



Whitireia Community Polytechnic

***Recognition of Prior Learning (RPL)
&
Cross Credit***

Guidelines for Students

(includes Application Forms)

Recognition of Prior Learning & Cross Credit

What is recognition of prior learning?

RPL (also known as recognition of current competence or RCC) recognises what you have already learned from life experiences, from work experiences and from any training courses provided at work, and assesses it against the learning in a Whitireia paper/course/module or unit standard. If what you have learned at work or elsewhere is relevant, you may not have to do the paper/course/module or unit standard.

What are cross credits?

You can apply for cross credit for papers/courses/modules or unit standards within your proposed programme of study, if you already have equivalent papers/courses/modules or unit standards from another qualification – either at Whitireia or another tertiary education organisation.

What is the difference between RPL and cross crediting?

Cross crediting is used when you have all or part of a formal qualification, recorded in a transcript from another tertiary education organisation. RPL is used when your learning is informal or has not been assessed. You may be able to achieve both forms of credit towards a Whitireia programme. Forms are provided at the end of these guidelines for both RPL and cross credit.

What is credit transfer?

Credit transfer is used to transfer credits to your record in a Whitireia programme when you have completed the identical paper/course/module or unit standard at another tertiary education organisation. There is no charge for credit transfer.

What limits are there?

RPL and cross credit at Whitireia apply only to the papers/courses/modules or unit standards we teach and assess. A maximum of two thirds of a Whitireia programme may be credited by cross credit and/or RPL. Whitireia recognises students' prior learning where it is shown that their work or career experience is directly relevant to specific papers/courses/modules or unit standards within their proposed programme of study. The result for papers/courses/modules credited by RPL/cross credit will appear as "RPL" or "CC" in transcripts, and do not contribute to the cumulative average of marks from Whitireia that might lead to awards.

How do I apply for RPL?

1. *Application in writing*

The RPL application must be in writing using the application form (see following). The application should be discussed with a tutor during the initial admission interview or enrolment inquiry and should be completed prior to enrolment whenever possible. The tutor or programme manager will supply you with the learning outcomes of the papers/courses/module or unit standards being applied for.

Applications must be received by the programme manager within four weeks of the commencement of your programme of study. Ideally they should be received before the programme starts.

2. *RPL and full-time status*

You need to check the EFTS threshold for remaining studies after RPL is achieved. RPL can affect the levels of loans and allowances for study and immigration requirements for international students.

3. *Evidence to support RPL application*

A portfolio of evidence must be submitted for RPL. Its preparation is your responsibility. Examples of evidence include samples of work, testimonials, records of work and reflective journals. An interview can also be used to explore what has been provided in a portfolio.

4. *RPL assessment and validation*

A recommendation for RPL (by the staff member who has assessed the portfolio) will be presented to the Faculty Board of Studies or Assessment and Moderation Committee for consideration.

5. *Faculty Board of Studies*

RPL is accepted by a final ruling from the Faculty Board of Studies. The Board of Studies can amend the recommendations made by staff presenting RPL applications and can ask for further evidence to be presented.

6. *Enrolment pending decision*

You should enrol in the full programme pending a Faculty Board of Studies decision and an adjustment can be made following the decision. If you apply early for RPL, you may receive a decision before your enrolment needs to be finalised.

7. *Treatment of RPL evidence*

If the evidence submitted for RPL assessment is suitable for part of a paper/course/module only, the following guideline is to be followed:

- If the evidence is equivalent to 80% or more of the paper/course/module a recommendation may be made to approve the application. In some instances, an assessment may be set to complete the missing learning outcome(s), with a recommendation to grant RPL once the work is completed satisfactorily by a set deadline.
- If the evidence is equivalent to less than 80% of a paper/course/module, then the recommendation will be to deny RPL. The student will have to enrol in the paper/course/module, but will be advised that the partial evidence may be submitted to fulfil part of the assessment requirements within the paper/course/module.

