

OTAGO POLYTECHNIC ACADEMIC POLICY		Number: AP0501.09
Title:	Recognition of Prior Learning	
ITPNZ Std:	5 Student Information and Admission to Programmes	
Chief Executive Approval:	Approval Date: 20 Feb 2015	Effective Date: 20 Feb 2015
Previous Policy No:	na	Review Date: as required
Contact Authority:	Director: Quality	Status: Current

Purpose This policy describes the nature of recognition of prior learning and the relevant policies for its application and administration, including issues of enrolment, fees, appeals and academic results.

Definitions

Target Course

The course for which credit is sought.

Source Course

The course for which the applicant already holds credit. This may be another Otago Polytechnic course, or one from any other provider.

Credit Transfer

Credit for same course is applicable in situations where the Target and Source courses are exactly the same entity. The course may be a local course or a NQF unit standard. Formal evidence must be provided by the student to indicate that they hold the relevant result.

In the case of Credit Transfer for an NZQF unit, no result is sent to NZQA as they must already have it. SMS automatically ensures this, provided the CT option is entered.

Cross Credit

Cross crediting is applicable in situations where the target and source courses are not the same entity. However the material covered is equivalent. For Cross Credit to be awarded, the learning outcomes in the target course must all have been adequately covered in the source course. For example, a pass in a university paper may gain CC for a similar degree course at Otago Polytechnic.

Sometimes it may require more than one source course to cover a single target course, eg a student may need both Psychology 101 and Anthropology 201 to cover the learning outcomes for a single target course in an Otago Polytechnic programme.

In the case of cross credit for a target course consisting of an NZQF unit, a result must be sent to NZQA. SMS automatically ensures this, provided the CC option is entered.

This may in some cases require a small piece of further assessment to be undertaken. In such cases, once the assessment is complete, a cross credit would be entered.

Assessment of Prior Experiential Learning (APEL)

The applicant must provide evidence that the learning outcomes in the target course have been acquired from relevant experience in the workplace, community or other settings and/or courses that have been completed elsewhere. An APEL assessment would consider the whole of a person's learning from experience. This may result in a mix of outcomes including cross credits, credit transfer, advanced



standing or a complete qualification assessment and credit where appropriate.

Advanced Standing

Advanced Standing is used when, following an assessment of prior learning or qualifications equivalence, it is evident that a student can enter a programme at an advanced level. The rules for Advanced Standing must be detailed in the approved programme document.

Advanced standing applies where an RPL applicant has been assessed for courses, qualifications and/or an APEL process in which the outcomes equate to at least 60 credits towards an Otago Polytechnic qualification. An exception is the Masters of Professional Practice where Advanced Standing can be awarded for outcomes that equate to at least 30 credits.

Advanced Standing may include cross credits and credit transfers, however these will be indicated separately on transcripts.

Programme regulations will clearly identify how Advanced Standing is determined and what assessment and evaluation processes are to be used.

Advanced Standing will be annotated on transcript documents as indicated in section 7 below.

Advisor/Facilitator

The advisor /facilitator is the person who gives advice to the applicant on the operation of the APEL process and negotiates with the applicant the particular form of assessment that will be required.

Assessor

The assessor is the person who makes the assessment judgement on the basis of the evidence provided by the applicant in accord with the assessments agreed between applicant and advisor/facilitator.

In APEL, the **advisor/facilitator and the assessor** are not to be the same person.

Student Management System (SMS)

The SMS is the system of managing student data electronically and may be referred to by the name given to the current system eg Jasper.

Register of Equivalence

The Register of Equivalence applies to Cross Credits only and is a record maintained on the SMS of all previous successful applications ie which source course matched with which target course. Any new cross credit entered on the SMS is automatically recorded on the Register. This simplifies future cross credit applications. Where additional assessment is required then there is no equivalence.

External Codes

The External Code to be entered in the case of Cross Credit is to be the other provider's course code for the source course. This will appear on the other provider's transcript. Cross Credit applications will not be approved unless the other provider's transcript or results notice is provided.

