

Controlled Document – refer to Intranet for latest version

Category: Academic	Date Created: December 2006
Responsibility: Director Academic Development	Date Last Modified: August 2012
Approval: Academic Board	Version: 12.1

Purpose

RPL is based on the principle assertion that it is wasteful and demotivating for the applicant and education provider to spend time and effort studying or teaching knowledge, skills or attitudes that have already been achieved.

RPL involves UCOL making a fair and valid assessment of an applicant's abilities. The assessment may result in the applicant receiving credit for some portion of a programme (or in some cases the whole programme) that leads to a qualification.

Scope

This policy relates to all UCOL programmes leading to the award of a qualification.

Responsibility

All staff especially Programme Leaders/Academic Managers are responsible for ensuring this policy is followed.

Students must be informed of the availability of RPL prior to or at enrolment.

TIMEFRAMES

- All RPL applications should be submitted within 2 weeks of the start of the programme/unit standard/paper. Late applications will not necessarily be considered;
- It is highly recommended students continue attending classes until the outcome of any RPL application is confirmed;
- While evaluation of any RPL application will usually be completed within 2 weeks of receipt of application, this may take longer if further evidence is required.

STUDENT LOANS AND ALLOWANCES

Students must be advised that if, due to RPL their enrolment falls below 80% of full-time, access to student loans and allowances will be affected.

Policy Statements

1. Students will normally be credited the student fee component (where paid), less any administrative charges/hourly fees, for any unit standard/paper for which they have been awarded RPL.

2. a) The Academic Board may approve regulations for a programme of study that limit the amount of credit that may be awarded through RPL (Academic Statute Part VI 6.4.1).

NB. RPL may result in credit being awarded for a complete qualification where the Academic Board has deemed this appropriate.

- b) Notwithstanding the above, students may be admitted to any point of a programme with credit for papers following a successful application for RPL
4. RPL may include any one or more of the following:

- a) **Credit Transfer:** This is where the applicant has completed the same courses/papers as part of another programme at UCOL (internal credit transfer) or at another **New Zealand** accredited education provider or awarding authority (external credit transfer). No fee is incurred in applying for Credit Transfer.

All Credit Transfer applications MUST firstly be approved by the Programme Leader or designated RPL Co-ordinator prior to being notified to the appropriate Faculty Board of Studies to meet reporting regulations/requirements.

For the avoidance of doubt Credit Transfer learning has already been assessed and credit received for a specific unit standard or paper either from a UCOL programme or from another accredited education provider.

- b) **Cross Credit:** The award of credit for recognition of what may be regarded as equivalent courses/papers in the context of another programme ie; when learning has already been assessed and credit received for a similar courses/papers toward another qualification, from another accredited education provider. Eligibility for cross credit is established by assessing the comparability of the learning outcomes, and the level and currency of the content of the two courses/papers. No actual assessment of the applicant's abilities is carried out. An administration fee will normally apply and there may be an additional hourly fee based on the time required to undertake an assessment of the application. All Cross Credit applications MUST firstly be approved by the Programme Leader or designated RPL Co-ordinator prior to being presented to the appropriate Faculty Board of Studies who may either approve or decline an application.
- c) **The Assessment of Prior Learning (APL):** applies when there is no formal academic record but the student believes they can meet the learning outcomes of a unit standard or paper. A specific process is used to identify, assess and recognise what a person knows and can do. Different methods will be used to make this assessment eg; portfolios, challenge assessment (written and/or oral), attestation, interview and may include observations of practices. Each of these methods is dependant on the applicant providing evidence that they can meet the learning outcomes of the unit standard/paper for which they are seeking credit (see RPL Procedure for details on Assessment of Prior Learning).

An administration charge plus an hourly fee for the comparative analysis of learning outcomes will normally apply for APL. Assessment of Prior Learning requires Faculty Board of Studies approval.

5. Credit will only be awarded at unit standard/paper level. Credit will not be awarded for any unit standard/paper where there is no evidence to show that all learning outcomes have been met.
6. Credit may not be awarded twice for the same learning in the same programme.
7. Assessment of an applicant's prior learning must meet standards of validity and must be made by persons competent in the field being assessed. Assessors must be flexible and able to adapt their assessment techniques to different situations, provide honest feedback, respect confidentiality and adhere to established academic standards. A verifiable link between the specific learning outcomes of the unit standard/paper and the applicant's evidence must be established.
8. Credit Transfer must be notified to the appropriate Faculty Board of Studies. Cross Credit and Assessment of Prior Learning must be approved by the appropriate Faculty Board of Studies. Documentation relating to the process used to assess the evidence against the learning outcomes and the RPL decisions must be retained, in order to ensure a record in the case of an appeal, and to enable moderation of assessment decisions in the case of APL. RPL forms must be put onto student files.

