

# **Credit Transfer/Recognition of Prior Learning (RPL)**

This form is required to be completed, as per the ESOS/National Code Standard 2.

All sections of this form must be completed

International student number:	Learner number (if applicable):
Family name:	Given name/s:
Course name:	Course code:

# Section B - Head Teacher to Complete

Section A - Student Details

Study period		Credit transfer/RPL granted units			
Year	Semester	Standard Full time Delivery hours/ Semester (for all Units)	Unit Code	Unit Name	Delivery hours/Unit

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Year	Semester	Standard Full time Delivery hours/ Semester (for all Units)	Unit Code	Unit Nam	ne	Delivery hours/Unit	
As a result of	As a result of Credit transfer/RPL, the student is expected to complete the course by (DD/MM/YYYY):						
Head teacher's name:		Head teacher's signa	ture:				
Student declaration: I accept credit/RPL, as stated in section B, and any changes to my course duration (If applicable).  Yes No							
Student's name:		Student's signature:					

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# TISIMS action: Date (DD/MM/YYYY): PRISMS action: Date (DD/MM/YYYY): Finance action: Date (DD/MM/YYYY): Letter sent to student: Date (DD/MM/YYYY): Staff name: Date (DD/MM/YYYY):

## **Notes**

# Application for CREDIT TRANSFER/RPL

TAFE NSW RTOs are responsible for the assessment and approval of Credit transfer/RPL.

Section C - International Student Officer to Complete

Students applying for Credit transfer/RPL must provide supporting documents such as relevant qualifications, reports. Information on how to apply for recognition is available at enrolment and your teacher can advise you on how to submit your application.

Refusal to approve Credit transfer/RPL can be appealed through the complaints and appeals process.

#### Impact on visa

TAFE NSW International issues Confirmation of Enrolment (CoE) and reports changes to enrolment on PRISMS.

If the grant of Credit transfer/RPL reduces the duration of the course, TAFE NSW International will issue an amended CoE for the student. The student must contact the Department of Home Affairs (DOHA) to check any effect on the length of the visa.

#### **Fees**

TAFE NSW International course fees policy states that where there is an approved variation to a standard full time program and the hours of tuition are less than the standard delivery hours per semester for that program, a pro-rata tuition fee will apply based on your enrolled study load.

In order to calculate the fees, TAFE NSW International must be advised of the units for which credits are granted, on this form.

### **Higher Education courses**

If you are approved to enrol in less than a standard semester load due to Credit transfer/RPL then your fees will be charged on a per unit basis.

Please send the completed form and supporting documents to: intcompliance@tafensw.edu.au

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