



POLICY AND PROCEDURE		 Academic		 	
RECOGNITION OF PRIOR LEARNING		Version number	08(c)	Responsibility	Executive responsible for Academic
		Approval date	23-Nov-2017	Approved by	Signed off by Chief Executive
		Next review	October 2020	Resolution number	Signed off by Chief Executive

1. PURPOSE






- 1.1 To provide a framework for the assessment and evaluation of Prior Learning.
- 1.2 To ensure all RPL applications are evaluated in a fair, valid and consistent manner.

2. APPLICATION

- 2.1 This policy and procedure applies to all courses and standards offered by WITT.

3. DEFINITIONS

[Abbreviations and Definitions](#)

 Academic	 Academic Policies	 Academic Procedures	 Forms or templates	 Guidance documents
---	--	--	---	---

Recognition of Prior Learning (RPL)

RPL refers to the practice of receiving applications for credit towards qualifications offered by WITT for formal or informal learning obtained elsewhere, and determining the suitability of the evidence received to warrant the award of credit towards a qualification awarded by WITT.

RPL may take the following forms:

- **Assessment of Prior Learning (APL)**
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.
- **Credit Transfer (CT) – including Achieved at Another Provider (AAP)**
Credit for a course where the exact same course has been completed at another provider. The course may be a local course or a NQF standard. Formal evidence must be provided by the student to indicate that they hold the relevant result. NB: If the other provider’s course outcomes do not exactly match the WITT course learning outcomes, the application is to be treated as an Assessment of Prior Learning.

In the case of Credit Transfer for an NQF standard, no result is sent to NZQA as they must already have it. A result of AAP will be awarded. Refer Policy and Procedure [Reporting and Certification](#).
- **Cross Credit (CC)**
Application towards one qualification of credit gained for another qualification at the same institution.
- **Exemption (EXP)**

Exempted from a compulsory course on the basis of previous credit, but required to substitute with another course.

Evidence of Prior Learning

Evidence procedure to support the application for APL. This evidence may include but is not exclusive to:

- Official Transcripts
- Course Documents
- Assessed Work
- Challenge Test set by the faculty (i.e. demonstration of skill or examination of knowledge).
- Evidence of current competency

4. POLICY



- 4.1 RPL is accessible to anyone with skills, knowledge and attitudes that can be validated.
- 4.2 Students may apply for RPL based on experience, independent study, or credit obtained at the same or other teaching institutions.
- 4.3 RPL will be granted only to students who demonstrate that they have met the required learning outcomes established for the course.
- 4.4 Students should apply to the faculty for RPL prior to course commencement; however, applications may be accepted up to two weeks following course commencement depending on the duration of the course.
- 4.5 The scope of the RPL application will be determined in an initial discussion between the applicant and the programme coordinator.
- 4.6 In assessing the evidence supplied to support an application for RPL the assessor will take cognisance of the currency of the evidence.
- 4.7 The application will be reviewed to ensure all learning outcomes have been satisfactorily evidenced.
- 4.8 If appropriate, assessment methods may be used to determine prior learning (i.e. challenge tests). Assessments will be prepared and administered by an academic staff member authorised by the relevant Faculty Leader. Any challenge assessment will be subject to moderation.
- 4.9 A successful application for RPL may result in:
 - The award of credits for specified courses or units
 - The award of unspecified credits
 - Exemptions from one or more courses
 - Admission to a course or programme/qualification
- 4.10 The awarding of RPL will be approved by the Teaching and Learning Committee.

Note: Teaching and Learning Committee approval is not required for credit already achieved for unit standards i.e. AAP grade (see Policy and Procedure [Reporting and Certification](#)).
- 4.11 The availability of RPL toward any qualification is limited by the regulations governing that qualification or the regulations established by an Industry Training Organisation, external professional organisation or articulation agreement with another provider. The availability of APL or CT toward any qualification should not exceed 50% of the credits required for the award of the WITT qualification except where specified in the Programme Regulations or with the approval of the Academic Board.
- 4.12 There is no limit on the availability of credits towards any qualification gained by CC.
- 4.13 RPL will not be awarded for Level 7 courses unless specifically approved by the Academic Board.

- 4.14 A successful application for RPL will result in an entry in the student’s academic transcript as APL, CT, or CC against the course for which credit has been awarded, or EXP against the course if an exemption is granted. Refer to Policy and Procedure Reporting and Certification.
- 4.15 Approved fees for RPL are as per the schedule below:



ASSESSMENT OF PRIOR LEARNING or CREDIT TRANSFER	
Application per credit <i>To a maximum of \$450 unless otherwise approved by Faculty Leaders</i>	\$10.00
CROSS CREDITS/AAP	No fee

- 4.16 Candidates have the right to appeal against the result of their application for the award of RPL. Refer to Policy and Procedure Academic Appeals.

