

Assessment of Prior Experiential Learning

Assessment of Prior Experiential Learning		FSA Policy	
Approval	Senior Management Team	Date of approval	
Policy Owner	Quality Manager	Effective Date:	20 May 2021
		Review Date:	May 2023

1. PURPOSE

This policy describes the requirements and application applied to the assessment of prior experiential learning that may include assessment for recognition of prior learning (RPL), cross credits (CC) and cross transfers (CT) and the relevant procedures for their application and administration.

2. DEFINITIONS

- Target Course:** The new course for which credit is sought.
- Source Course:** The course for which the applicant already holds credit and may include a Future Skills Academy (FSA) course or from another provider.
- Recognition of Prior Learning:** RPL is the process through which an individual seeks academic credit based on the relevant learning they have acquired previously including formal and informal education, training and work and life experience. The student must provide evidence that the learning outcomes in the target course/s have been acquired from relevant experience in the workplace, community or other settings and/or courses that have been completed elsewhere.
- Credit Transfer:** Course credit is applicable in situations where the Target and Source courses are exactly the same entity. The course may be a local course or a NZQF unit standard. Formal evidence must be provided by the student to indicate that they hold the relevant result.

In the case of Credit Transfer for an NZQF unit, no result is sent to NZQA as they must already have it. The Student Management System (SMS) automatically ensures this, provided the CT option is entered.

- Cross Credit:** Cross crediting applies in situations where the target and source courses are not the same entity however the material covered is equivalent. For Cross Credit to be awarded, the learning outcomes in the target course must all have been adequately covered in the source course. The student must provide evidence that the learning outcomes and graduate profile outcomes in the target course have been covered in the previous source course.
 - In some cases more than one source course may be required to meet one target course.
 - In the case of cross credit for a target course consisting of an NZQF unit, a result must be sent to NZQA. SMS automatically ensures this, provided the CC option is entered.
 - This may in some cases require a small piece of further assessment to be undertaken. In such cases, once the assessment is complete, a cross credit would be entered.

- Advanced Standing:** Advanced Standing is used when, following an assessment of prior learning or qualifications

equivalence, it is evident that a student can enter a programme at an advanced level. The rules for Advanced Standing must be clearly detailed in the approved programme document including what assessment and evaluation processes are to be used. This applies where the outcome of an assessment of prior experiential learning (which may include an RPL) for courses and/or qualifications equate to at least 60 credits towards a FSA qualification.

Where Advanced Standing includes cross credits and credit transfers, these will be indicated separately on transcripts. Advanced Standing will be annotated on transcript documents as indicated in clause 17 below.

7. **External Codes:** The External Code to be entered in the case of Cross Credit is to be the other provider's course code for the source course. This will appear on the other provider's transcript. Cross Credit applications will not be approved unless the other provider's transcript or results notice is provided.
8. The name of the source course is also to be as per the other provider's transcript or results notice. This will enable us to use SMS data as the basis of information to the proposed national cross credit database. External stakeholders must be able to identify the source course on this database, so actual external codes must be used. The SMS is able to provide reports detailing cross credits, recognition of prior learning and advanced standing.
9. **Verified Documentation:** Any record of student achievement presented for use in the RPL process must be the original which was produced by the accredited provider of the result/qualification e.g. NZQA Record of Learning, University Transcript. Any copies of such original documents must be verified by the accredited provider, or a verified copy signed by a Justice of the Peace.
10. **Student Management System (SMS):** The SMS is the electronic student management system in which all learner enrolments and academic records are recorded and is currently referred to as SELMA.

3. POLICY

1. The assessment of prior experiential learning considers the whole of a person's learning from experience. This may result in a mix of outcomes including RPL, CC, CT, advanced standing or a complete qualification assessment and credit where appropriate.
2. Applications for cross credits and credit transfer of NZQF units or non NZQF courses are handled at the time of initial enrolment. Results must be entered in SMS at that time. However, applications can be accepted at any time.
3. The provision of RPL service is offered for the scope of programmes and training which FSA has NZQA programme approval and accreditation and unit standards which FSA holds consent to assess for.
4. RPL services is available to students enrolling in a programme of study with FSA. Students will pay the full tuition fee at the time of enrolment until their application for RPL has been processed and an outcome reached.