Related Documentation

- Academic Statute Part VI Section 6.4
- [Recognition of Prior Learning Procedure](#)

Recognition of Prior Learning (RPL) Procedure

Controlled Document – refer to Intranet for latest version

Category: Academic	Date Created: 2002
Responsibility: Director Academic Development	Date Last Modified: September 2012
Approval: Deputy CE Academic	Version: 12.1

Purpose

This document outlines the procedures to be used when a student applies for any category of RPL, including Credit Transfer, Cross Credit and Assessment of Prior Learning.

Students must be informed of the availability of RPL prior to or at enrolment.

TIMEFRAMES

- All RPL applications should be submitted within two weeks of the start of the programme/unit/paper. Late applications will not necessarily be considered;
- It is highly recommended students continue attending classes until the outcome of any RPL application is confirmed;
- While evaluation of any RPL application will usually be completed within 2 weeks of receipt of application, this may take longer if further evidence is required.

Scope

This is a UCOL wide procedure.

Procedure

A. Credit Transfer

Use this process when a student has successfully completed unit standards/papers at UCOL (internal credit transfer) or at another New Zealand accredited education provider (external credit transfer) with identical programme content and learning outcomes.

1. The student will complete an RPL Application Form
2. The student will attach to the application form one of the following:
 - i. A suitably endorsed academic transcript; or
 - ii. A copy of the student's Record of Learning from NZQA.
3. The completed form and attached information is forwarded to the Programme Leader or designated RPL Co-ordinator for checking and approval sign-off. There is no fee for a Credit Transfer application.
4. It is the responsibility of the Programme Leader or designated RPL Co-ordinator to **advise** if the Credit Transfer has any impact on the student's enrolment status and/or the impact of this on the student's loans and allowances.

5. It is the responsibility of the Programme Leader or designated RPL Co-ordinator to notify the student of approved Credit Transfer.
6. A copy of all documentation pertaining to the Credit Transfer application MUST be notified to the appropriate Faculty Board of Studies to meet reporting regulations/requirements.
7. After notification to the Faculty Board of Studies the RPL application form is then forwarded to Student Registry Services who will process the Credit Transfer, generate any credit notes and record the result on the student's record. The form and associated documentation will be put on the student's file.

For the avoidance of doubt Credit Transfer learning has already been assessed and credit received for a specific unit standard or paper either from a UCOL programme or from another accredited education provider.

B. Cross Credit

Use this process when the student can produce evidence of having been awarded credit for what may be regarded as equivalent courses/papers toward another qualification from another New Zealand accredited education provider. For example, a student may have completed the first year of a degree at another provider and wishes to have this transferred to a UCOL degree. Cross credit is not normally applicable to unit standards.

*This process involves an appropriately qualified academic staff member evaluating the Cross Credit application to ascertain the similarity of learning outcomes, and the level and the currency of the content of the course/paper applied for, when compared against the curriculum of the UCOL programme. Where a match can be established then credit may be awarded. The match must be close enough to justify the award of 'full-credit', that is credit for the whole module. **Partial credit will not be awarded.***

1. The student will complete an Application Form for RPL. A copy of the student's Academic Record/Transcript must be attached to the Application Form. A \$45 administration fee (including GST) will apply to all applications for Cross Credit.

In situations where cross crediting arrangements have already been established for programmes from outside UCOL as detailed in curriculum documents no further charges will be incurred.

However, where staff are required to undertake a comparative evaluation of the UCOL programme and the course/paper for which cross credit is sought, additional charges of \$50/hr (including GST) for staff time may be made.

2. The application will be forwarded to the Programme Leader/RPL Co-ordinator. Initial processing of applications will normally take place within two weeks. However, where further information from other institutions is required to enable evaluation, the student will be notified that this may cause delays.
3. If a Cross Credit has been previously approved by the Faculty Board of Studies for the scope of the application, the Programme Leader/RPL Co-ordinator will check that the student's Academic Record/Transcript is consistent with the approval and if so credit will be awarded. If this is the case, any administration fee charged will be refunded. The form will be signed and returned to Student Registry Services who will register the Cross Credit. The form and associated documentation will be put on the students file. It is the responsibility of the Programme Leader or

designated RPL Co-ordinator to advise if the Cross Credit has any impact on the student's enrolment status and/or the impact of this on the student's loans and allowances.