5. PROCEDURE

- 5.1 Recognition of Prior Learning (flowchart) [see page 5]

6. RELATED FORMS AND GUIDANCE DOCUMENTS

Forms and Templates 	Guidelines 
<ul style="list-style-type: none"> NZIHT RPL application form RPL application form RPL Exceptional approval or appeal summary sheet form Supporting evidence for RPL form 	<ul style="list-style-type: none"> RPL Guidelines

7. RECORD MANAGEMENT

Record	Responsibility	Filed	Retention Time	Disposal action
RPL Application documents	Faculty	Student File/ Faculty	7 years after last date of action	Destroy

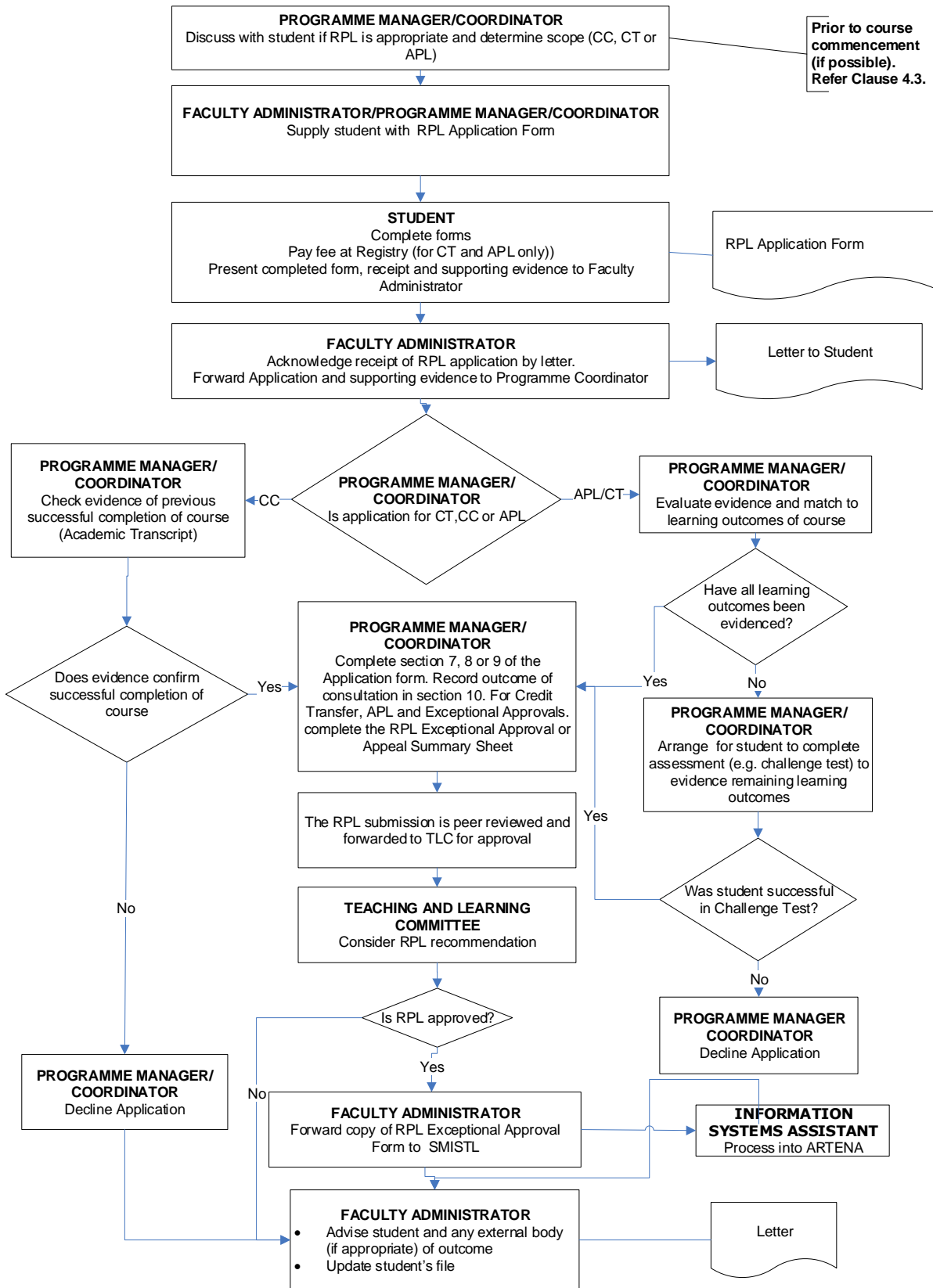
8. REVISION HISTORY

Version	Description of Change	Effective Date
05	Biennial review. Addition of Clause 4.3 re application timeline. Review of flowchart to clarify which forms are used, define responsibilities and include references to Clause 4.3 and fee reduction assessment.	16/05/06
06	Extend review date to three years Delete Clause 2.2 Amend wording in Fees table for clarification Amend title of Operational Responsibility Amend clause 4.8 to change approval body to BoS (rather than Academic Board) Amend flowchart to reflect new approval process	27/06/07

07	<p>Policy reviewed at the request of the ASC [08/ASC10/11]. Name changed to "Recognition of Prior Learning" with "Assessment of Prior Learning" being one form of RPL. This is in line with the terminology used throughout the sector.</p> <p>Process clarified and more direction given to matching learning outcomes with evidence provided to ensure academic rigour when awarding RPL.</p> <p>Fees for RPL have also been revised after researching other fees charged throughout the sector.</p>	01/01/10
07(a)	Academic Board has reassigned and approved (Res. No. 14/AB09/4) roles and responsibilities previously held by the Academic Director in the QMS.	15/08/14
08	Updated with current title and processes	25/09/15
08(a)	Flowchart updated with reference from CC to CT where appropriate. Replaced Committee name and hyperlinked guidelines and forms	11/11/16
08(b)	Removal of Academic Advisor in process and WITT RPL form. Updated Record Management and Committee.	21/11/17
08(c)	Amended review cycle to 3 years as per Academic Board approval on 11 April 2018 – Res no. 18/AB02/10.	11/04/18

5.1

RECOGNITION OF PRIOR LEARNING



Prior to course commencement (if possible). Refer Clause 4.3.

RPL Application Form

Letter to Student

Letter