Achievement Base Programmes (Learning Outcome)

5. Programmes with courses that are learning outcome based may have credits awarded for whole courses only, not for the entire programme.
6. Where there is sufficient and approved evidence that previously completed unit standards, courses, components of learning meet part of the current course requirements this will be noted for academic purposes but the course credits will not be applied until all the requirements of that course have been successfully met. The students is required to enrol in the full course and pay full fees but not required to repeat the assessment covered by the completed unit standard and/or course. Refer to section on Refund.

Unit Standard Base Programmes

7. Where the student has previously completed the same unit standard in the current course, they will receive a credit-transfer for that course, not an RPL. The student must provide formal evidence to show this prior to enrolment in a course and/or programme.

Fees

8. The following fees will apply to applications for RPL and reviewed as required:
- a. Application Fee – a fee of \$150 is charged to cover costs of initial consideration, administration and recording, and must accompany the RPL application form. The fee must be paid at the time of application regardless of whether the RPL application is granted or declined. For international students, the fee is included in the fees that they have already paid.
 - b. Assessment Fee – this fee is calculated for the time and resources required to assess the RPL application at a current rate of \$180/hour.
 - c. Additional Fees – fees may include those charged by external agency in recording credits and provision of information required to complete assessment of an RPL application. For example NZQA fees for uploading credits and results.
 - d. Any outstanding fees at year end will result in the inability of a student to graduate and continued non-payment may result in the debt being forwarded to a collection agency.
 - e. The **total fee** charged cannot be greater than the fee that would be payable if the applicant enrolled in the target course.
 - f. The RPL assessment fee is not Loan approvable, however student loans may be available for any courses in which the candidate is required to complete as part of the APEL process subject to meeting student loans eligibility criteria.

	Application Fee	Assessment Fee
Credit Transfer	Nil	Nil
Cross Credit	\$150 (GST incl) per course/programme	Yes – as determined by Finance.
RPL	\$150 (GST incl) per course/programme	Yes – \$180 per hour (excluding GST)
Advanced Standing	\$80 (GST incl)	Yes – as determined by Finance.

RPL Application

9. A request is made by the student completing the *Assessment of Prior Experiential Learning Application Form* prior to enrolment or at the same time the student enrolls in a programme of study. The form is sent to Registry and Finance. Once the student pays the set RPL application fee, Finance will notify the Academic Manager/ Head of Department (HOD) managing the target course. The Academic Manager/HOD is responsible for oversight of the RPL process including the RPL assessment and communicating with the student on progress during the RPL assessment process.

Review and Appeal of Decision

10. A review against an RPL decision must be made in writing to the Academic Manager/HOD within 10 working days of receiving the decision clearly setting out the reasons for the student's disagreement with the decision.
 - a. Upon receipt of written notice from the student, the AM/HOD will review the decision and notify the applicant of the outcome within 10 working days of receipt of appeal setting out reasons supporting the decision.
 - b. Should the student be dissatisfied with the decision they may refer the matter in writing to the Academic Director within 10 working days of receiving the decision, saying what the decision is, and explaining the grounds for appeal. The Academic Director will review the decision and notify the applicant in writing of the outcome within 10 days of receipt of the student's appeal against the AM/HOD's decision. The decision of the Academic Director is final.

Refund

11. Where an RPL application is approved the amount of any refund of tuition fees will depend on the amount of the assessment fee plus any NZQF fees and the resources consumed. Finance will determine any refund of tuition fees.
12. If RPL is awarded for an International learner the learner will receive a refund of the international fee for that course minus any assessment or equivalence fees that have been calculated in determining the RPL.
13. Any final or outstanding RPL applications must be loaded and paid for no later than six weeks before the student's graduation date

Results

14. All RPL assessment results shown on result notices and academic transcripts will be those taken from the grade table for achievement base courses. For unit standards the result shall be Competent or Not Yet Competent.
15. For Credit Transfers, the result code will be shown on result notices and academic transcripts as CT.
16. For Cross Credits, the result code will be shown on result notices and academic transcripts as CC.
17. For Advanced Standing, where the candidate has been assessed for APEL for courses and/or the graduate profile within a qualification of at least 60 credits, the result code shown on result notices and academic transcripts is Advanced Standing and will include the amount of credit gained for advanced standing by semester or year, e.g. Advanced standing year 1, 30, 60 or 120 credits.
18. The evidence supporting the award of advanced standing must be entered into the SMS. Where cross credits or credit transfers are used these will be indicated separately.

