

 <b>Telford</b> Rural Polytechnic <i>Te Whare Wanaka O Puerua</i>		Ref No.	5 - 04
		Version No.	5
		Date Issued	Dec 12
Title	<b>RECOGNITION OF PRIOR LEARNING (RAPL)</b>		
Responsibility	<b>DIRECTOR</b>		

## 1. PURPOSE

To provide a framework for administering applications for the Recognition of Prior Learning (RPL) 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

### Recognition of Prior Learning (RPL)

RPL 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.

RPL may take the following forms:

#### Credit Transfer (CT)

Credit transfer is a process whereby credit already achieved for one course is recognised towards a new course – where the courses are identical. The course may be a local course or a NQF unit standard.

#### Cross Credit (CC)

Application towards one course, of credit gained within another course where the courses are registered as different courses, but where the material covered is equivalent.

#### Recognition of Current Competency (RCC)

Assessment of learning that has been acquired in the workplace, community, or other settings – that may result in any one of, or a combination of – credit transfer, cross credit, or signing off previously un-credentialed skills and/or knowledge.

#### Assessor

The person who makes the assessment judgment on the basis of the evidence provided by the applicant.

## 4. STATUTORY OBLIGATIONS

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

## 5. POLICY

- 5.1 RPL may be accessed by any student whose skills and knowledge, are able to be objectively assessed and validated.
- 5.2 Students may apply for RCC 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 RPL will be granted for courses where the evidence demonstrates that the student has met the learning outcomes of the target course.
- 5.4 Prior learning will be assessed by an assessor from the discipline and the outcome reported to the Academic Director.
- 5.5 In assessing the evidence supplied to support an application for RPL, the assessors will take into account the degree of currency of the evidence (RCC) where this is relevant. Where credit transfer applies, this will be awarded on the evidence of an NZQA Record of Learning or an authorized Academic Transcript from another institution.
- 5.6 A successful application for RPL may result in:
- The award of credits for one or more courses or one or more unit standard(s)
  - Exemptions from one or more courses or one or more unit standards
- 5.7 The Telford Division Teaching Committee (TDTC) Sub Committee will report successful RPL applications to the TDTC.
- 5.8 RPL is available on all courses within a programme.
- The awarding of credit from an RPL assessment must meet any external regulations such as Industry Training Organisation or NZQA, or articulation agreement with another provider. Where a qualification bears the Telford brand in recognition of a local qualification, there must be clear evidence that the student has achieved more than fifty percent through studying with Telford.
- 5.9 Telford – on the basis of capped EFTS, and also course requirements that require attendance and participation - 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:
- Director (excluding Diploma: see 5-11).
  - Reported to TDTC
- 5.10 A successful application for RPL will result in an entry in the student's academic transcript.
- 5.11 Students have the right to appeal against the result of their application for the award of RPL. Refer to Policy and Procedure 6.15: Student Appeals.

## **6. PROCEDURE**

- 6.1 Student must apply for RPL on the Assessment of Prior Learning Application form (A5-04A) and return to the Programme Coordinator with all required supporting documentation such as academic transcripts, NZQF record of learning, portfolio, evidence, references, attestations. The TDTC Sub Committee will facilitate the assessment process.
- 6.2 The Programme Coordinator arrange for the subject specialist assessor to undertake the assessment. The assessor is to provide a written report to the TDTC Sub Committee. The student may be interviewed as part of the assessment process.
- 6.3 The student will be informed of the result of the assessment by the TDTC Sub Committee.
- 6.4 The TDTC Sub Committee will report all results to the TDTC Sub Committee for ratification.

## 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
5	Alignment with actual practice.	QMS Policy Review Committee	22 October 2009
6	Alignment with actual practice.	TDTC Sub Committee	December 2012