Show us what you can do. Get recognition!

Recognition Information Kit

Fast track your future.

Award winning education and training you can trust.

Make TAFE SWSi your... #1
WHAT IS RECOGNITION?

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. If you have already demonstrated the skills and knowledge for part or most of a qualification and have the evidence to show it you could complete your qualification in less time. This means your training can be focused on the skills you most need to develop.

There are two main types of Recognition we use at TAFE SWSi:

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

The benefits of recognition are:

• Less time studying
• Avoid studying the same thing twice
• Recognition may help you meet the entry requirements for higher level qualifications
• It may cost less to gain qualifications
• Qualifications gained through recognition have the same value as those gained through course work at TAFE SWSi.

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 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 also 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 already have a relevant Qualification?

You may be able to apply for recognition towards your TAFE SWSi course based on your previous studies. **National Recognition** requires TAFE SWSi 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 SWSi course where the same or equivalent units of competence have been successfully completed.

No need to study the same thing twice!

When applying for recognition 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. Some industry bodies may 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 NSW qualification. Apply at TAFE SWSi for an Assessment of Overseas Educational Qualifications Equivalence.

For more information speak to one of our friendly customer service staff on 13 SWSi (13 7974) or contact the Institute 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 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.

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 is reported as ‘Competent'
How Do I Apply 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 small fee.
2. For students already enrolled in a course, recognition is free and TAFE SWSi has an online "eRecognition" tool to assist you in the RPL process.

The following pages have more information on applying for recognition.

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 enquiries or they can refer you on for further information. For commercial recognition please contact the Institute Recognition Coordinator Domenic De Masi on 13 SWSi (13 7974).

When can I apply?

You can apply for recognition at any time. However, you should apply during the enrolment process or as soon as possible afterwards. If you are currently an enrolled 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 self-assessment before you enroll and we can calculate you student fee based on your self assessment. You can access the self-assessment at any time by visiting http://erecognition.swsi.tafensw.edu.au/rplselfassessment.

If you are interested in commercial recognition, you can apply for an RPL interview before you are enrolled. There is a fee for this service but it will include an interview with an assessor, who will look at your evidence and determine whether you have enough for recognition, whether you require any gap training, and what additional evidence, if any, you may need to provide.

After the initial interview you will be provided with the full cost and timeframe of the 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 view and assess, evidence directly from within eRecognition. You can use any a PC or 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 complete a self-assessment 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.

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

The TAFE SWSi self-assessment tool via eRecognition can be accessed via; http://erecognition.swsi.tafensw.edu.au/rplselfassessment

SHOW US WHAT YOU CAN DO.

GET RECOGNITION?
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.

- **DIARY/JOURNAL**
  - You can use a diary or journal to record what you do
  - at home
  - in paid and unpaid work
  - in your spare time

- **EMAIL EVIDENCE**
  - Email communications that highlight
  - assistance provided
  - work activities

- **CERTIFICATES**
  - Formal and informal qualifications
  - certificates
  - diplomas
  - degrees
  - statements of results
  - courses completed at work

- **LETTERS OF EVIDENCE**
  - You can get letters of reference from
  - Employers
  - People you have worked with (paid and unpaid work)
  - Community groups you have been involved with

- **DOCUMENTS**
  - You can collect documents, job descriptions, photos and other relevant paperwork to show what you have done in your life

- **RECORDS OF WORKPLACE ACTIVITIES**
  - You can use notes or reports you have made about work activities and completed worksheets

- **PORTFOLIO**
  - You can collect work samples that you have created
  - drawings
  - pictures / photographs
  - reports
  - articles etc

- **RESUME / WORK HISTORY**
  - A resume listing your work history and outlining key work responsibilities and summary of qualifications

- **TELEPHONE VERIFICATION**
  - You can ask someone if they could be contacted by phone to assist verification of your evidence / documentation
# SAMPLE RPL EVIDENCE WORKSHEET

**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 signs off exam as work authentic</td>
<td>Examples of study assignments</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>
</tbody>
</table>

**Underpinning skills and knowledge:**
- Planning and organising own work
- Communication skills

**Other relevant information:**
Applicant has ten years experience as an office assistant using computers and related software.

**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

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.swsi.tafensw.edu.au

TAFE SWSi Recognition
www.swsi.tafensw.edu.au/rpl

eRecognition TAFE SWSi
swsi.edu.au/erecognition

TAFE NSW
www.tafensw.edu.au

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

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

TAFE NSW – South Western Sydney Institute undertakes to keep all records in a safe and secure environment however, portfolios may be reviewed by independent assessors and may be examined by State Training Authorities for purposes of audit, accountability and registration.

This kit has been produced as part of the Institute Skills Recognition Project.