3. PROCEDURES

Application for Recognition of Prior Learning

1. On receipt of written confirmation from Finance that the student has enrolled and paid the application fee, the Academic Manager/HOD responsible for the relevant course and/or programme will oversee and manage the RPL process and will:
 - a. Obtain a copy of the application from Finance and review it to ensure that the course/unit standard covered by the RPL request can be granted an RPL as some course/unit standards may not be permit this for example where external agencies place limits on RPL such as those the Nursing Council of New Zealand have in place.
 - b. Determine the scope of the RPL assessment and appropriate assessment method(s) to be used.
 - c. Appoint an RPL assessor experienced in assessing in the subject/content areas.
 - d. Ensure assessment policies are followed in the RPL assessment and completed within 10 working days.
 - e. Ensure decisions are fair, valid and reliable in determining equivalence of courses clearly supported by objective sources of evidence including evidence from subject matter experts, portfolio of evidence, industry requirements and written work experience from employer(s).
 - f. Ensure that evidence provided meet the current graduate profile outcome statement for the course(s) which the RPL application covers and the current course learning outcomes.
 - g. Where unit standards are involved, that there is evidence of currency in knowledge and practice required in the current version of the unit standard.
 - h. Organize for the assessment judgements to be internally moderated.
 - i. Keep an accurate record of hours and work conducted by the RPL assessors including hours for review and appeal. These will contribute to the cost which the students are responsible for and/or refund should the RPL application be successful.
 - j. Support Registry, Finance and the Academic Director in finalizing RPL requirements and report final outcome to students.
 - k. Ensure staff are familiar with the RPL processes and can advise students accordingly and be sufficiently trained as an RPL assessors.
 - l. Monitor, review and revise RPL processes annually and document the process and outcomes of RPL decisions to inform students/
 - m. Maintain an accurate record of RPL claims and outcomes and clearly reference these in the annual programme reviews.

Calculation of Refund

2. Where a decision is made to grant an application for an RPL, the Academic Manager/HOD will provide Finance with all relevant information required to determine whether a refund in tuition fee should be made taking into consideration the following:
 - a. Record of hours for the RPL assessor.
 - b. The amount of any refund of tuition fees will depend on the amount of the assessment fee plus any NZQF fees and the resources consumed and will be determined on recommendation from the Academic Manager/HOD
 - c. If RPL is awarded for an International student the student will receive a refund of the international fee for that course minus any assessment or equivalence fees that have been calculated in determining the RPL.
3. Information will include the student's full name and ID number, programme name, course number, unit standard number (version and credit) and any other information Finance may require to determine the refundable amount if any.
4. Where a refund is owed to the student, Finance will communicate this to the student in writing along with any other information they may require from the student to complete payment (evidence of student identification and

bank account details). The student's admission records will have a copy of the final RPL decision and outcome including evidence of refund paid.

4. PROCESSES

1. Recognition of Prior Learning

Responsibilities	Action	Indicative timeframes only (working days)
1. Recruitment	Provides student with RPL policy on request.	
2. Student	Enrols in programme and completes Request for RPL application form which includes setting out all the evidence they rely on to support their application. Students are responsible for packaging all the evidence they are relying on to support their application. This will be requested later once a RPL Assessor is appointed.	
3. Recruitment	Send forms to Registry	
4. Finance	Invoice to student including RPL \$150 application fee	
	Informs Academic Manager/HOD when the student has paid the RPL fee and enrolled in the programme.	
5. Academic Manager/HOD	First check that the course/unit standard in the RPL application can be covered by RPL and clearly set out reasons if this is not available.	10 days from receipt to completion of assessment.
6.	- If covered, appoint a RPL assessor to assess the evidence. - Determine the scope of the RPL and appropriate method(s) to be used. FSA Moderator can assist.	As above
7. RPL assessor	- Carry out the assessment following the agreed scope and methods. - Assessment must be fair and transparent. - Provide a written report setting out decision/judgements made and reasons to support these.	As above
8. RPL Assessor and FSA Moderator	Review report and confirm assessment judgement	As above
9. AM/HOD	Review decision and inform the student in writing of the outcome of the RPL application.	As above
10. Student	Where student disagrees, they can request a review by the AM/HOD decision within 10 days from receiving the decision.	Within 10 working days.
11. AM/HOD	AM/HOD review and respond in 10 working days in writing to the student.	Within 10 working days.
12. Student	Where student disagrees, they may appeal to the Academic Director in writing within 10 working days from receipt of AM/HOD's written decision setting out the	Within 10 working days.

