

## A02: Assessment of Prior Learning Policy

### 1.0 Purpose

The purpose of this policy is to:

Ensure students are able to gain academic credits towards the completion of NZSEG programmes of study/qualifications based on previous experience and learning, whether formal or non-formal.

### 2.0 Policy Objectives

The objective of this policy is to ensure that academic credit is awarded as enrolment with advanced standing, where course outcomes can be demonstrably met, whether through cross credit, the transfer of credit from previous study or through recognition of prior learning (RPL).

This policy ensures that the processes used are fair, equitable, transparent and academically sound. Through this policy NZSEG seeks to ensure:

- Student's formal and non-formal learning and experience is recognised for credit towards a programme of study/qualification;
- The processes used are academically sound, transparent and documented;
- Credit transfer and provision of enrolment with advanced standing is equitable and consistently applied; and
- The quality, integrity and reputation of NZSEG qualifications are maintained.

### 3.0 Policy

#### 3.1 Award of credit through the assessment of prior learning (RPL)

Unless otherwise stated in Programme/Qualification Regulations there will be no limit on the amount of credit that may be awarded through the assessment of prior learning towards the award of a National, New Zealand or NZSEG certificate or diploma qualification.

Where such credit is awarded against specified courses as either a cross credit or an exemption, students will only be required to complete the outstanding courses of the programme of study to gain the associated qualification.

Credit recognition will not normally be granted for course or programmes completed more than five years prior to application unless there is evidence of continued relevance of these courses/programmes for the programme for which credit is sought.

#### 3.2 Establishing recognised credit

Enrolment with Advanced Standing through cross credits and credit transfer will apply to whole courses only:

- Detailed curriculum mapping to support the final decision – either in an Articulation agreement or in a one off assessment; or
- Sufficient evidence demonstrating comparability and equivalency of learning outcomes, volume of learning, content and learning and assessment approaches

Document Name	Document Location	Version #	Page
NZSEG – A02: Assessment of Prior Learning Policy	S:\All_Staff\Policies, Procedures, Processes	Version 3	Page 1 of 6

Application requiring curriculum mapping to determine the type and amount of credit to be awarded will be carried out by the relevant Head of School/Academic Manager/Director of Studies, in accordance with established guidelines and procedures.

Once such curriculum mapping has been completed this will be documented on a Standard Exemption List and used to ensure consistency of decision making for all future applications based in that programme/qualification.

Where the application for credit recognition contains non-formal education or experiences, these will be referred to the relevant Head of School/Academic Manager/Director of Studies to be assessed as RPL.

### **3.3 Assessing Prior Learning**

Recognition for Prior Learning is always undertaken on a case-by-case basis taking into account the work, life and previous study experience of the applicant.

RPL may be awarded for a unit standard, one or more courses of a qualification. The decision to award credit will be based on the evidence presented by the student that demonstrates how the outcomes for unit standards/courses/qualifications have been met. Applicants will usually be expected to submit a portfolio of evidence with a breakdown of how each of the outcomes have been met, and that includes but is not limited to:

- A summary of work and/or life experience
- Descriptions of non-formal courses/qualifications completed
- Employer attestations
- Photos, videos and/or demonstrations of performance
- Publications, reports or other written documents prepared by the applicant

Award of credit through RPL will be recorded on the student's transcript as either RPL or as appropriate.

### **3.4 Managing Potential Conflicts of Interest**

NZSEG recognises that there may be a potential for conflict of interest where staff may have responsibility for assessing advanced standing where students are:

- NZSEG staff
- Family members or close personal friends

Where a potential conflict of interest exists, any credit recognition agreement including assessment by RPL, should be validated by another assessor and approved by the Academic Director.

### **3.5 Student Information and Advice**

Information and advice on the assessment of prior learning will be provided in marketing material and to students when they apply for admission into a programme; however, applications will only be assessed and processed once the student's enrolment contract is completed.

For International students, enrolment with advanced standing may affect the programme duration, and thus their Student Visa status. International students should be advised of this implication prior to them submitting their Application for Assessment of Prior Learning.