The name of the source course is also to be as per the other provider's transcript or results notice. This will enable us to use SMS data as the basis of information to the proposed national cross credit database. External stakeholders must be able to identify the source course on this database, so we must use actual external codes.



Verified Documentation

Any record of student achievement presented for use in the RPL process must be the original which was produced by the accredited provider of the result/qualification eg NZQA Record of Learning, University Transcript. Any copies of such original documents must be verified by the accredited provider, or a verified copy signed by a Justice of the Peace.

Policy

1. Implementation and use of RPL

- 1.1 RPL is to be enabling for potential students and candidates, rather than a barrier.
- 1.2 Applications for RPL for students who are intending to enrol in programmes are to be made on the generic application forms (Appendix A).

2. Information to students

- 2.1 Information to students must include information on the nature of RPL, the courses within the programme for which RPL applications may be made, and the application procedures, as detailed in approved programme documents.

3. Scope

- 3.1 Credit may be granted under RPL only for whole courses. Credit will not be granted for parts of a course. (NB prior completions of unit standards which form part of a course will be recorded for academic purposes, but this will not result in credit for the course itself until the other units in the course are completed according to the completion requirements for that course. In such cases, the student will still enrol in the full course and pay full fees.
- 3.2 Unit standards based programmes must be structured to allow a fair application of RPL policy. If a majority of students are likely to have already completed a particular unit, this unit should be left as a course in its own right in the programme schedule of the programme. Failure to structure the programme in this way would mean students are required to enrol in the full course (and pay the full fee) even if they hold credits for all but one of the units in that course. However, it is recognised that unit standards are assessment tools and should not be the sole driver of the structure of the teaching programme.
- 3.3 RPL including advanced standing applications may be received from students enrolling in Otago Polytechnic programmes and/or Capable NZ candidates seeking assessment for whole or part qualifications.

4. Fees

Application Fee – this fee is charged to cover costs of initial consideration, administration and recording, and must accompany the RPL application form (Appendix A). The fee must be paid at the time of application regardless of whether the RPL application is granted or declined. For international students, the fee is included in the fees that they have already paid.

Assessment Fee – this fee is calculated for the time and resources required to assess the RPL application.

Additional Fees – NZQF credit fees (\$1.58 per credit) or NZ Dip Bus paper fees (\$10.22 per paper)

Any outstanding fees at year end will result in the inability of a student to graduate and continued non-payment may result in the debt being forwarded



to a collection agency.

The **total fee** charged cannot be greater than the fee that would be payable if the applicant enrolled in the target course.

The RPL assessment fee is not Loan approvable, however students loans may be available for any courses in which the candidate is enrolled through the RPL process subject to meeting student loans eligibility criteria.

	Application Fee	Assessment Fee
Credit Transfer	Nil	Nil
Cross Credit	\$80.00 (GST incl) per course/programme	Yes – as determined by HOS
APEL	\$80.00 (GST incl) per course/programme	Yes – as determined by HOS

Note:

- If an application is received for more than one course in a programme at the same time, it will be treated as a single application and will attract a single application fee.
- When discussing RPL with students the school must clarify the result of the RPL on the students' EFTS as it may affect their entitlement to Student Loans and Allowances. For international students, granting RPL with the subsequent path of study change may contravene the student's visa.

5. Refunds

The amount of any refund of tuition fees will depend on the amount of the assessment fee and any NZQF fees and the resources consumed and will be determined on recommendation from the Head of School. A withdrawal form must be completed to allow for a refund.

If RPL is awarded for International students the student will receive a refund of the international fee for that course minus any assessment or equivalence fees that have been calculated in determining the RPL.

6. Assessment

Assessments will be conducted by assessors who are experienced in the subject/content areas and are experienced assessors. All assessors must be trained in RPL assessment methods and processes. Training is available through Capable NZ. All assessments must follow the guidelines indicated in the assessment policies, **AP0908 Moderation of Assessment**, and **AP0900 Assessment**. It is the responsibility of the Head of School to ensure that fair, valid and reliable decisions are made in regard to determining equivalence of courses supported by evidence from subject matter/subject experts.

