Show us what you can do.
Get recognition!
Recognition Information Kit

Fast track your future.

Award winning education and training you can trust.
WHAT IS RECOGNITION?

Recognition of Prior Learning (RPL) is an assessment process that involves assessment of your relevant prior learning (including formal, informal and non-formal learning) to determine the outcomes of your qualification.

When you enrol in a TAFE SWSi 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 that qualification. This means that you could complete your qualification in less time and any training you do need can be focused on the skills you most need to develop.

There are two main types of Recognition at TAFE SWSi:

1. Recognition of Prior Learning (RPL)
2. Credit Transfer

Recognition of Prior Learning (RPL) - To apply for RPL, you must be able to show that you hold the required skills and knowledge as outlined in the unit of competency. You will be required to participate in a competency conversation with your assessor to discuss your skills and knowledge in each of the units and supply evidence as outlined in the unit of competency to support the claim.

Credit Transfer – If you have studied before and hold a formal qualification in any of the units outlined in the qualification, then you may apply for a Credit Transfer. You will be required to provide your assessor with the original Certificate of your qualification and a transcript or a copy that has been verified by a Justice of the Peace. Please note, you must have completed the exact same unit with the same unit number.

If you cannot meet the criteria for RPL for one or more units then you may apply to undertake study in those units. Study options can be flexible, i.e. you may be able to study in your own time or at home within a set period of time. You can discuss this with your assessor.

The benefits of recognition are:

- You will spend less time studying
- You will avoid studying the same thing twice
- Recognition may help you meet the entry requirements for higher level qualifications
- It could cost less to gain your qualification
- Qualifications gained through recognition have the same value as those gained through course work.

What Are Your Existing Qualifications, Skills And Knowledge?

Do you have relevant work experiences?

If you have been working in an occupation that is the same as or similar to the qualification you are seeking, you probably have developed skills and knowledge that can be assessed for recognition in that qualification. If you have completed on the job training this can also be assessed and work experience in other occupations not directly related to the qualification you are seeking may also be
considered. RPL 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 granted recognition for them.

**Do you already have a relevant Qualification?**

If so, there is *no need* to study the same thing twice!

You may be able to apply for recognition towards your TAFE SWSi qualification based on your previous studies. **National Recognition** requires TAFE SWSi to recognise and accept Australian Qualifications Framework (AQF) qualifications completed at TAFE or other registered training organisations. Your previous study will be recognised and credited towards your qualification where the same or equivalent units of competency have been successfully completed.

When applying for recognition, you should be aware of specific consequences associated with the granting of recognition. These consequences may impact upon students who access income support or who are on temporary visas, require changes to their personal details, undertake graded courses and who may be eligible for prizes or medals. There are also some industry bodies who do not accept credit granted by recognition of prior learning.

**Do you have overseas skills and qualifications?**

If you have overseas qualifications in the same or related field of study you may be able to gain recognition for some or all of the units of competency in your TAFE SWSi qualification.

For more information speak to one of our friendly customer service staff on 13 SWSi (13 7974) or contact the Recognition Coordinator at swsi.recognition@tafensw.edu.au

**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 that the recognition outcome will have on the grade of the final award. If you are concerned about achieving marks and/or 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.

National recognition is reported as "*Result* by Credit Transfer", i.e. ungraded units are reported as ‘By Credit Transfer’; graded units reported as ‘Credit by Credit Transfer’, ‘Distinction by Credit Transfer’ and ‘Competent by Credit Transfer’.

Recognition of Prior Learning will be reported as ‘Competent’.
Anyone can apply for RPL but not everyone will get credit for their skills and knowledge.

A successful applicant is someone who has a reasonable amount of experience in the area covered by their unit or units of competency and can demonstrate current competency.

To have your skills formally recognised in the national system, our assessors must be sure that you have the skills and knowledge required to meet the industry standard. This means that you must be involved in a careful and comprehensive process that covers the content of all Unit/s of Competency for which you can be recognised.

How Do I Apply For Recognition?

For your convenience, TAFE SWSi has an online “eRecognition” tool to assist you in submitting your RPL evidence. The following pages have more information on applying for recognition.

There are two avenues of recognition available in TAFE SWSi

1. For students who are not yet enrolled with TAFE SWSi but may want advice on recognition, there is a commercial recognition option. You can apply for an RPL interview for a fee.

2. For students already enrolled in a TAFE SWSi course, recognition is free. In fact if you paid or were quoted a full course fee on enrolment and are later granted RPL, then the course fee may actually be reduced.

Who do I ask about recognition?

For a qualification in which you are already enrolled, your class teacher or Head Teacher can provide specific advice, support and information on how to apply for recognition. For new enquiries the customer service staff can assist you with your general RPL queries on 13 SWSi (13 7974), direct you to the RPL Pre Enrolment online tool or they can refer you to our Recognition Coordinator who can provide you with more specific information.

The TAFE SWSi RPL Pre Enrolment online tool via can be accessed anytime at the following address -  http://erecognition.swsi.tafensw.edu.au/rplselfassessment

When can I apply?

You can apply for recognition at any time, however, you should ask us about RPL during the enrolment process or as soon as possible afterwards. If you are currently enrolled as TAFE SWSi student you can complete your application via the TAFE SWSi eRecognition tool (swsi.edu.au/erecognition) which also allows you to submit evidence electronically. You should consult your teacher on the specific course details.
What will it cost?

