

Application for:

Credit Recognition and Transfer (CRT) *or* Recognition of Prior Learning (RPL) *or* Marks Carried Forward

APPLICANT DETAILS

Applicant Name		Student ID (if applicable)	
Postal address		Date of birth	
Email address		Phone	
Intended programme			

APPLICATION CHECKLIST

Please ensure you provide the correct evidence and complete the section indicated for your application to be processed.

Internal Credit Recognition and Transfer (CRT) - transfer of credit from a YooBee Colleges course/s. *Complete section ONE*

☐ An original transcript of results

External Credit Recognition and Transfer (CRT) - transfer of credit from another institution's course/s. *Complete section ONE*

☐ NZQA Record of Learning or Academic records/certificates

☐ NZQA Course outline/guide

Recognition of Prior Learning (RPL) - receive credit for previous experience. *Complete section TWO*

☐ Portfolio of equivalent work or Work experience and supporting interview or Challenge Assessment

☐ Outline/guide if applicable (eg: if you have completed a non-formally recognised course)

☐ CV

Marks Carried Forward – transfer of previous assessment marks carried forward. *Complete section THREE*

☐ An original transcript of previous results

Please note:

> Where evidence is in a language other than English, the applicant must provide a translation by an accredited translator

> When YooBee Colleges is referred to on this form, it is referring to all trading names

OFFICE USE ONLY

Please indicate the outcome of the application:			
☐	Approved	☐	Declined
If declined, please provide reason and conditions of re-application and appeal (attach any additional information):			
Assessed by			
Assessor's signature		Date:	

SECTION ONE: Credit Recognition and Transfer (CRT)

I am applying for:

- ☐ **INTERNAL Credit Recognition and Transfer** (transfer of credit from a Yoobee Colleges course/s)
- ☐ **EXTERNAL Credit Recognition and Transfer** (transfer of credit from another institution's course/s)

Instructions:

1. Applicant to provide details of the previous programme and courses, level, credits and year achieved, and attach evidence

2. Sales will complete the mapping if available in mapping table, all other mapping will be completed by the Faculty Lead

To be completed by applicant				To be completed by Sales or Faculty Lead			Faculty Lead Approval
Previous programme and courses achieved	Level	Credits	Year achieved	Mapping to intended courses (as per attached evidence)	Level	Credits	Value of credit/s awarded

Faculty Lead Comments:

SECTION TWO: Recognition of Prior Learning (RPL)

Complete this section if you wish to receive credit for previous work / life experience. Recognition of prior learning is granted at the College's discretion.

Instructions:

- 1. Applicant to provide details of previous work or life experience, and include all evidence.*
- 2. Mapping to intended courses will be completed by the Faculty Lead*

To be completed by applicant		To be completed by Faculty Lead			Faculty Lead Approval
Previous experience	Year achieved	Mapping to intended courses (as per attached evidence)	Level	Credits	Value of credit/s awarded

Faculty Lead Comments:

SECTION THREE: Marks Carried Forward

Marks carried forward allow ākonga who are required to re-enrol in a course, to have the marks for assessments they completed successfully previously to be carried forward to the subsequent enrolment. Marks carried forward apply to the next occurrence of the course.

Instructions:

- 1. Sales Team to complete the previous programme and course*
- 2. Faculty Lead to complete the details of the previous successful assessments, and attach evidence*
- 3. Ensure Student ID is included on page 1 of this form*

To be completed by Sales Team and Faculty Lead				Faculty Lead Approval
Yoobee Colleges previous programme and course	Assessment/s achieved (as per attached evidence)	Year Achieved	Mark	Approved Yes/No

Faculty Lead Comments: