

Recognition of Prior Learning Application Form

Please print in pen

(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.

PART A: Student to complete these details

SECTION 1 – Personal/Application Details

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

Family Name:

First Name(s):

Previous Name (if changed):

Telephone number (day): (night):

Student ID:

Course/Qualification enrolled for:

Name of courses/papers for which RPL is requested:

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

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

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

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

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 (GST inclusive). I understand that I must complete the course requirements I am applying to have credited until the outcome of this application is decided by UCOL.

Student Signature: _____ Date: _____

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

portfolio – where you provide a collection of information assembled in an approved format providing evidence of your knowledge or skills.

challenge assessment – where UCOL allows you to demonstrate your knowledge, or skills. It commonly involves taking a written or oral or practical assessment task(s)

attestation – where your earlier life and work experiences are formally confirmed by someone else and matched against specific learning outcomes.

interview – this involves a meeting between you and the assessor and which may include attestation.

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PART B: UCOL use only – approval/decline details

This is 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

Assessor 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:

Ledgers to be credited:

Admin fee of \$45.00 is credited to Registry: 981475.2858

Documentation Complete:

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