

Procedure: Recognition and award of credit for learning

The purpose of this procedure document is to provide guidance on the related Recognition and award of credit for learning policy.

TERMINOLOGY

Credit Recognition and Transfer (CRT) - The learner's verified official academic record/transcript or their New Zealand Record of Achievement that identifies *qualifications, programmes, components, and assessment standards achieved* will be reviewed. An Assessor uses this information to determine if the outcomes achieved by the learner are equivalent (either wholly, or in part) to the outcomes for which they are seeking credit in the intended programme of study.

Recognition of Prior Learning (RPL) - The prior learning and evidence provided by the learner regarding the skills and knowledge they have gained through their *life experiences or non-formal learning* will be analysed. An Assessor uses this information to relate/compare the prior learning to learning outcomes for which they are seeking credit in the intended programme of study.

PROCEDURE

Information to learners

1. The **Sales Team** will at the time of application or enrolment, ask a student to specify prior learning he or she has undertaken.
2. The **Sales Team** will advise the student whether CRT or RPL is applicable for their chosen course and what if any credit limits apply. Credit limits are detailed in the programme regulations for each programme and recorded in the programme approval document. If you are unsure, please ask the relevant **Faculty Lead**.
3. It is at this time that the **Sales Team** may need to suggest a different programme, which could include a lower-level programme or a higher-level programme (or a different area), to ensure the chosen programme is a good fit for the student.
4. If the student chooses not to apply for CRT or RPL at this time, the **Sales Team** must advise the student that applications will only be accepted up to 7 days following the programme start date (or 10days for online programmes) unless otherwise advised by the **Faculty Lead** due to limits stated in the programme approval document.

Application

5. If the student chooses to apply for CRT or RPL for their chosen programme, the **Sales Team** must determine if an [Application for Credit Transfer or RPL](#) form needs to be completed.

Type of enrolment	Application required	Fee applied	Notes
New Student	Yes	Yes	Please assist student to complete an Application for Credit Transfer or RPL and collate evidence
Deferral (eg: a current student changing quals/intake)	Yes	Yes	
Re-enrolled Learner (eg: has studied previously with us)	Yes	CRT – No RPL – Yes	
Staircase Learner (eg: a current Student staircasing to a higher qual)	No	No	The CRT is managed by: (YooBee) Registry (NZST) CSO - please refer to the SELMA Guides
Transfer (eg: changing location of study only)	No	No	
Second-chance Learner (eg: returning to complete their qual with us)	No	No	

6. If an application is required, the **Sales Team** will assist the student with completing the application and collating supporting evidence as stated on the application form.

The student will need information about the programme they want to apply CRT/RPL to, such as the Programme Outline and/or a list of courses.

*NZST **Sales Team** please source this information from the relevant **Faculty Lead***

*Yoobee **Sales Team** please source this information from Sharepoint or Blackboard*

Please note: NZST courses are broken down into modules with one assessment per module. Yoobee courses do not contain modules and a course can have multiple assessments. The application form needs the title of the courses.

7. A fee of \$70 per course being assessed applies to all applications. When the required documentation is complete, the **Sales Team/CSO** will generate an invoice from the CRM and present this to the learner for payment. Payment must be made prior to the application progressing and is non-refundable regardless of outcome.

8. Once payment is made, the **Sales Team** will forward the completed [Application for Credit Transfer or RPL](#) and all evidence to the relevant **Faculty Lead (or approved proxy)** for review. Incomplete applications will not be accepted for assessment.

9. At this time the **Sales Team** must advise the student that if the result is not received prior to the programme start date, the student must attend class and complete assessment/s until an outcome on the application is received.

10. The **Faculty Lead (or approved proxy)** will review the application and supporting evidence and in some cases, may request more information from the student. The **Faculty Lead (or approved proxy)** will then decide on whether the application is approved or declined, and the value/s of any credits that will be awarded. All areas of the application must be completed in full and signed off.

Outcome

11. The outcome of the application will determine who the **Faculty Lead (or approved proxy)** will send the completed [Application for Credit Transfer or RPL](#) and supporting evidence to:

OUTCOME:	SEND TO:	ACTION REQUIRED
Declined	Sales Team	- Notify the student of the outcome of the application - Upload all documents to Selma
Approved	Sales Team	- Notify the student of the outcome of the application - Notify the Team Leader of the outcome of the application
	Registrar	- Enter the results into the students' enrolment in Selma - Upload all documents to Selma.

12. If an application for CRT or RPL has been approved, the **Team Leader** in consultation with the **Tutor/Trainer** must discuss the options available to the student. These options differ for domestic and international students – please see below:

Domestic student options:

- have the day/s off without being penalised for being absent, *or*
- attend the class to refresh and grow their knowledge about the topic

Students should be encouraged to attend class, as the classroom environment offers a further stretch both in content and employability skills. If this option is chosen, assessments are not required to be attempted/completed.

International students:

International students must maintain excellent attendance and meet the attendance requirements of their programme to comply with Immigration NZ. For this reason, international students are unable to have the day off and must attend class to meet minimum attendance requirements. Assessments are not required to be attempted/completed.

13. The **Tutor/Trainer** must put a note in Selma to reflect the option chosen by the student. If the student chooses not to attend class for the approved course/s, the **Tutor/Trainer** must use the appropriate attendance code. *NZST, please refer to your [Trainer Manual](#). Yoobee please refer to [Sharepoint](#).*

14. If the student is enrolled with the Yoobee Online, a “placeholder” must be entered into Blackboard for the course/s that have been approved for CRT or RPL, before the student can access any subsequent assessments. *Yoobee please refer to [Steps To](#).*

Requests for information from another provider

15. Occasionally you may receive a request from a past student for information to assist with their CRT or RPL application with another provider. They will likely need information regarding a programme they have completed with us, however as they no longer study with us, they are unlikely able to source this information themselves.

In the first instance, the Programme Outline and/or a list of courses should suffice.

*NZST **Sales Team** please source this information from the relevant **Faculty Lead***

*Yoobee **Sales Team** please source this information from Sharepoint or Blackboard*

16. If you receive a further enquiry from the student requesting additional information than what is included in the Programme Outline and/or the list of courses provided, you may need to source and provide the Course Descriptors.

The Course Descriptors can be found in the Programme Approval Document, however due to the sensitive information contained within our Programme Approval Documents it is very important that you only provide this information and not the full document. To do this you may need to print/copy select pages.

*If you need assistance to find the Course Descriptors, please touch base with the relevant **Faculty Lead**.*

REMEMBER: At no stage are you to provide a full copy of the Programme Approval Document for any Yoobee Colleges programme of study to anyone outside of the organisation.

RELATED POLICIES, PROCEDURES AND DOCUMENTS

POLICY Recognition and award of credit for learning

FORM Application for credit transfer or RPL

MANUAL Domestic Enrolment Procedures Manual

MANUAL NZST Team Leader Manual

MANUAL NZST Student Handbook

SELMA GUIDE Cross credit – Cut Above Qual 2636 Level 5

SELMA GUIDE Cross credit – Cut Above Qual 3456 Level 4

SELMA GUIDE Cross credit – Elite Qual 3445 Level 5

SELMA GUIDE Cross credit – Elite Qual 3444 Level 4

SELMA GUIDE Cross credit – NZST Qual 2881 Level 4

SELMA GUIDE Cross credit – NZST Qual 2198 Level 2