If you are already enrolled in a TAFE SWSi course there is no charge to apply for recognition for units in that course.

If you are interested in doing a TAFE SWSi course, then you can complete a free online RPL Pre Enrolment (self-assessment) before you enrol and we can calculate your student fee based on your self-assessment result. You can access the RPL Pre Enrolment online tool at any time by visiting http://erecognition.swsi.tafensw.edu.au/rplselfassessment

If you have a substantial amount of recognition then, for a fee, you can apply for an RPL interview before you are enrolled. The interview will be with an assessor who will look at your evidence and determine whether you will have enough evidence to gain recognition, whether you require any gap training, and what additional evidence, if any, you may need to provide.

After the initial RPL interview you will be provided with the full cost for, and the timeframe of, your RPL assessment.

TAFE SWSi eRecognition tool

eRecognition is a web based tool offered exclusively by TAFE SWSi in which students can upload, and assessors can review and assess, RPL evidence directly from within tool. eRecognition is web based so you can use any PC or tablet (on any operating system) to access eRecognition. All you need is an internet connection and a modern web browser.

Using SWSi eRecognition

You must be a student enrolled at SWSi to be able to access eRecognition and it is best that you discuss this with your assessor before using eRecognition.

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. Guides are available from the bottom of the page or your teacher can also assist with the eRecognition tool.
EVIDENCE GUIDE

What evidence do you have to provide for recognition?

To have your skills formally recognised, assessors must make sure you have the skills and knowledge to meet the industry standard. This means you must be involved in a careful and comprehensive process that covers the content of all unit/s of competency for which you can be recognised.

Whatever the type of evidence you have it’s important to note that it needs to be sufficient to cover all of the criteria for each unit of competency. That means it will be the same or similar evidence you would be expected to show if you came to class or did the full course.

Assessment happens in a variety of ways and being prepared can save you valuable time and hassle and make the recognition process stress-free for you.

What do I need to do before my interview?

You will need to talk to your teacher about what skills and abilities you have so;

- Take a few minutes to write down where you have worked and what you did.
- Collect any certificates for other training you may have completed at TAFE, University or other colleges.
- Collect your resume, job descriptions and any work appraisals you may have.
- Your assessor may want to talk to a person you have worked with or a supervisor. You will need to approach a couple of people you trust who can confirm your skill level, and ask them for their contact details.
- Collect letters from employers or clients that you have worked with as a paid worker or as a volunteer.
- Collect any relevant licences you may have e.g. forklift, crane, bus.
- Collect any sign offs for competencies you may have from your work place.
- Collect any Indentures or tradepapers, industry awards, results of in house training, White Card/First Aid/OH&S etc.

Currency of Evidence

You must be able to present evidence that the skills and knowledge you previously acquired have been updated in current workplace environments. Currency may also relate to technology or processes. At your meeting with your Teacher, Head Teacher or Assessor you may be asked questions relating to your current knowledge of the skills you have previously acquired to ensure you are still competent.

If you are in doubt about the currency of your evidence, ask your Assessor for information and guidance.
Types of Evidence

There are several types of evidence you can collect to show your skills, experience and knowledge for assessment against a unit of competency. The best application will include a combination of both primary and secondary evidence.

**Primary – Direct Evidence** - Examples of your work experience and/or 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 or testimonials from employers stating the type of work you have undertaken or skills and knowledge you have displayed.

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<td>You can use a diary or journal to record what you do • at home • in paid and unpaid work • in your spare time</td>
<td>Email communications that highlight • assistance provided • work activities</td>
<td>Formal and informal qualifications • certificates • diplomas • degrees • statements of results • courses completed at work</td>
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<td>You can get letters of reference from • Employers • People you have worked with (paid and unpaid work) • Community groups you have been involved with</td>
<td>You can collect documents, job descriptions, photos and other relevant paperwork to show what you have done in your life</td>
<td>You can use notes or reports you have made about work activities and completed worksheets</td>
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<td>You can collect work samples that you have created • drawings • pictures / photographs • reports • articles etc</td>
<td>A resume listing your work history and outlining key work responsibilities and summary of qualifications</td>
<td>You can ask someone if they could be contacted by phone to assist verification of your evidence / documentation</td>
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Helpful Tips

Do

- show reasons why you are competent.
- use examples to show you are competent.
- wherever possible, back up your claims with reports from supervisors and other people who can comment on what you can do and how well you can do it. You may include prizes, awards or newspaper items that support your skills and expertise.
- explain the results or outcomes of your competent performance.

Don’t

- assume you’re competent because you have been doing the job for a long time.
- say you are competent without providing examples.
- rely only on your own word to prove your competence. This is the weakest form of evidence.
- just say what you did without explaining the results you achieved.
CONTACT

TAFE SWSi Institute Recognition Coordinator
Phone: 13 SWSi (13 7974)
Email: swsi.recognition@tafensw.edu.au
Address: Raine Road
Padstow
NSW 2211

LINKS

TAFE SWSi Website
www.sswsi.tafensw.edu.au

TAFE SWSi Recognition page
www.sswsi.tafensw.edu.au/rpl

eRecognition TAFE SWSi
swsi.edu.au/erecognition

RPL Pre Enrolment Online Tool
swsi.edu.au/erecognition/rpl/selfassessment

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

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