TAFE will recognize your previous relevant study, work and life experience

You may be able to gain credit from units/modules in your course if you have:

- completed any National Modules or Units of Competency
  OR
- completed any other training
  OR
- undertaken University studies
  OR
- done paid or unpaid work
  OR
- had relevant life experience

Phone:
1300 TAFE WESTERN
(1300 823 393)

Visit:
www.wit.tafensw.edu.au

Contact:
Your local campus
If you are seeking recognition for a unit/module in your course because of your other study, life or work experience, please follow these steps:


This can be obtained from your Head Teacher.

You will also need to obtain a yellow recognition form.

2. Ask yourself if you can demonstrate the skills and knowledge of the unit/module.

The following questions may act as a guide in making that decision:
- have I done this in the past?
- have I practised it enough to be confident?
- could I demonstrate this to someone else?
- do I have any documentation to back up my claim?
- can I describe how to do this?
- have I done this recently; do I still remember it thoroughly?
- can anyone else verify that I have these skills?

If you can answer YES to all these questions, then you should be able to make a convincing claim for Recognition.

3. Write a letter requesting Recognition and outline the grounds for your claim.

Please give evidence of all elements/learning outcomes for each unit/module in your application.

4. Types of evidence:

- **Direct evidence**: actual examples of your work or anything that you have produced relevant to the content of the unit/module.
- **Indirect evidence**: evidence such as statements from employers, certificates, school reports or a newspaper article about your achievement in community work, for example.

You should try to include as many different types of evidence as possible. A statement to the effect that you carry out relevant work will not usually be sufficient, since there must be some evidence of work standard.

5. Submit your completed application as soon as possible to the relevant Head Teacher.

6. After your application has been assessed, you will be notified in writing of the outcome.

   - if additional information is required, you will be notified in writing.

7. The outcome of your application for one unit should be known within 3 weeks of lodging your application. If multiple assessors are required for a range of units, then the time may be longer.

   - please attend class during that time; if you are applying for several units/modules, notification may take longer.

8. If you are unsuccessful, and you believe that the procedure used to assess you was unfair, then you may request a review of results in writing within two weeks of the notification of the decision. Your written request should be sent to your Head Teacher.