	reasons they disagree with the AM/HOD decision.	
13. Academic Director	The Academic Director will look at the evidence and make the final decision on the RPL application and notify the student in writing with reasons to support decision. The decision of the Academic Director is final.	Within 10 days.
14. AM/HOD	- The AM will notify Registry and Finance of the final outcome of the RPL application and where the application is successful will provide all the relevant information Finance requires to determine whether a refund in fees is applicable. - The AM will advise the relevant teaching staff of the outcome of the RPL application. - All evidence submitted by students are to kept electronically for 2 years.	Within 5 days
15. Registry	- Ensure student enrolment reflects RPL status. - Ensure that approved courses/unit standards are clearly labelled RPL.	Within 5 days
16. Finance	Will notify student on whether a refund has been granted or not and make all arrangements to ensure refunds are paid out in a timely manner.	Within 5 days
17. AM/HOD	- Maintain records of RPL applications and outcomes and ensure information is covered off in the annual programme review. - Report monthly to Senior Management all RPL applications and outcomes.	

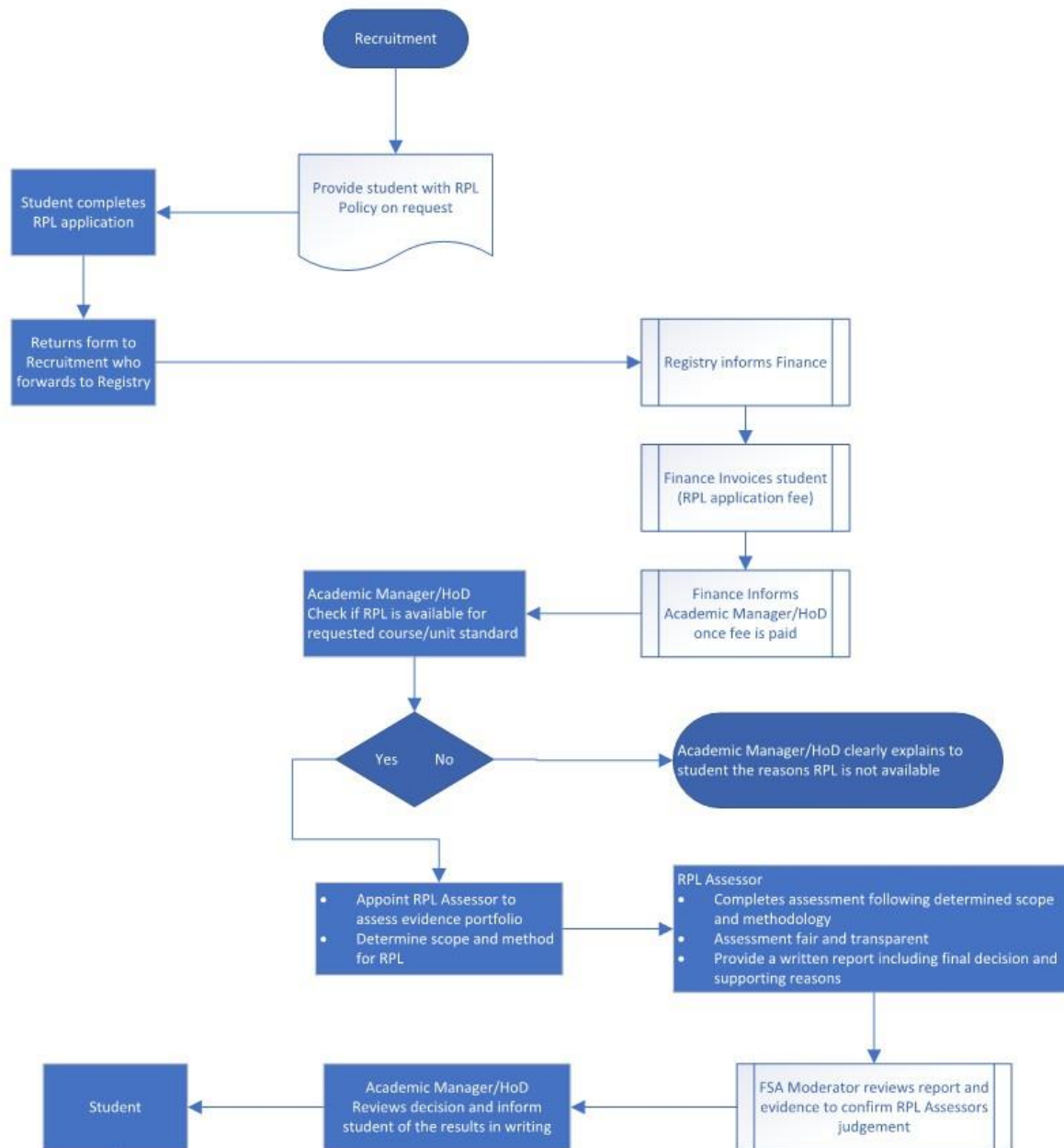
Other policies & documents

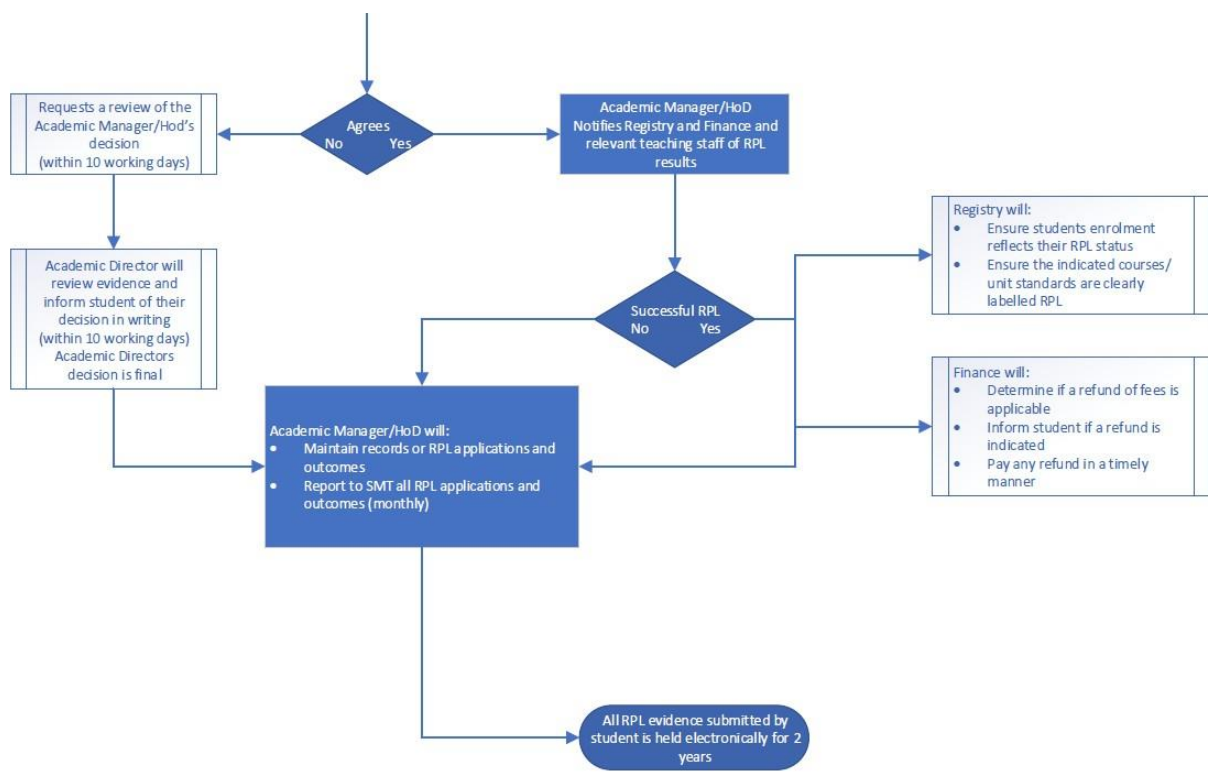
- Application for RPL Form

Version Control

Version	Effective Date	Created/Reviewed by	Reason for review/Comment
1		Quality Manager	New Policy

5. PROCESS FLOW CHART





Sign: 
Name: Sam Alavi (Group Chief Executive)

Date: 10 May 2021

Application Form Assessment of Prior Experiential Learning

**(Applications for Recognition of Prior Learning (RPL), Cross Credit (CC),
Credit Transfer (CT), Advanced Standing (ADV))**

STUDENT INFORMATION

1. If you need advice regarding this application, please see the Academic Manager/HOD
2. For a Cross Credit/Credit Transfer/Advanced Standing application, please attach an original or verified copy of your result notification(s)
3. Please pay the \$150.00 (GST incl) application fee for CC or APEL when the Finance Department invoices you.
4. Return this form with your enrolment to Recruitment for processing.

