**4.2.4.1**  **Recognition of Prior Learning and Cross-Crediting Policy**

**Purpose**

To provide institutionalised policy statements on the conduct of Recognition of Prior Learning (RPL) and cross-crediting within the College, in order that the high quality of the College qualifications and programmes may be maintained.

This policy will provide students with opportunities to have their previous educational achievements recognised.

This policy supports the College commitments to ensuring that all learners have equitable access to academic, professional and vocational education.

*Note: This policy is to be read in conjunction with programme regulations for each the College programme; the College’s Assessment and Moderation Policy; ‘The New Zealand Qualifications Framework’ (NZQA 2011) and ‘Supporting Learning Pathways: Credit Recognition and Transfer Policy’ (NZQA 2002).*

**Responsibility**

The Academic Board is the approval body for the Recognition of Prior Learning and Cross Crediting Policy, and policy ownership lies with the Quality Team.

Credit recognition and RPL decisions may only be made by the Head of Faculty or delegate.

Authorised delegates must apply the provisions of the policy, the requirements of any formal credit recognition arrangements and College requirements consistent with this policy, in assessing and determining applications for credit recognition at the College.

**Scope**

Credit recognition is a process through which individuals seek academic credit for relevant courses that they have already completed.

It is acknowledged that, while there are unique aspects of credit recognition, it is, nevertheless, assessment and thus needs to meet the criteria for good practice articulated through academic Assessment and Feedback.

This policy covers all programmes accredited and taught at the College that are available for the awarding of credit recognition (cross-credit) and as outlined in the Policy Principles below.

**Policy Principles**

* Qualification, course and programme development and design should promote and facilitate credit recognition and transfer. The key focus of RPL and cross credit and transfer should be for the benefit of learners and support effective learning pathways.
* Credit transfer and RPL should be facilitated across national boundaries and cultural domains wherever possible.
* Credit awarded based on RPL or credit transfer must be of equal standing to credit awarded through other forms of assessment.
* Positive relationships with similar institutions in the field of study should be maintained to enable clear and effective credit transfer and RPL practices.
* Applicants are required to provide the information specified and meet the processing deadlines set by the College in relation to credit recognition applications.

**Policy**

The College will:

Provide clear and coherent information to learners on pathways available on the awarding of credit, cross-crediting and transfer arrangements with partner institutions, and formal arrangements for RPL.

Maintain adequate and transparent processes, mechanisms and documentation to enable fair and robust RPL and cross-crediting practices;

Develop and maintain secure, transparent and efficient procedures for the processing of RPL and cross credit applications;

Maintain a transparent appeals process for all RPL and cross-credit applications; during the first iteration of a programme the College shall have appropriate external moderation procedures in place for the evaluation and approval of all RPL and cross-credit applications;

The College Reserves the right to charge a fee for RPL and cross-credit applications which is fair and reasonable in relation to administrative and academic resources which may be used to complete the process;

If credit or RPL is not granted, the College shall provide reasons to the applicant;

The final decision on RPL and cross credit applications lies with the Academic Board on a recommendation from the relevant Head of Faculty. Where a decision is required in a timely manner, Chair’s action comes into effect[[1]](#footnote-1);

Students must complete a minimum period of study at the College as prescribed by the relevant Head of Faculty or delegate, but this is not to be less than one-third of the total credit point requirements of the course.

Authorised delegates may, at their discretion but within any parameters set by Academic Board, recognise credit beyond the limits of this policy in cases where the applicant was previously the College student and is enrolling in a new version of that course or its equivalent.

In other exceptional cases, and on a case-by-case basis, the Head of Faculty may recommend to Academic Board that credit recognition be approved in excess of the limits defined above.

Cross crediting or RPL cannot usually be used for the final year of a degree programme.

Internal programme transfer credit will automatically be recognised where the subject number and version number are identical in each programme. In such cases, the course grade will be recorded for the course transferred to. It will not count towards the student's grade point average (GPA).

In all other cases, recognition of credit is not automatic and an application for credit recognition must be made. If credit is recognised in these cases, no grade will be recorded for the subject and therefore will not contribute to the student's overall grade point average (GPA).

RPL and cross-credit application shall be processed in a timely manner so as not to disadvantage an applicant. Where there is no Academic Board meeting close to the date of the cross-credit process, the Chair of the Academic Board will be granted Chair’s Action to make a decision on the process.

1. Chair’s action on matters of importance will be taken only where the delaying of a decision would disadvantage the College or the student.

Where the Chair has exercised delegated authority, a written report of the action taken will be presented to the next scheduled meeting which shall give its formal endorsement or otherwise to the actions. In the instance of credit-recognition and RPL, the report shall capture any applicants and provide a rationale behind the decision was made. [↑](#footnote-ref-1)