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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](#)