

You may apply for Recognition of Prior Learning (RPL) at any time up to and **no later than two weeks** before the programme/course start date. Please refer to RPL procedure (available on-line or on request).

- Please print in pen.
- Please hand your completed application to your Academic Portfolio Manager.
- It is highly recommended you continue attending classes until the outcome of your RPL application is confirmed.
- If your application for RPL is successful, it may affect your eligibility for a student loan or allowances, so please check with your Academic Portfolio Manager.

### 1 Personal Details

Legal First Name(s):

Legal Surname:

Previous Name(s) (if changed):

Date of Birth:

  

E-mail Address:

Home Phone:

Mobile:

Student ID (if known):

Qualification enrolled for:

Name of course(s) for which RPL is requested:

  
  
  

### 2 Credit Transfer

(There is no cost for an Internal Credit Transfer. A \$75.00 administration fee applies for credits awarded for courses achieved external to UCOL.)

**Credit Transfer (CT):** The process of recognition when a student has successfully completed courses at UCOL or at another accredited education provider with identical programme content/course requirements.

Please ensure at least one of the following is attached:

- NZROA – Record of Achievement
- Academic Records or Certificates (Verified Copies)

### 3 Cross Credit

(There is no cost for an Internal Cross Credit. A \$75.00 administration fee applies for credits awarded for courses achieved external to UCOL. An additional fee may be incurred where a comparative analysis of learning outcomes is required.)

**Cross Credit (CC):** The process of recognition when a student/applicant can produce evidence of having been awarded credit for what may be regarded as equivalent courses toward a qualification at UCOL or from an accredited education provider.

Please ensure at least one of the following is attached:

- NZROA – Record of Achievement
- Academic Records or Certificates (Verified Copies)

### 4 Assessment of Prior Learning

(The cost of facilitation and assessment of an APL application will be discussed at interview.)

**Assessment of Prior Learning (APL):** The process of recognition when a student/applicant believes s/he has met the aims of a course, or is seeking recognition of current competence, but has not done formal assessment for award or credit.

- Full APL
- Faculty APL

### 5 Declaration

I certify that the information provided is correct. I agree to pay any and all fees applicable to this application. I understand that I must complete the course requirements I am applying to have credited until the outcome of this application is decided by UCOL (if enrolled).

Signature:

Date:

**Credit Transfer Assessors Decision**

This does not require Faculty Board of Educational Improvement (FBEI) approval.

- Approved.
- Not Approved.

Credit awarded / Reason for Decline:

Academic Portfolio Manager Name:

**Academic Portfolio Manager Signature:**

**Date:**  DAY  MONTH  YEAR

**Cross Credit Academic Portfolio Manager Decision**

This requires Faculty Board of Educational Improvement (FBEI) approval.

- Approved.
- Not Approved.

Credit awarded / Reason for Not Approved:

Academic Portfolio Manager Name:

**Academic Portfolio Manager Signature:**

**Date:**  DAY  MONTH  YEAR

**Administration Fees**

Recognition of Prior Learning Costs (Credit Transfer, Cross Credit and Assessment of Prior Learning).

**For Credit Transfer and Cross Credit.**

Administration Fee:   
Hours of Comparative Analysis:   
Administration Fee:   
Total Cost:

**For Assessment of Prior Learning.**

APL Administration Fee:   
Hours of Facilitation / Assessment:   
Cost of Comparative:   
Total Cost:

**Fbei Approval**

FBEI Approval for Cross Credit/Assessment of Prior Learning.

- FBEI Approval Cross Credit/Assessment of Prior Learning.
- FBEI Not Approved Cross Credit/Assessment of Prior Learning.

Student/Applicant notified in writing/copy attached to this form before forwarded to Registry.

FBEI Chairperson Name:

**FBEI Chairperson Signature:**

**Date:**  DAY  MONTH  YEAR

**Assessment of Prior Learning Approval**

Assessment of Prior Learning: Academic Portfolio Manager recommendation. This requires Faculty Board of Educational Improvement approval.

- Assessment of Prior Learning Credit Recommended.
- Assessment of Prior Learning Credit Not Approved.

Please outline exact details of credit recommended to FBEI:

Academic Portfolio Manager Name:

**Academic Portfolio Manager Signature:**

**Date:**  DAY  MONTH  YEAR

**Ledgers To Be Credited**

Administration fee credited to Registry: 981470.2858  
Programme Account / Business Unit Code:  .2847  
APL Administration Account Code:   
APL General Code:

**Documentation Complete**

- Yes.
- No.

**Processed by:**

**Date:**  DAY  MONTH  YEAR