4. When an evaluation of a cross credit application is undertaken the student is required to provide information from the programme documentation that will allow the evaluator to ascertain the learning outcomes achieved, the level of the paper/course and its content. After a comparative evaluation has been undertaken by an appropriately qualified academic staff member, the RPL application along with supporting documented evidence will be presented to the Faculty Board of Studies. Cross Credit applications **MUST** firstly be approved by the Programme Leader or designated RPL Co-ordinator prior to being presented to the appropriate Faculty Board of Studies who will either award or decline the application for cross credit. It is the responsibility of the Faculty Board of Studies to notify the student of any approved or declined Cross Credit.

Note: Credit can only be awarded at course/paper level. Partial credit will not be awarded. Additional costs may be charged dependant on the length of time it has taken to undertake the work required to determine the cross credit at \$50 per hour (including GST). It is the responsibility of the Programme leader or designated RPL Co-ordinator to advise if the Cross Credit has any impact on the student's enrolment status and/or the impact of this on the student's loans and allowances.

5. The decision of the Faculty Board of Studies will be forwarded to Student Registry Services who will process cross credits, generate any credit notes and record the outcome on the student's record. The form and associated documentation will be put on the students file.

C. Assessment of Prior Learning

This process is to be used when a student believes they can meet the learning outcomes of a unit standard/paper but has no formal academic record or transcript to support the award of credit. In these cases students will be required to present evidence that they can meet the learning outcomes for example portfolio, challenge assessment, attestation and/or interview.

Phase 1: Applicant's Responsibility with UCOL Support

1. Initial Steps

The potential applicant:

- Is informed of the RPL/APL option prior to enrolment;
- Seeks advice and support, forms, etc;
- Seek assistance and support from the Programme Leader /RPL Co-ordinator;
- Formally applies for consideration of prior learning (if he/she wishes to proceed). This includes payment of fees;
- Will usually enrol and pay course/programme fees prior to the application being lodged. If a student is not enrolled and has not paid their fees, an administration fee of \$45 (including GST) will be charged and an hourly rate (\$50 per hour, including GST) invoiced for the costs of the assessment once the process has been completed;

- Should apply within 2 weeks of start of unit/paper. Late applications will not necessarily be considered.

2. Identifying Scope of APL Application

The applicant:

- Takes stock of their current knowledge and skills; work, leisure, education and training, parenting, community work, etc should be considered;
- Decides the courses/papers for which they wish to seek credit for prior learning;
- Looks at the learning outcomes required in the courses/papers in which they wish to enrol;
- Matches their prior learning (life, work, experiences, etc) against the specific learning outcomes of that courses/papers
- Checks on the availability of credit transfer/cross credit arrangements.

Note: In situations where additional specialist academic advice is needed a Specialist Advisor may be appointed. The original Programme Leader / RPL Co-ordinator will arrange this.

3. Gathering of evidence

The applicant:

- In consultation with the Programme Leader/RPL Co-ordinator, decides which combination of methods they will use to provide evidence of their prior learning:
 - Challenge (examination, practical, verbal or written) assessment task(s);
 - Portfolio;
 - Assessment Interview;
 - Attestation (usually not used in isolation) assembles information and evidence that supports or demonstrates their prior learning.

4. Submission

The applicant:

- Formally submits their evidence of prior learning to the Programme Leader / RPL Co-ordinator, relating this directly to the specific learning outcomes of the courses/papers for which credit is sought;
- Makes a submission. This may be documentary, spoken, an examination, a demonstration, etc. It may be attested to by others, it may, by agreement, take place in a classroom, workplace, community organisation, etc.

Prior arrangements obviously need to be made to ensure that all parties are notified of the date, time and venue. Cost implications to the candidate which result from the choice of an RPL process should be discussed with the applicant by the Programme Leader / RPL Co-ordinator.

Phase 2: Assessment - UCOL's Responsibility

5. Evaluation

- Evaluation of the application will usually be completed within 2 weeks of receipt of application
- The assessor evaluates the evidence presented by the applicant and matches this against the specific learning outcomes required in the courses/papers.
- If required, there will be a meeting between the applicant and the assessor, e.g. practical demonstration, interview assessment.

The evaluation process should be open and lead to mutually agreed outcomes.