7. Results

- All RPL assessment results shown on result notices and academic transcripts will be those taken from the grade table. These may include advanced standing, cross credits, credit transfers, or any other grade table result approved by Academic Board.
- For Credit Transfers, the result code will be shown on result notices and academic transcripts as CT.
- For Cross Credits, the result code will be shown on result notices and academic transcripts as CC.



- For APEL, the result code will be shown on result notices and academic transcripts as either Pass or APEL, except in cases where the target course comprises NZQF unit or multiple NZQF units, in which case the code is passed (as for any NZQF unit).
- Where an RPL application is received for a target course, and the result achieved includes evidence of APEL, the final target course level result will be treated as for APEL, not CT or CC.
- For Advanced Standing, where the candidate has been assessed for APEL for courses and/or the graduate profile within a qualification of at least 60 credits (for Masters of Professional Practice only at least 30 credits), the result code shown on result notices and academic transcripts is Advanced Standing and will include the amount of credit gained for advanced standing by semester or year, e.g. Advanced standing year 1, 30, 60 or 120 credits.¹ Where cross credits or credit transfers are used these will be indicated separately.
- It is anticipated a diploma supplement will be provided with the result notice and transcript that reflects the graduate profile and includes key information about the programme and student/candidate.

8. Appeal process

AP0600 Academic Appeal Process for Students requires this RPL policy to have its own appeals section.

Appeals against RPL decisions must be made in writing to the Head of School within seven working days of receiving the decision. Capable NZ candidates must write to the Manager of Capable NZ. The Head of School/ Manager Capable NZ will review the decision and notify the applicant of the outcome within seven working days of receipt of appeal. Should the applicant be dissatisfied with the decision they may enter the normal academic appeal process for students (policy AP600) at step 5, ie by writing to the Director: Quality within seven working days of receiving the decision, saying what the decision is, and explaining the grounds for appeal.

9. Responsibilities of Heads of School

- Determining which courses RPL will not apply to and ensuring this is included in the approved programme documents. The rationale for not allowing RPL in a programme must be clearly articulated in the programme document, for example where external agency requirements place limits on RPL such as those the Nursing Council of New Zealand have in place.
- Ensuring moderation processes are in place and are followed, including Capable NZ assessments;
- Ensuring that sufficient staff in the school/programmes are familiar with RPL and can act as assessors and advisors/facilitators for APEL;
- Monitoring, reviewing and revising school RPL processes as necessary and at least annually;
- Ensuring schools document the process and outcomes for RPL decisions, inform students of RPL processes and the outcome of RPL claims and maintain records about RPL.
- Providing advice for assessments and moderation for Capable NZ processes.
- Providing assessors for RPL assessments

¹ Some health programmes require external approval and may have limits on credits offered through RPL.



10. Responsibilities of Capable NZ

- Providing facilitation and assessment processes.
- Ensuring moderation processes are in place and are followed, in line with school requirements;
- Reporting results of assessments
- Providing advice and liaising with Heads of School in respect of relevant Capable NZ assessments.

11. Training for Advisors/Facilitators and Assessors

RPL education is to be included in the ongoing Professional Development Programme of Otago Polytechnic.

12. Other Authorities

Where Otago Polytechnic carries out assessments and/or issues qualifications on behalf of an external authority other than NZQA, RPL procedures will be carried out only with the approval of that authority.

13. General

RPL credit at Otago Polytechnic is available only for courses in which Otago Polytechnic is accredited.

Capable NZ candidates may be assessed for national qualifications according to Capable NZ RPL processes.

14. Review

The Otago Polytechnic Academic Board is responsible for reviewing and revising Otago Polytechnic RPL policies.

