

# RECOGNITION OF PRIOR LEARNING (RPL) GUIDELINES FOR STUDENTS

## WHAT IS RECOGNITION OF PRIOR LEARNING (RPL)?

Recognition of Prior Learning (RPL) refers to the practice of receiving applications for credit towards qualifications offered by Western Institute of Technology at Taranaki (WITT) for formal or informal learning obtained elsewhere, and determining the suitability of the evidence received to award credit towards a qualification offered by WITT. RPL may take the following forms:-

### 1 **Assessment of Prior Learning (APL)** (*fee applies*)

Formally acknowledges the value of a student's prior learning, whether formal or informal, by assessing that prior learning for the purpose of considering the granting of credit towards a unit of learning, course or programme in which a student wishes to enrol.

### 2 **Credit Transfer (CT)** (*fee applies*)

Application towards one WITT qualification of credit gained towards another qualification of another provider.

### 3 **Cross Credit (CC)** (*no fee*)

Application towards one qualification of credit gained for another qualification at WITT.

## WHAT ARE THE BENEFITS OF RPL?

- Your prior learning is acknowledged
- It means you may not be going over ground already covered
- It allows more time for study in new areas of learning

## HOW DO YOU GO ABOUT SEEKING RPL?

- Applications may be accepted up to two weeks from the start of the course depending on course duration.

**NB:** RPL applications that are made well into the course may not result in a refund of fees.

- Discuss your application for RPL and the costs involved in the assessment of your RPL application with the Programme Manager/Coordinator
- Obtain copy of relevant Course Descriptor to source learning outcomes  
**Note:** The main focus of RPL is learning outcomes
- Consider your current knowledge and skills against the specific learning outcomes, as defined in the Course Descriptor, for the course/s for which you are seeking credit
- Complete an Application for RPL Form
- Pay the \$10.00 per credit application fee to Registry (APL and CT only)
- Prepare your supporting evidence for RPL or CT and forward along with the application form and receipt for fee to the faculty.
- Your application will be considered by the Programme Manager/Coordinator (or delegated Assessor) and their recommendation forwarded to the relevant Teaching and Learning Committee for approval.