6. Recommendation

The **Programme Leader** or **designated RPL Co-ordinator** makes a formal recommendation to the Faculty Board of Studies or its delegated nominee. Recommendations must be supported by a summary report on evidence provided.

Possible recommendations are:

- Grant full credit.
- Deny recognition;
- Resubmission of the application with further information being supplied;
- Further assessment required by the assessor.

7. Decision

The Faculty Board of Studies, or their delegated nominee, receives the assessor's recommendation and makes a formal decision at the next meeting.

8. Notification

- The applicant is formally notified in writing of the outcome;
- Copies of the decision shall also be sent to the advisor, assessor(s) and Student Registry Services for entry on the formal student record;
- Should the decision be to seek more evidence from the applicant or from the assessor then earlier steps 3-7 may be repeated.
- The applicant is also informed of the appeal process and the appropriateness of appealing.
- Students will be refunded for all courses/papers that have been credited.
- The form will be put on the students file.

Phase 3: Appeal

9. Decide if an appeal is to be made

An appeal based on the provision of new information by the applicant is not necessary. This case will be dealt with by a resubmission to the assessor. When an appeal occurs, the Faculty Dean/General Manager must receive written notification from the student within 10 working days.

Section 9 (Appeals) of the Academic Statute applies.

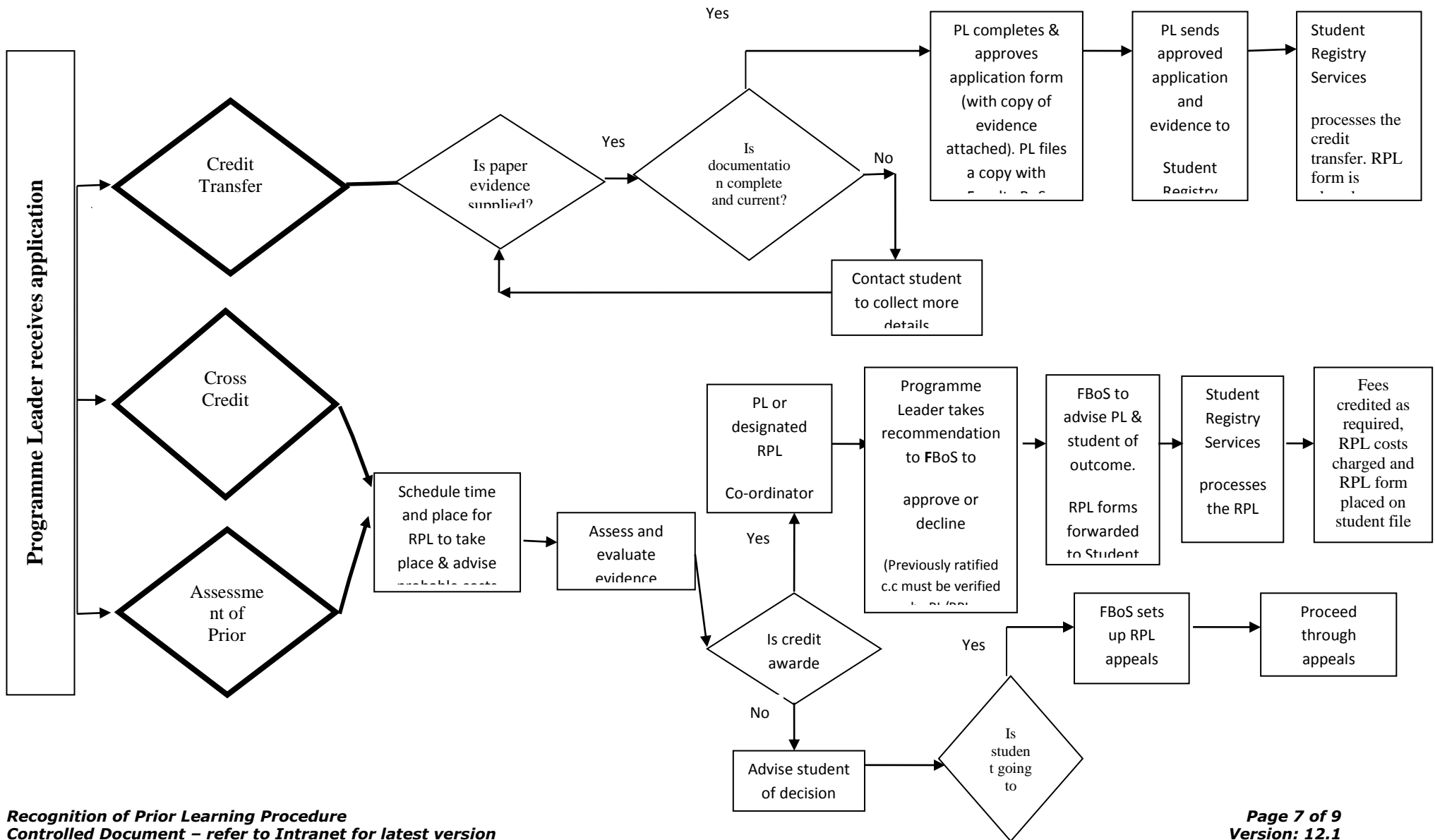
Related Documentation

[Recognition of Prior Learning \(RPL\) Policy](#)

Appendices

Recognition of Prior Learning Standards

Definitions



Definitions

- **Appeal**
Process to review a disputed decision.
- **Assessment**
Those processes conducted by Lecturers and/or Approved Assessors and used in determining the granting of credit.
- **Assessment Interview**
A mechanism for assessing an application for RPL involving a meeting between the assessor and applicant and which may include attestation.
- **Assessor or Assessing Group**
The person or persons who evaluate the applicant's submission (evidence of learning) and who make a recommendation to the Faculty Board of Studies on the amount and level of credit that should be awarded. This person/group must have the necessary skills and experience as well as cultural, gender, age and ability sensitivities. The assessor will normally be the person responsible for the courses/papers in that academic year.
- **Attestation**
The process, by which an applicant applies to have their earlier life and work experiences formally confirmed and matched against the specific learning outcomes of a courses/papers. Where a direct match is established, credit for this course will be awarded.
- **Challenge Assessment**
A means of recognising an applicant's prior learning by allowing them to demonstrate their knowledge, skills or attitudes. It commonly involves taking a written or oral assessment task (s).
- **Credit**
