
	FORM	 Academic	
	RECOGNITION OF PRIOR LEARNING APPLICATION FORM (RPL)	Policy associated to	Recognition of Prior Learning
		Approval date	11-May-21

Students may apply for RPL at any time before the course begins, however all applications should be received by your Director of School no later than two weeks after the first day of teaching of the course for which you are applying for credit.

PART A:

SECTION 1 – Personal/Application details

(Student to complete)

Name:	Click or tap here to enter text.
Previous name (if changed):	Click or tap here to enter text.
Contact details:	Click or tap here to enter text.
Student ID:	Click or tap here to enter text.
Course/Programme enrolled for:	Click or tap here to enter text.
Name of courses: <i>(for which RPL is requested)</i>	Course code: <i>(for which RPL is requested)</i>
Click or tap here to enter text.	
Click or tap here to enter text.	
Click or tap here to enter text.	
Click or tap here to enter text.	

SECTION 2 – Cross Credit

(Student to complete if applicable)

(no fee is incurred in applying for Cross Credit)

Please ensure at least one of the following is attached:

- NZQA – Record of Learning
 Academic Records or Certificates

SECTION 3 – Credit Transfer

(Student to complete if applicable)

(an administration charge of \$10 per credit may apply)

Please ensure the following is attached:

- Academic Records or Certificates

Note: If the learning outcomes do not match the WITT Course Descriptor the application may be assessed under the APL criteria.

SECTION 4 – Assessment of Prior Learning

(Student to complete if applicable)

(an administration charge of \$10 per credit will apply)

Please ensure at least one of the following is attached:

- Portfolio
- Attestation
- Supporting Evidence for RPL
- Challenge Assessment
- Interview

List all documents attached:

Click or tap here to enter text.

Click or tap here to enter text.

Click or tap here to enter text.

Click or tap here to enter text.

Click or tap here to enter text.

Click or tap here to enter text.

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 have paid the RPL fee (copy of receipt attached). I understand that I must continue attending the course I am applying for until the outcome of this application is decided by WITT.

Student signature:	
Date:	

PART B:

SECTION 6 – Evidence reviewed

- Course Descriptor
- Supporting Evidence for RPL form
- Verified Transcripts
- Verified copies of any supporting qualifications

SECTION 7 – Cross Credit Recommendation

- Cross Credit recommended
- Cross Credit not recommended

Outline exact credit awarded or reason for decline:

[Click or tap here to enter text.](#)

Assessor signature:

Date:

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SECTION 8 – Credit Transfer Recommendation

- Credit Transfer recommended
- Credit Transfer not recommended

Outline here the exact details of credit recommended or reason for decline:

[Click or tap here to enter text.](#)

SECTION 9 – Assessment of Prior Learning Recommendation

- APL recommended
- APL not recommended

Outline here the exact details of credit recommended or reason for decline:

[Click or tap here to enter text.](#)

SECTION 10 – Recommendation justification

(Assessor to discuss application and evidence with Academic Advisor)

Explain reasons for recommendation and note any area of concern that needs to be brought to the attention of the Teaching and Learning Committee:

Click or tap here to enter text.

Director of School (or delegate) signature:

Date:

SECTION 11 – Teaching and Learning Committee Approval

- Cross Credit
- Credit Transfer
- APL

Resolution Number

SECTION 12 – Administration

- Student advised in writing
- Results processed in Artena