

Recognition of Prior Learning Form

Credit Transfer/Cross Credit

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