The basic measure used to record the successful completion of a paper by a student. For UCOL papers, one (1) credit equates to a minimum of ten (10) hours of student learning. 120 credits will normally be considered as a full-time/full-year workload.
- **Credit Transfer**
Means a student has completed the same course as part of another programme at UCOL or at another accredited education provider or awarding authority.

Internal Credit Transfer – is awarded at UCOL on application made to it by a student for papers or unit standards which have been successfully completed at UCOL, and which have an identical content to the unit standards or papers the credit is to be applied against; and is not prohibited by any other regulation or requirements.

External Credit Transfer – is awarded on application made by a student where it is satisfied that a student has obtained credit(s) at another accredited education provider and where the learning outcomes leading to the award of the credit(s) matches

UCOL's learning outcomes; and is not prohibited by any other regulation or requirement.

- **Examinations**

These may contain theoretical and/or practical components and may be written or oral or demonstrated.

- **Learning Outcomes (Elements)**

The competence/achievement which must be demonstrated for successful completion of a unit standard or paper

- **Portfolio**

A collection of information assembled in an approved format providing evidence of knowledge, skills and/or attitudes for an award of credit.

- **Programme Leader / Subject or RPL Co-ordinator**

Designated person within a team or school who has responsibility for co-ordinating RPL applications. This person also advises the applicant on the processes involved in the recognition of prior learning.

- **Recognition of Prior Learning (RPL)**

The process through which an individual seeks the award of academic credit based on the relevant learning they have acquired through life experience, work experience and formal or informal education or training. RPL may consist of Credit Transfer (internal or external) and/or Cross Credit and/or Assessment of Prior Learning

- **Specialist Advisor**

Where the Programme Leader / Subject or RPL Co-ordinator believes he or she does not have sufficient academic knowledge in the applicant's field of experience and study, then they may enlist the support of an Expert Advisor with the appropriate academic background. The Expert Advisor may be in addition to, or replace, the original Programme Leader / Subject or RPL Co-ordinator.

- **Student**

A student formally enrolled in any paper(s) at UCOL.

- **Submission**

Application for recognition of prior learning together with appropriate evidence.

Recognition of Prior Learning Application Form

(Credit Transfer, Cross Credit and Assessment of Prior Learning)

You may apply for Recognition of Prior Learning at any time before your course begins. However all applications should be received by your Programme Leader no later than two weeks after the first day of teaching of the courses/papers for which you are applying for credit. Please refer to RPL procedure (on-line) or RPL Information Sheet.

Please print in pen

Please hand your completed application to your Programme Leader.

