

Enrolment Adjustment – Credit – Previous Studies

This form is to be used to request credit for previous studies undertaken at either TAFE NSW or with another training or Higher Education provider. See back of this page for instructions. All evidence must be submitted/attached to this form.

Section 1 – Student Information – to be completed by the student

TAFE NSW Student ID

Local offering (Cal-Occ-Code) (Office Use)

Campus

Course name

Course code

Family name

First name

Other name

Postal Address

State

Postcode

Date of Birth

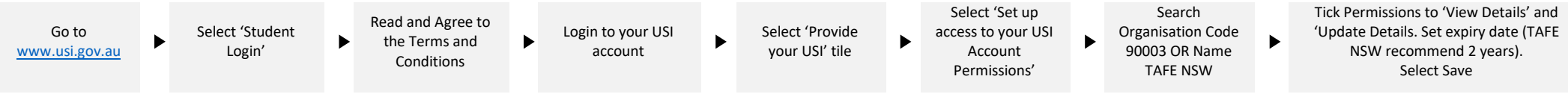
Daytime Contact

Are you a TAFE NSW Staff Member?

Yes

No

IF YOU HAVE YOUR USI, you will need to approve TAFE NSW to view and/or update your transcript to help us progress your national credit request. See below for steps to allow us access to view and/or update your USI Transcript.



Section 2 – Previous studies relevant to current enrolment

I wish to receive authorised credit for the following units previously studied at TAFE NSW or another Registered Training Organisation. I understand and consent that to support a Credit Transfer application, TAFE NSW will request verification of a Transcript of Academic Record with the issuing Provider in accordance with the Standards for Registered Training Organisations (RTOs). Attach a copy of transcripts of previous study and list relevant units in the table below. Alternatively, TAFE NSW (RTO No 90003) can verify study completed from 2015 onwards via your USI Transcript where permission is enabled via the USI Registry and results have been reported.

Student to Complete						Head Teacher to Complete				
Unit Number	Unit Name	Previous Study Details	Previous Provider Code (1) University of other HE prov. (2) Adult and Community Edu (3) School (4) TAFE NSW (5) Other VET Provider	Previous Provider Name Including former - TAFE RTOs		National Recognition	Credit by Equivalence	Credit Transfer	Delete Prev Credit	Approved Yes/No

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Teacher/Head Teacher to complete: Date of Award:

MUST be within the unit (and course) start and end dates except in the case of TAFE NSW auto-credits which may be within or before the unit (and course) start and end dates.

Student Declaration

The information I have provided is true and correct.

Head Teacher/Teacher Declaration

I confirm the student is entitled to the credit as approved above.

Signature of Student

Date

Name of Teacher/Head Teacher

Signature

Date

Information - Enrolment Adjustment – Credit – Previous studies

Student Instructions

- **ASK** your Head Teacher/Teacher for details of credit transfer arrangements and **IDENTIFY** the unit(s) in your course that match your previous study.
- **COMPLETE Section 1** of this form.
- In **Section 2**, place a **TICK** in the box, **LIST** the units which you are claiming credit for and **ATTACH** a Transcript of previous TAFE NSW study or from other providers. To support a Credit Transfer application TAFE NSW will request verification of a Transcript of Academic Record with the issuing Provider. A printed USI transcript can only be accepted where you give permission via your USI account to share it electronically with TAFE NSW for the purpose of verification.
- **SIGN** and **DATE** the form. Signature must be in the form of a digital signature or wet ink.
- **ENTER** the appropriate previous provider code into the relevant column (see Key for Previous Provider Code) and the details of previous study.

If you have previously studied at another TAFE NSW Registered Training Organisation, your Transcript of Academic Record will indicate unit(s) which have been achieved either by transferring your result from previous TAFE NSW study or where this is not applicable your record will indicate a result “BY ADVANCED STANDING” or “CREDIT TRANSFER”.

