

RECOGNITION OF PRIOR LEARNING APPLICATION FORM



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

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:

Course/Qualification enrolled for:

Name of courses for which RPL is requested:

SECTION 2 – Cross Credit (no fee is incurred in applying for Cross Credit)

(only complete this section if you are 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 (an administration charge of \$10 per credit may apply)

(only complete this section if you are applying for Credit Transfer)

Please ensure at least one of 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 (an administration charge of \$10 per credit will apply)

(only complete this section if you are applying for Assessment of Prior Learning)

Please ensure at least one of the following is attached:

- Portfolio Challenge Assessment Attestation Interview

List all documents 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 have paid the administration fee of \$10.00 per credit (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: _____

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PART B: WITT staff member to complete RPL Evidence form.

PART C: WITT use only – approval/decline details

SECTION 6: Cross Credit Recommendation

Cross Credit Recommended Cross Credit not Recommended

Outline exact credit awarded or reason for decline Assessor signature Day Month Year

SECTION 7: Credit Transfer Recommendation

Credit Transfer Recommended Credit Transfer not Recommended

Outline exact credit awarded or reason for decline Assessor signature Day Month Year

SECTION 8: Assessment of Prior Learning Recommendation

APL Recommended APL not Recommended

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

SECTION 9: 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 BOS:

RPL, Exceptional Approval, Appeal Summary Sheet Completed (if recommendation supported)

Programme Coordinator Signature Day Month Year

Academic Advisors Signature Day Month Year

SECTION 10: Board of Studies Approval

Board of Studies Approves: Cross Credit Credit Transfer APL

Ratification #

SECTION 11: Administration

Student Advised in Writing
 RPL, Exceptional Approval, Appeal Summary Sheet forwarded to SMISTL

Processed by: Day Month Year