15. Timing of RPL Applications

15.1 Credit Transfers and Cross Credits. Applications for credit transfer of NZQF units or non NZQF courses should be handled at the time of initial enrolment. Results must be entered in SMS at that time. However, applications can be accepted at any time.

15.2 Programme reviews must take into consideration programme/ course flexibility to enable students to enrol in a target programme at the earliest opportunity. Barriers to access to programmes should be minimised as much as possible. .

15.3 Any final or outstanding RPL applications must be loaded and paid for no later than six weeks before the student's graduation date.

16. Students who enrol at Otago Polytechnic in order to gain a qualification are to have an academic record on the SMS which is capable of showing whether or not the approved certification requirements have been met. Students who gain credit through RPL in any of the courses of that qualification must have the credit entered to the SMS by the approved method, and have the result indicated as the academic result for that course.

Procedures

1. Students complete application form and submit together with appropriate application fee to Head of School. (See Appendices A and B)
2. The following then applies:

Credit Transfer

Otago Polytechnic is required to:

<i>Action</i>	<i>Responsibility</i>	<i>Notes</i>
Identify evidence required	HOS or delegate	



Verify documentation	HOS or delegate	For NZQF, official NZQA Record of Learning (ROL) HOS is responsible for confirming authenticity of source documentation.
	For other, verified transcripts	
Record sighting of evidence and retain a copy	HOS or delegate	Evidence to be held in school records
Enter credit transfer into SMS	Results Administrator/s	SMS staff responsible for process and training
Notify student in writing of credit transfer granted and advise of need to enrol if not granted	HOS/Results Administrator/s	
Ensure the Path of Study records the credit transfer	HOS	

Cross Credit

Otago Polytechnic is required to:

<i>Action</i>	<i>Responsibility</i>	<i>Notes</i>
Identify evidence required	HOS or delegate	
Determine equivalence	HOS or delegate	
Verify documentation	HOS or delegate	Must use verified/certified transcripts
Record sighting of evidence and retain a copy	HOS or delegate	
Enter cross credit into SMS	Results Administrator/s	SMS staff responsible for process and training
New entries added to the Equivalence Register		Equivalence Register automatically updated on SMS
Notify student in writing of whether cross credit granted and advise of need to enrol if not granted	HOS/Results Administrator/s	
Ensure the Path of Study records the credit transfer if possible	HOS	

APEL

The granting of credit for prior experiential learning is managed either by the School/Programmes or by Capable NZ.

Management of APEL Process

Capable NZ manages applications for whole or part qualification for candidates seeking RPL and who are unlikely to enrol in the taught programme other than to achieve balance of learning to complete a qualification

Applications from students who enrol in taught programmes are dealt with within schools. There will be an application fee of \$80 (GST incl) and Heads of School/College are to determine an appropriate assessment fee based on the level of verification, evaluation and recording required. The total fee charged cannot be greater than the fee that would be payable if the applicant enrolled in the course or programme.

APEL Procedure



Otago Polytechnic is required to:

<i>Action</i>	<i>Responsibility</i>	<i>Notes</i>
Assign an advisor/facilitator to applicant	HOS	
Determine whether APEL is appropriate for applicant	Advisor/Facilitator	
Determine precise scope of APEL	Advisor/Facilitator	Identify courses or course outcomes
Determine appropriate assessment method/s to be used	Advisor/Facilitator	
Carry out the assessment	Assessor	
Confirm assessment judgement	Assessor and Moderator	
Enrol student/modify enrolment to reflect APEL status	HOS/Results Administrator/s	
Enter APEL result into SMS	Results Administrator/s	SMS staff responsible for process and training
Notify student in writing of whether APEL credit granted	HOS/Results Administrator/s	
Modify Path of Study	HOS/delegate	
Complete withdrawal form	Student and HOS/delegate	
Maintain records of APEL judgements	HOS/delegate	