TAFE NSW may recognise up to 100% of a course by transferring credit from previous study at TAFE NSW and 80% of a course by transferring previous study outside TAFE NSW.

Course fees with a Credit Transfer

Credit Transfer may reduce a course fee and/or course duration in some circumstances.

- Eligibility for a reduced fee may depend on domestic or international status and the fee structure of any subsidised/commercial training.
- Completing 100% of a course with credit transfer, at minimum a \$250 administration fee will apply. (This fee is subject to change.)

Student Privacy

Information collected by TAFE NSW (the New South Wales TAFE Commission) during a student’s enrolment and attendance will be used for the purposes of student record administration, identification, communication, state and national reporting, program monitoring, evaluation and surveys. Student information will be held securely and disposed of securely when no longer needed.

The information may be disclosed when required by law and to government departments and agencies, including for example to the Services Australia (Centrelink), the Department of Veterans’ Affairs, the NSW Department of Education, the Department of Home Affairs, Transport for NSW, the Australian Skills Quality Authority, the Tertiary Education Quality and Standards Agency, the Universities Admissions Centre, NSW Education Standards Authority and the National Centre for Vocational Education Research. To meet the requirements of Registered Training Organisations under the Apprenticeships and Traineeships Act 2001, apprentice and trainee information is

provided to employers, Australian Apprenticeship Centres and Training Services NSW (or the relevant State Training Authority). While the provision of the information requested on enrolment is not required by law, it is a requirement of TAFE NSW and your enrolment will not be accepted if it is not provided. You may correct your personal details by contacting us on 131 601 or via your TAFE NSW customer service centre or by using the TAFE NSW Student Portal.

Head Teacher/Teacher Instructions

- **REFER** to the relevant guidelines on credit at [Managing Credit Transfer Procedure.pdf](#)
- **ADVISE** students about their entitlements to credit for previous studies.
- **CHECK** that all details provided by the student on this form are correct.
- **INITIAL** all alterations to the form.
- **ENTER** the appropriate credit type.
- **INDICATE** if recognition against a unit has been granted (Yes/No)
- **SIGN** and **DATE** the Head Teacher/Teacher authorisation after confirmation the student is entitled to the credit claimed. Signature must be in the form of a digital signature or wet ink.
- **ENTER** the date of CT approval. This will be the ‘date of award’ in the Student Management System.
- **SUBMIT** form to Student Services team for possible fee recalculation.
- **RETENTION OF RECORDS** - 3 YEARS (refer also to Smart & Skilled Contract)

Note: Where Credit Transfer is not recorded in the Product Master (where a mapping is not available), or where National Recognition does not apply: PROCESS the claim as Recognition of Prior Learning using the Credit Enrolment Adjustment Form - RPL.

Note: Auto Credits should only be deleted where (a) the unit of competence has expired and is no longer valid for example, Senior First Aid being valid for a maximum of three years or (b) where the auto credit will contribute to completion in a stream other than the target stream (c) where auto credit is deemed by the Teaching Section not to form part of the Individual Learning Plan. Supporting evidence should accompany the decision to remove previous credit transfers.

Student Services Instructions

- **CHECK** student eligibility for a fee recalculation and verify current enrolment (students are not entitled to credit transfers after their training period has ceased, for example, a current and Active enrolment is required)
- **RECALCULATE** the student fee using the Smart and Skilled Provider Calculator, the TAFE NSW Commercial Calculator or the Interstate Calculator
- **COMPLETE** the table below.
- **ADJUST** the fee in the student management system and provide updated fee notification/instalment plan to the student.

Student Services Use Only (fee recalculation data capture is not mandatory when evidenced with alternate documents)

Fee recalculation applicable	Total Credit Transfer Value	Fee recalculation performed by: (evidence should be retained)	Indicate where the fee recalculation is not required
Smart and Skilled	\$	Name	Fee exempt
Interstate		Date	International Student
Commercial			Sponsored/Contracted Training