

OTAGO POLYTECHNIC SCHOOL OF OCCUPATIONAL THERAPY
Recognition of Prior Learning for the Bachelor of Occupational Therapy

Background

Recognition of Prior Learning (RPL) is a process by which Otago Polytechnic students can be given credit for qualifications and/or experience which they have gained in the past and which are relevant to the programme they are now studying. For the Bachelor of Occupational Therapy, the relevant method of RPL is **Cross Credit**. This applies where the student has already covered all the material required for the Target Course¹ through one or more previous courses studied here or at another institution, but the previous courses are not exactly the same course entity as the Target Course.

Opportunities for Cross Credits in the Bachelor of Occupational Therapy

A Cross Credit can only be granted for a whole course, not part of a course. This means that if you have not covered *all* the material required for your Target Course, you will need to enrol on the whole course and do all the assessments.

For the Bachelor of Occupational Therapy, there are only three courses for which Cross Credits are possible, as all our other courses are very specific to Occupational Therapy. All three are first year courses:

- **Human Body and Movement (course code: BT509001 EFTS 0.2500)**. To cross credit this course you must have completed Anatomy, Physiology, Kinesiology and Pathology within relevant systems, e.g. muscular skeletal, cardiac, nervous etc
- **Human Mind and Behaviour (course code: BT512001 EFTS 0.1250)**. This course covers *social, behavioural* and *cognitive* psychology. Therefore, to be eligible for a Cross Credit for this course, you would need to provide evidence of having covered all three perspectives of psychology in the course/s that you have completed.
- **Building Cultural Competency in Practice (course code: BT511001 EFTS 0.1250)**. Some cultural studies or similar courses may provide a cross credit for this course. (NB If you gain a Cross Credit for this course, you will nevertheless probably also be required to attend the two day student Hui/Noho Marae which is part of it.)

More information on these courses is provided on the attached course outlines.

Process for Cross Credit

To apply for a Cross Credit for one or more Occupational Therapy courses:

1. Consider carefully whether your prior course(s) are likely to have covered all the relevant material for your Target Course. You may use material from more than one prior course, provided that in combination they cover all the material in your Target Course.
2. Consider the effect of a Cross Credit on your Student Allowance, if relevant – care must be taken not to bring the total EFTS consumed to below 0.8 EFTS (full year, full-time) or 0.4 EFTS (half year, full-time)
3. Pay the \$80 application fee to Customer Services at the Dunedin Campus and obtain a receipt. You can pay in person at the Customer Services Desk, or over the phone using a debit or credit card by ringing 0800 762 786 (in which case a receipt will be emailed to you). This fee is to cover the costs of the administration of your application and is non-refundable, even if your application for RPL is not successful.

¹ I.e. the course within the Occupational Therapy programme to which the student would like a credit to be applied

4. Fill in the attached application form and attach to it:

- The receipt
- Evidence of the detailed content of the courses you have completed that you wish to be considered for Cross Credit - this is usually a Course Outline (You may need to obtain this from your previous institution). **You must provide evidence of the content covered in the course you want to be considered for Cross Credit or your application will not be considered.**
- The relevant academic transcript (original or verified), if you have not already supplied this as part of your application for the Bachelor of Occupational Therapy

When filling in the application form, please ensure that you enter the Course Code for the Target Course (i.e. one of the three Occupational Therapy courses listed above) in the left hand column of the table, and the Course Code and title of your previous course in the second and third columns. If you are applying for more than one course to be cross-credited, use a separate line for each one.

5. Post/hand in your application to the relevant Bachelor's Programme Administrator from your campus (details below), by the end of February. (Be aware that withdrawal from a course because RPL has been granted is subject to the same rules regarding refund of fees as any other withdrawal – refer to your terms and conditions of enrolment for more information.)

Your application will be considered by the relevant course coordinator and confirmed by the Academic Leader (who oversees the Bachelor's Programme). You will be notified of the outcome as soon as possible, but please be aware that this may not be until late January or early February if you submit your application over the Christmas vacation.

If you are awarded a Cross Credit, you will not need to enrol in the relevant course and your academic transcript will show CC on it instead of a grade for that particular course. If you are already enrolled on the relevant course, you will need to complete a withdrawal form for that course. You may obtain this from the OT School administrator in Hamilton or Dunedin. You may need to pay a very small NZQF fee to have your credit recorded.

Queries

For queries about academic issues (e.g. whether a course does cover the same material as an Occupational Therapy course), contact:

Jackie Herkt Academic Leader
School of Occupational Therapy
Otago Polytechnic
Jackie.Herk@op.ac.nz
Phone 0800 762 786

For queries about the RPL process and to hand applications in, contact:

Melanie O'Brien
Dunedin Administrator – Bachelor's Programme
School of Occupational Therapy
Otago Polytechnic
Melanie.obrien@op.ac.nz
Phone 03 4796184 or 0800 762 786

Kata Bagyon-Parker
Hamilton Administrator – Bachelors Programme
School of Occupational Therapy
Otago Polytechnic (Wintec Campus)
Kata.Bagyon-Parker@op.ac.nz
Phone 07 8348800 ext. 3084