Secondary evidence.

Primary – Direct Evidence
Examples of your work experience/studies such as: Certificates/documents from other courses, work that you have produced such as reports, plans, designs, presentations that you have made and demonstration of practical skills.

Secondary – Indirect Evidence
Examples of your experiences such as: Description of work you have undertaken such as plans, designs and presentations, letters from employers or testimonials stating work you have undertaken or skills/knowledge you have displayed.
## Unit: Produce simple word-processed documents

<table>
<thead>
<tr>
<th>Element</th>
<th>Primary evidence</th>
<th>Secondary evidence</th>
<th>Additional evidence</th>
<th>Comment and verification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Use safe work practices</td>
<td>Can describe how to apply OH&amp;S policies and procedures at work</td>
<td>Supporting letter from supervisor</td>
<td>Evidence of application of safe work practices in other workplaces</td>
<td>All signed by supervisor/managers</td>
</tr>
<tr>
<td>Confirm document requirements</td>
<td>Provide examples of workplace communications, emails etc</td>
<td>Supervisor sign off examples of work as academic</td>
<td>Library work reports, minutes from meetings indicating discussion of documents / report preparation.</td>
<td>Reference from supervisor signed. Minutes from meetings indicating discussion of documents / report preparation.</td>
</tr>
<tr>
<td>Produce documents</td>
<td>Produced workplace reports, academic reports</td>
<td>Completed training course on Microsoft Office / Word</td>
<td>Examples of workplace documents used for study purposes</td>
<td>Course notes provided and signed by supervisor. Example documents and reports. Successful completion of study</td>
</tr>
<tr>
<td>Underpinning skills and knowledge</td>
<td>Planning and organising own work Communication skills</td>
<td>Currently working in IT</td>
<td>Using information technology</td>
<td></td>
</tr>
</tbody>
</table>

## Other relevant information:

I have ten years experience as an office assistant using computers and related software.

Adapted from Training Package Support Materials 2013

### Currency:

You must be able to present evidence that skills and knowledge previously acquired have been used and/or updated in current workplace or equivalent environments. Currency may also relate to technology or processes.
CONTACT

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LINKS

TAFE NSW South Western Sydney Institute
www.swsi.tafensw.edu.au

eRecognition South Western Sydney Institute
swsi.edu.au/erecognition

TAFE NSW
www.tafensw.edu.au

HSC/TAFE Credit Transfer
www.det.nsw.edu.au/hstafe

TAFE NSW / Universities Credit Transfer & Articulation
www.tafensw.edu.au/tafeunicredit

TAFE-UNI Credit Transfer – Australian Vice Chancellors Committee
www.avcc.edu.au

Skills Recognition
www.skillsrecognition.nsw.gov.au

Recognition of Secondary School Qualifications
www.boardofstudies.nsw.edu.au

State Training Services
www.training.nsw.gov.au

Translation of Overseas qualification documents (Department of Immigration & Multicultural & Indigenous Affairs)

Community Relations Commission

The National Accreditation Authority for Translators and Interpreters Ltd (trading as NAATI)

Australian Education International (AEI-NOOSR): advises on how Australian and overseas qualifications compare to help overseas qualified people study and work in Australia