

Recognition of Overseas Qualifications to Study in TAFENSW



Steps to be applied by designated Institute staff in the recognition of overseas qualifications of applicants wishing to study in TAFE NSW. For further information; TAFE NSW Multicultural Education Unit 02 9244 5308.

STEP 1

Staff members direct applicants with overseas qualifications to the Institute Multicultural Education Coordinator (IMEC) or (please insert here other institute designated staff member (s) if applicable ie senior counsellor at Campus X.

STEP 2

The Institute Multicultural Education Coordinator (IMEC) or **i.e the senior counsellor at campus X)**

- 1 Determines the AQF equivalent qualification of overseas qualifications and confirms issue of qualifications by a recognised or accredited institution.
- 2 Completes the **TAFE NSW Overseas Qualifications Equivalents Form** recording the AQF equivalent qualification in accordance with TAFE NSW guidelines
- 3 Supports the applicant in gathering further documentation/ information (eg. the transcript of academic record, subject/module content and relevant work experience).
- 4 Attaches copies and translations of the overseas qualifications documents, further documentation/ information (eg. the transcript of academic record, subject/module content and relevant work experience) to the **TAFE NSW Overseas Qualifications Equivalents Form**
- 5 Signs the **TAFE NSW Overseas Qualifications Equivalents Form** with attached documentation.
- 6 Retains and securely stores a copy of the form and supporting attachments for six years.

STEP 3 - For admission to TAFE NSW

- 1 The Institute Multicultural Education Coordinator (IMEC) **or i.e the senior counsellor at campus X)** issues the signed copy of the **TAFE NSW Overseas Qualifications Equivalents Form** with attached documentation to the applicant/ enrolling student
- 2 The applicant/ enrolling student attaches the **TAFE NSW Overseas Qualifications Equivalents Form** with attached documentation to the Application form; OR
- 3 Submits these documents to their course enrolling officer at enrolment. The enrolling officer should attach the documents to the teaching section copy of the Enrolment Form.

STEP 4 - For the provision of advanced standing

- 1 The Institute Multicultural Education Coordinator (IMEC) **(or i.e the senior counsellor at campus X)** provides the signed copy of the **TAFE NSW Overseas Qualifications Equivalents Form** with attached documentation to the course head teacher
- 2 The course head teacher considers the AQF equivalent provided in the **TAFE NSW Overseas Qualifications Equivalents Form** as part of the evidence required to make an assessment decision
- 3 Conducts wherever necessary a challenge test or applies any other assessment tools to assess against critical aspects of evidence