

# Recognition of Prior Learning Application Form

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 Programme Leader.
- 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 student loan or allowances so please check with your Programme Leader.

## PART A: STUDENT/APPLICANT TO COMPLETE THESE DETAILS

### SECTION 1 - Personal / Application Details

First Name(s)

Surname

Previous Name(s) (if changed)

E-mail Address

Telephone number (day):

Telephone number (night):

Student ID:

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Qualification enrolled for:

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

  
  
  
  


### SECTION 2 - 4

(Please tick and complete the section that is relevant to your application)

#### SECTION 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)

#### SECTION 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)

#### SECTION 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.

An Assessment of Prior Learning facilitator will make contact to discuss the application. At this time evidence required, fees and fee payment options will be discussed. Evidence may include a written oral or practical assessment, portfolio, curriculum vitae, NZ Record of Achievement, academic transcript and digital imagery.

#### SECTION 5 – Student/Applicant Declaration

**THIS DECLARATION MUST BE SIGNED BEFORE ANY RPL CAN BE PROCESSED**

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).

Student/Applicant Signature:

Date:

**PART B: UCOL USE ONLY – APPROVAL/DECLINE DETAILS**

**SECTION 6 – Credit Transfer Assessor’s Decision.**  
**This does not require Faculty Board of Educational Improvement (FBEI) approval.**

Approved  Declined

Credit awarded or reason for decline:

Programme Leader Signature:

Day/Month/Year

**SECTION 7 – Cross Credit: Programme Leader’s Decision.**  
**This requires Faculty Board of Educational Improvement (FBEI) approval**

Approved  Declined

Credit awarded or reason for decline:

Programme Leader Signature:

Day/Month/Year

**SECTION 8 – Assessment of Prior Learning: Programme Leaders recommendation. This requires Faculty Board of Educational Improvement approval**

Assessment of Prior Learning Credit Recommended

Assessment of Prior Learning Credit Declined

Please outline here the exact details of credit recommended to FBEI.

Programme Leader Signature:

Day/Month/Year

**SECTION 9 – FBEI Approval for Cross Credit/Assessment of Prior Learning**

as appropriate

FBEI Approves: Cross Credit or Assessment of Prior Learning

FBEI Declines: Cross Credit or Assessment of Prior Learning

Student/Applicant notified in writing and copy attached to this form before forwarding to Registry

Signature: Chairperson FBEI

Day/Month/Year

**PART C: UCOL USE ONLY – ADMINISTRATION FEES**

**SECTION 10 – RPL Costs (Credit Transfer, Cross Credit and Assessment of Prior Learning)**

**For Credit Transfer and Cross Credit**

Administration Fee (A) <sup>1</sup>

Hours of Comparative analysis:

Cost for Comparative analysis(B) <sup>2</sup>

Total Cost (A + B)

**For Assessment of Prior Learning**

APL Administration Fee (A) <sup>3</sup>

Hours of Facilitation/ Assessment

Cost for Comparative analysis (B) <sup>4</sup>

Total Cost (A + B)

**Ledgers to be credited:** (see above notes)

1. Administration fee is credited to Registry: 981470.2858

2. Programme Account Code:  .2847

3. APL Administration Account Code:

4. APL General Code:

**Documentation Complete:**

Yes  No

Processed by:

Day/Month/Year