

Reporting and Credentiaing of RPL/Credit Transfer awarded within Stage 5/Stage 6 VET Courses

BOSTES course entries – Schools Online (Administration)

Entry in Stage 5/Stage 6 course

Enter the student in the appropriate course number and pattern of study for the calendar year. For example: a student is doing a 240-hour course, they have been granted RPL/credit transfer for 50% of the course and will complete the remaining course requirements in one year, so they would be entered in the 240-hour course in one year (4 units x 1 year course number).

- School System RTOs – the school completes the BOSTES course entry through *Schools Online (Administration)*.
- TAFE NSW/private RTOs – the home school is responsible for entering the student in the BOSTES course through *Schools Online (Administration)*.

Work placement hours (if applicable)

Enter the work placement hours that have been completed. Where the student has been awarded RPL for some or all of the work placement hours, the proportion of credit awarded should be added to the actual hours completed.

- School System RTOs – the school completes the entry through *Schools Online (Administration)*.
- TAFE NSW – follow TAFE NSW Institute procedures.
- Private RTOs:
 - RTOs that use *RTOs Online* enter work placement hours through *RTOs Online*.
 - RTOs that do not use *RTOs Online* should provide the work placement hours to the home school for entry.

Entry for HSC examination (if applicable)

Students electing to undertake the HSC examination must be entered in the HSC examination BOSTES course number in the year in which they will complete the 240-hour course requirements.

- School System RTOs – the school completes the entry through *Schools Online (Administration)*.
- TAFE NSW/private RTOs – the home school is responsible for entering students in the HSC examination through *Schools Online (Administration)*. The RTO should advise the home school of students' intention to undertake the HSC examination.

Entry of estimated HSC examination mark

Students electing to undertake the HSC examination must have an estimated examination mark entered in the year in which they will undertake the examination.

- School System RTOs – the school completes the entry through *Schools Online (Administration)*.
- TAFE NSW – follow TAFE NSW Institute procedures.
- Private RTOs – the RTO should provide the estimated examination mark to the home school for entry.

VET qualification and unit of competency entries

Units of competency – to be undertaken

All the units of competency that will be undertaken as a part of the Stage 5/Stage 6 VET course in the current calendar year should be entered. Include units of competency that may be awarded through RPL or credit transfer.

- School System RTOs/private RTOs – the home school is responsible for entering the RTO details and the intended qualification for the VET course.
- School System RTOs – the school completes the entries through *Schools Online (Administration)*.
- Private RTOs:
 - RTOs that use *RTOs Online* enter units of competency through *RTOs Online*.
 - RTOs that do not use *RTOs Online* should provide details of the units of competency to be delivered to the home school for entry.
- TAFE NSW – follow TAFE NSW Institute procedures.

Unit of competency – outcomes

The outcome of either RPL or credit transfer should be entered for units of competency that have been awarded through these mechanisms.

- School System RTOs – the school completes the entry through *Schools Online (Administration)*.
- Private RTOs:
 - RTOs that use *RTOs Online* enter unit of competency outcomes through *RTOs Online*.
 - RTOs that do not use *RTOs Online* should provide details of unit of competency outcomes to the home school for entry.
- TAFE NSW – follow TAFE NSW Institute procedures.

Issuing of AQF VET credentials

- School system RTOs – produced and distributed by the BOSTES on behalf of school system RTOs.
- TAFE NSW/private RTOs – produced and distributed by the RTO.