

 Telford Rural Polytechnic <i>Te Whare Wanaka O Puerua</i>		Ref No.	5 - 04
		Version No.	4
		Date Issued	1 March 08
Title	ASSESSMENT OF PRIOR LEARNING (APL)		
Responsibility	Academic Director		

1. PURPOSE

To provide a framework for administering applications for the Assessment of Prior Learning (APL) at Telford, and to ensure that all APL applications are administered in a fair, valid and consistent manner.

2. APPLICATION

This Policy and Procedure applies to all programmes of study offered by Telford.

2. DEFINITIONS

Assessment of Prior Learning (APL)

APL refers to the practice of applying credit for formal or informal learning obtained elsewhere, towards programmes offered by Telford; and determining the suitability of the evidence received to warrant the award of credit towards a programme offered by Telford.

APL may take the following forms:

Recognition of Prior Learning (RPL)

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 the student wishes to enrol.

Credit Transfer (CT)

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

Cross Credit (CC)

Application towards one qualification, of credit gained for another qualification at the same institution.

Recognition of Current Competency (RCC)

Consideration of the importance and relevance of the currency of skills or knowledge being assessed for APL. This relevance will vary depending on the nature of the skills being assessed and the outcomes associated with the programme.

4. STATUTORY OBLIGATIONS

As set out in the Education Amendment Act 1990, NZQA has devolved responsibility for implementing and monitoring APL. NZQA's requirements are circulated from time to time in its official publications.

5. POLICY

- 5.1 APL may be accessed by any student whose skills, knowledge, attitudes and values are able to be objectively assessed and validated.
- 5.2 Students may apply for APL based on previous study, formal or informal credit, or work or life experience obtained at the same or other teaching institutions, or through personal experience.
- 5.3 APL will be granted only to students who demonstrate that they have met the required learning outcomes or performance criteria established for the programme of study.
- 5.4 Prior learning will be assessed by the Academic Director, in consultation with the relevant subject specialist.
- 5.5 In assessing the evidence supplied to support an application for APL, the assessors will take into account the degree of currency of the evidence (RCC).
- 5.6 A successful application for APL may result in:
- The award of credits towards a specified programme, course or Unit Standard
 - The award of unspecified credits
 - Exemptions from one or more courses
 - Admission to a programme or course
- 5.7 The Academic Director will report successful APL applications to the Academic Board.
- 5.8 The availability of APL towards any qualification is limited by the regulations governing that qualification or the regulations established by an Industry Training Organisation or external professional organisation; or by any articulation agreement with another provider. Where there are no stated requirements or limitations:
- The availability of RPL towards any qualification should not exceed 50% of the total credits required for award of the qualification.
 - The availability of CT toward any qualification should not exceed 50% of the total credits required for award of the qualification.
 - There is no limit on the availability of credits towards any qualification gained by CC.
- 5.9 Minor qualifications within a larger qualification will not be awarded through RPL, CC, CT.
- Telford reserves the right not to enrol students on any qualification where the student through RPL, CC, CT already has equal to 20% of the qualification. Authority to enrol:
 - Academic Director (excluding Diploma: see 5-11).
 - Reported to Academic Board
- 5.10 Notwithstanding Clause 5.8, in exceptional circumstances the Academic Board may - at its sole discretion, and where there are no externally set requirements or limitations - award credits by way of RPL or CT in excess of 50% of the total number of credits required for that qualification.
- 5.11 APL will not be awarded for any component of a diploma level programme unless specifically approved by the Academic Board in a particular qualification's regulations.
- 5.12 A successful application for RPL will result in an entry in the student's academic transcript.
- 5.13 Students have the right to appeal against the result of their application for the award of APL. Refer to Policy and Procedure 6.15: Student Appeals.

6. PROCEDURE

- 6.1 Any student wishing to apply for APL should have his or her request registered with the Academic Director.
- 6.2 If the student wishes to apply for APL, he or she will complete the application form and return it to the Academic Director, together with all required supporting documentation eg. academic transcripts, NQF record of learning, portfolio, references etc.
- 6.3 The Academic Director will meet with the relevant programme co-ordinator and/or subject specialist to determine whether or not the requirements for APL have been met. The student may be interviewed as part of this process of determination.
- 6.4 The student will be informed of the result of his or her application by the programme co-ordinator.
- 6.5 If the application has been successful the Academic Director will report the result at the next meeting of the Academic Board.

7. RECORD MANAGEMENT

Record	Responsibility	Filed	Retention Time
APL Application	Academic Director/Department	Student file	Indefinitely
APL Assessor's Report	Academic Director	Student file	Indefinitely

8. ASSOCIATED DOCUMENTS

Reference	Document Title
A5 – 04A	Assessment of Prior Learning Application Form
A5 – 04B	Assessor's Report Form

REVISION HISTORY			
Version	Description of Change	Author	Effective Date
1	New Document	External Consultant	April 2004
2	Minor changes	QMS Team	Nov 2004
3	Minor changes	QMS Review Team	August 2005
4	Alignment of the QMS with actual practices at Telford in response to the ITP Quality Audit Report, April 2007. Reference to clauses 4.11, 5.11, 4.8 and 5.8 deleted in version 4. Clause 8 added. Minor editing and reformatting. No changes to content.	QMS Policy Review Committee	1 March 2008