

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 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:

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

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

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/Recognition of Current Competence:

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 course requirements I am applying to have credited until the outcome of this application is decided by UCOL.

Student Signature: _____ Date: _____

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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 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 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 or Educational Improvement approval

Assessment of Prior Learning Approved

Assessment of Prior Learning Declined

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

Programme Leaders Signature:

Day / Month / Year

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

✓ as appropriate

Faculty Board of Educational Improvement Approves:

Cross Credit or Assessment of Prior Learning

Faculty Board of Educational Improvement 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 Educational Improvement 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:

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