Related Policy, Forms and Documents

Rights and Responsibilities of Students at Otago Polytechnic
 AP0504 Application, Entry and Enrolment
 AP0600 Academic Appeal Process for Students
 AP0602 Student Discipline
 AP0607 Cheating
 AP0901 Students with Disabilities: Circumstances for Assessment
 AP0903 Grade Tables
 AP0904 Final Assessment Process in Postgraduate programmes
 AP0905 Presentation and Submission of Postgraduate Research Thesis or Dissertation
 AP0906 Grading Systems for postgraduate qualifications award
 AP0907 Impaired Performance/Aegrotat
 AP0908 Moderation of Assessment
 AP1005 Results process for Consultancy/Workplace Assessment
 AP1008 Student Results
 MP0101 Records Retention
 MP0351 Student Withdrawal and Refund Policy
 MP0354 Student Fees
 MP1100 Intellectual Property

Other Documents

AcQual 163 Best Practice in the Assessment of Unit Standards
 AcQual 164 Best Practice in the Moderation of Unit Standards
 NQF Accreditation and Moderation Action Plans

Approved by Chief Executive
 Date: 20 February 2015




Student Information

- If you need advice regarding this application, please see the Course Coordinator / Programme Manager
- For a Cross Credit application, please attach an original or verified copy of your result notification(s)
- Please pay the \$80.00 (GST incl) application fee at Customer Services (attach copy of receipt to this application)
- Return this form with receipt to your Departmental / School Reception for processing

Name of Student: Student ID:

Programme Title: Year:

Application Type: **Cross Credit** **Assessment of Prior Experiential Learning**

OP Cross-Credit applied for Course Code	Course(s) completed at another institution Course Code	Course Title (Other institution)	Institute where completed	Original or verified copy of result notification(s) attached

OP APEL applied for Course Code	Brief summary of work completed, years, etc.

NOTE:

- (1) Additional fees may be invoiced at a later date (e.g. External fees such as NZQF credit fees, NZDipBus paper fee, or assessment fees where applicable).
- (2) If applying for a student allowance, 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)

I understand that any costs associated with this application cannot be added to my student loan

I give consent for Otago Polytechnic to deduct any RPL fees from the balance of any credit raised through withdrawing from the target course(s) (where applicable)

Applicant's Signature: Date:

For office use only:

Application Received: Date _____ Event entered in EBS4: Date _____

Delegated Authority Signature: _____ Position: _____

Accepted: YES NO Date: _____

Rationale (if declined): _____

Verified copy of official Results documentation attached: YES N/A (APEL applications)

Application Actioned: Date _____ Event resolved in EBS4: Date _____

Invoice generated for any additional fees (where applicable): YES N/A

Enrolments checked and withdrawal process started (if necessary): Date _____

Course Coordinator/Programme Manager advised:
Date _____ Notification sent to applicant: Date _____

Student Information

- If you need advice regarding this application, please see the Course Coordinator / Programme Manager
- Please attach an original or verified copy of your NZQA Record of Learning (or Result Notice/Academic Transcript if non-NZQF)
- Return this form to your Departmental / School Reception for processing

Name of Student: Student ID:

Programme Title: Year in which Credit Transfer is sought:

Credit Transfer is sought for: NZQF Units Other

OP Credit Transfer applied for * (Course and/or NQF unit code)	Target Course Title and/or NQF Unit title	Institute where completed (eg CPIT, OP)	Original or verified copy of result notification(s) attached
e.g. CB300167 F00167-02	Practice food safety methods in a food business	CPIT	Yes (ROL)

* In some cases, both Course and NZQF unit codes will need to be included

NOTE: If applying for a student allowance, 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)

Applicant's Signature: _____ Date: _____

For office use only:

Application Received: Date _____ Event entered in EBS4: Date _____

Delegated Authority Signature: _____ Position: _____

Accepted: YES NO Date: _____

Rationale (if declined): _____

Verified copy of official Results documentation attached: YES

Application Actioned: Date _____ Event resolved in EBS4: Date _____

Enrolments checked and withdrawal process started (if necessary): Date: _____

Course Coordinator / Programme Manager advised: Date _____ Notification sent to applicant: Date _____