It is highly recommended you continue attending classes until the outcome of your RPL application is confirmed.

If your application for RPL is successful it may affect your student loan or allowances so please check with your Programme Leader.

PART A: Student to complete these details

SECTION 1 – Personal/Application Details

Family Name:

First Name(s):

Previous Name (if changed):

Telephone number (day):

(night):

Student ID:

Qualification enrolled for:

Name of paper(s) for which RPL is requested:

Credit Transfer for successfully completed unit standards/papers at UCOL or another accredited education provider, with identical content & learning outcomes.

SECTION 2 – Credit Transfer (no fee is incurred in applying for Credit Transfer)

(Only complete this section if you are applying for a Credit Transfer)

Please ensure at least one of the following is attached:

NZQA – Record of Learning

Academic Records or Certificates

Cross Credit applies when you can produce evidence of successfully completing equivalent papers from another accredited education provider.

SECTION 3 – Cross Credit (an administration charge of \$45 will normally apply. An additional fee of \$50 per hour may be incurred where an extensive comparative analysis of learning outcomes is required)

(Only complete this section if you are applying for a Cross Credit)

Please ensure at least one of the following is attached:

NZQA – Record of Learning

Academic Records or Certificates

Assessment of Prior Learning applies when there is no formal academic record but you believe you can meet the learning outcomes of papers by one of four methods:

SECTION 4 – Assessment of Prior Learning (an administration charge of \$45 will apply plus an additional fee of \$50 per hour for the comparative analysis of learning outcomes)

(Only complete this section if you are applying for Assessment of Prior Learning)

Assessment of Prior Learning:

Which method do you wish to use for this assessment? (Speak to your Programme Leader prior to completing this section):

Portfolio

Challenge Assessment

Attestation

Interview

List all documentation attached:

SECTION 5 – Student Declaration

THE STUDENT MUST SIGN THIS DECLARATION BEFORE ANY RPL CAN BE PROCESSED

I certify that the information provided is correct. I agree to pay your administration fee of \$45.00 (GST inclusive) plus your academic staff time fee of \$50.00 per hour (GST inclusive). I understand that I must complete the paper requirements I am applying to have credited until the outcome of this application is decided by UCOL.

Student Signature: _____ Date: _____

UCOL Recognition of Prior Learning Application Form

Category: Academic

Responsibility: Director Academic Delivery

Approval: Deputy CE Academic

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Date Created: 2006

Date Last Modified: May 2014

Version: 14.1

Recognition of Prior Learning Application Form

PART B: UCOL use only – approval/decline details

These sections are for UCOL to complete.

SECTION 6 – Credit Transfer Assessors Decision. This does not require Faculty Board of Studies approval.

Credit Transfer Approved

Credit Transfer Declined

Outline here the exact credit awarded or reason for decline

Programme Leader Signature:

Day / Month / Year

SECTION 7 – Cross Credit: Programme Leaders Decision . This REQUIRES Faculty Board of Studies Approval

Cross Credit Approved

Cross Credit Declined

Outline here the exact credit awarded or reason for decline

Programme Leaders Signature:

Day / Month / Year

SECTION 8 – Assessment of Prior Learning: Programme Leaders Decision

This REQUIRES Faculty Board of Studies approval

Assessment of Prior Learning Approved

Assessment of Prior Learning Declined

Please outline here the exact details of credit recommended to Faculty Board of Studies

Programme Leaders Signature:

Day / Month / Year

SECTION 9 – Faculty Board of Studies Approval for Cross Credit/Assessment of Prior Learning

✓ as appropriate

Faculty Board of Studies Approves:

Cross Credit or

Assessment of Prior Learning

Faculty Board of Studies Declines:

Cross Credit or

Assessment of Prior Learning

Student notified in writing and copy attached to this form **before** forwarding to Registry

Signature: Chairperson Faculty Board of Studies

Day / Month / Year

SECTION 10 – Assessment Costs (Cross Credit and Assessment of Prior Learning)

Administration Charge:

Number of Hours of Assessment at \$50 per hour:

Total Cost of Assessment:

\$45.00 (incl. GST)

Ledgers to be credited:

1. Admin fee of \$45.00 is credited to Registry: 981470.2858

Documentation Complete:

2. Hours of Assessment fee is credited to the programme:

YES

NO

Programme Account Code: _____ .2847

Processed by:

Day / Month / Year

Note: Refunds and Assessment costs will be administered according to the current RPL policy