NOTE:

1. An RPL assessor fee is charged per hour for processing RPL applications. In 2021 this is \$180.00 per hour (excluding GST). The total fee will not exceed the fee that would be payable if the applicant enrolled in the target course.
2. Additional fees may be invoiced at a later date (e.g. External fees such as NZQF credit fees or assessment fees where applicable).
3. If applying for a Study Link loan or financial assistance, care must be taken not to bring the total EFTS that you plan to enrol in post your credit recognition to below 0.8 EFTS (full year, full-time) or 0.4 EFTS (half year full-time), as this may affect your eligibility for study link
4. Costs associated with this application (including any additional fees) cannot be added to your student loan.
5. Where the result of an RPL application requires withdrawal from a course the withdrawal will be enacted at the same time as processing the RPL result. This may impact the learners EFTS and financial assistance.

Name of Student:

Student ID:

Programme Title:

Year:

Application Type: Cross Credit ☐ Credit Transfer ☐ Advanced Standing ☐ Assessment of Prior Experiential Learning ☐

Future Skills Course Code	Original Course Code	Original Course Title	Original Institution

Future Skills Course Code	(RPL) (ADV) Summarize work completed, years, etc and evidence that will be available for the Assessor to determine application. (attach a separate page if necessary).

Student Signature:		Date:	
--------------------	--	-------	--

FOR OFFICE USE ONLY

Application Received:		Delegated Authority Signature: <i>(Academic Manager/Head of Department)</i>	
Date _____ / _____ / _____	Sign _____	Position _____	
Rationale (if declined): _____			
Verified copy of official Results documentation attached:		☐ Yes ☐ N/A (APEL applications)	

1. RECOGNITION OF PRIOR LEARNING

RPL is the process through which an individual seeks academic credit based on the relevant learning they have acquired previously including formal and informal education, training and work and life experience. The student must provide evidence that the learning outcomes in the target course have been acquired from relevant experience in the workplace, community or other settings and/or courses that have been completed elsewhere.

2. CREDIT TRANSFER

Course credit is applicable in situations where the Target and Source courses are exactly the same entity. The course may be a local course or a NQF unit standard. Formal evidence must be provided by the learner to indicate that they hold the relevant result. In the case of Credit Transfer for an NZQF unit, no result is sent to NZQA as they must already have it. The Student Management System (SMS) automatically ensures this, provided the CT option is entered.

3. CROSS CREDIT

Cross crediting applies in situations where the target and source courses are not the same entity however the material covered is equivalent. For Cross Credit to be awarded, the learning outcomes in the target course must all have been adequately covered in the source course. The student must provide evidence that the learning outcomes and graduate profile outcomes in the target course have been covered in the previous source course.

- d. In some cases more than one source course may be required to meet one target course.
- e. In the case of cross credit for a target course consisting of an NZQF unit, a result must be sent to NZQA. SMS automatically ensures this, provided the CC option is entered.
- f. This may in some cases require a small piece of further assessment to be undertaken. In such cases, once the assessment is complete, a cross credit would be entered.

4. ADVANCED STANDING:

Advanced Standing is used when, following an assessment of prior learning or qualifications equivalence, it is evident that a learner can enter a programme at an advanced level. The rules for Advanced Standing must be clearly detailed in the approved programme document including what assessment and evaluation processes are to be used. This applies where the outcome of an assessment of prior experiential learning (which may include an RPL) for courses and/or qualifications equate to at least 60 credits towards a FSA qualification.

FINANCE DEPARTMENT		TO BE COMPLETED ONLY IF REFUND DUE	
Processed by:		SELMA Authorization	Finance authorization
Signature:	Date:	Sign:	Sign:
		Date:	Date:

Refund authorised: (please circle) Yes No Not paid Total amount \$ _____ Less Admin Fee \$ _____ Less other Fee \$ _____ Refund amount \$ _____	Refund SELMA actioned: Sign: Date: RO#	Direct Credit No: Sign: Date:
Fees not paid: Balance owing \$ _____	PAYABLE TO: Study Link TIA Other (please specify) Student Organization (please specific name/address)	
Date letter sent:		
ID Cared returned to FSA: Yes No		