Please note: this does not apply to unit standards where all the performance criteria must be achieved.

How do I apply for cross credit?

The process for applying for cross credits is similar to that for RPL. However, instead of providing evidence against learning outcomes, you apply for credit for each paper/course or unit standard as a whole. You will need to complete the Recognition of Cross Credit Application Form including the Record of evidence.

The papers/courses/modules cross-credited will show as “CC” on your transcript: i.e. the grade received in a previous course is not transferred. Cross credit results do not contribute to the cumulative average of marks from Whitireia that might lead to awards.

What do I do to proceed?

Talk to the programme manager of the programme you plan to study to discuss the procedures for RPL and cross credit.

If you decide to apply for RPL/cross credit, you need to go to the cashier and pay the application fee of \$50 and then present the receipt and your application form to the faculty office. If you are granted cross credit, there will be an additional cost of 10% of each paper/course/module approved; if you are granted RPL, the additional cost will be 15% of each paper/course/module or unit standard approved. You will be invoiced for these fees.

For RPL, start compiling your portfolio – a programme staff member will be assigned to advise you and provide you with the paper/course/module or unit standard learning outcomes.

F8/2/2/1 Recognition of Prior Learning (RPL) Application Form

Cover sheet

Instructions to applicant:

- Please complete your personal details on this cover sheet and attach the Record of Prior Learning Form for relevant papers/course/modules or unit standards along with evidence. The programme manager can supply you with the learning outcomes and additional forms if required.
- Please put your evidence into a folder or portfolio and label each piece clearly with a number or letter (e.g. A, B C ... or I, II, III, IV ... or 1, 2, 3 ...).
- On the Record of Prior Learning Form/s, briefly describe the evidence you are providing for each learning outcome (in the *Evidence* column) and record in the *Reference* column the number or letter that you have allocated (see above).
- If you are unsure of what evidence you have, or wish to discuss some points orally, leave a blank and this area can be discussed with the programme manager.

APPLICANT TO COMPLETE	
Applicant name and ID	
Address	
Phone	
Email	
Your existing qualification(s), including tertiary education organisation	
Programme/qualification for which RPL is sought	
Signature and date	

FACULTY TO COMPLETE	
Assessor(s)	
Moderator / Prog. Manager	
Board of Studies approval (date and signature)	
Letter to applicant	
Invoice generated for application fee of \$50 (date and signature)	
All fees paid – \$50 application fee plus 15% of paper/course/module/unit standard fee per approved RPL (date and signature)	
Artena edited (date and signature)	

Record of Prior Learning Form

Paper/Course/Module/Unit Standard Name:

<i>Learning outcomes</i>	<i>Prior learning and/or evidence relating to the learning outcome</i>	<i>Portfolio Reference</i>	<i>Complete Yes/No (assessor to complete)</i>
RPL Recommended	Assessor Signature	Date	
RPL Not Recommended	Moderator or Programme Manager Signature		
RPL Recommended once the following completed			

NB: Remember to attach all evidence to this application

F8/2/2/2 Recognition of Cross Credit Application Form

Cover sheet

Instructions to applicant:

- Please complete the following cross credit record of evidence sheet with your personal details and cross credit information.
- List the papers/courses/modules for which cross credit is sought.
- On the cross credit record of evidence sheet, you need to provide the following details of the equivalent paper/course/module: title, level and credit value, the tertiary education organisation and qualification.
- Provide certified copies of transcripts as evidence for this application

APPLICANT TO COMPLETE	
Applicant name	
Address	
Phone	
Email	
Your existing qualification(s), including tertiary education organisation	
Qualification for which cross credit is sought	
Signature and date	

FACULTY TO COMPLETE	
Assessor name	
Board of Studies approval (date and signature)	
Letter to applicant	
Invoice generated for application fee of \$50.00 (date and signature)	
All fees paid – \$50.00 application fee plus 10% of paper/course /module fee per approved cross credit (date and signature)	
Entered on Artena (date and signature)	