<b>Document Name</b>	<b>Document Location</b>	<b>Version #</b>	<b>Page</b>
NZSEG – A02: Assessment of Prior Learning Policy	S:\All_Staff\Policies, Procedures, Processes	Version 3	Page 2 of 6

Assessment of prior learning for NZSEG programmes may impact on the credit recognition provided under articulation arrangements between NZSEG and its University partners. Students should be informed of such implications during their application and by letter informing students on the outcomes of their application.

Eligibility for credit recognition does not guarantee an applicant a place in a programme or course. Regardless of the nature or amount of credit recognition granted, any specific requirements of a programme must be fulfilled.

If a student transfers from one programme to another, the credit approved in the original programme will not be automatically transferred.

### **3.6 Applications**

Students who apply for assessment of prior learning must be made on the approved form and include all necessary documentation including:

- Certified copies of qualifications, academic transcripts and course outlines for the initial formal studies;
- Evidence portfolios for students seeking RPL.

To ensure completion of assessment of Credit Recognition students should submit their applications no later than TWO weeks before the commencement of the term. This will enable applications to be assessed and reported. Students will be advised of the result within ten days of receipt of the application. Students will be required to pay a fee for all RPL applications.

### **3.7 Assessment and Approval**

All applications should be assessed in a timely manner.

Staff conducting the assessment must have detailed knowledge of the unit/course for which the applicant is seeking credit and expertise in, or access to advice regarding assessment methods for RPL.

### **3.8 Notification of Outcome**

Students should be notified of the outcome of their application for credit recognition in writing and a copy of the letter must be kept on the student's file in the student management system.

<b>Document Name</b>	<b>Document Location</b>	<b>Version #</b>	<b>Page</b>
NZSEG – A02: Assessment of Prior Learning Policy	S:\All_Staff\Policies, Procedures, Processes	Version 3	Page 3 of 6

## 4.0 Definitions:

### ***Advanced Standing***

The process of enrolling students in courses/programmes based on the recognition of credits for studies or experience gained elsewhere. Enrolment with advanced standing means that the student does not need to study all courses in the programme, only the ones where they have not already substantively met the learning outcomes.

### ***Articulation Agreement***

Refers to the formal credit transfer arrangement between NZSEG and a partner institution. The agreement pre-defines the studies/courses which a student needs to successfully complete to gain entry and/or credit recognition for a programme/qualification.

### ***Credit Recognition***

The provision of credit in a course based on Cross Credit, Credit Transfer or Recognition of Prior Learning.

### ***Cross Credit***

The process of giving recognition for a course, unit standard, programme or qualification an individual has achieved (through formal learning) to claim credit towards a NZSE programme/qualification. Credit recognition based on Cross credit is determined by assessing the extent to which the prior achievement is equivalent to the required learning outcomes in a NZSE course/s.

### ***Credit Transfer***

The granting of credit towards a programme/qualification based on credit gained for a similar course/s in another programme/qualification at NZSE or another institution, conditional on the length of time since completion of the course/s. Credit Transfer apply to whole courses.

### ***Formal Learning***

learning that has occurred in programmes recognised by NZQA or programmes leading to qualifications on the New Zealand Qualifications Framework (NZQF) or in other formal programmes of study recognised as leading to a qualification, the standing of which can be assessed by NZSE. These qualifications may be international qualifications.

Document Name	Document Location	Version #	Page
NZSEG – A02: Assessment of Prior Learning Policy	S:\All_Staff\Policies, Procedures, Processes	Version 3	Page 4 of 6

**Non-formal learning**

Is learning that has occurred in either;

- Programmes that are not recognised as leading to qualifications recognised by NZQA or listed on the NZQF, or
- Programmes of study not recognised by NZQA or as leading to a qualification, the standing of which can be assessed by NZSE; and/or
- Learning that has occurred outside courses of study, eg. Work experience, life experience.

**NZQF**

New Zealand Qualifications Framework.

**RPL**

Recognition of prior learning is given credit for non-formal education and/or life/work skills and experience. Please refer to: <http://www.nzqa.govt.nz/studying-in-new-zealand/tertiary-education/prior-learning-and-credit-transfer/>

Document Name	Document Location	Version #	Page
NZSEG – A02: Assessment of Prior Learning Policy	S:\All_Staff\Policies, Procedures, Processes	Version 3	Page 5 of 6

## 5.0 Document Control

### 5.1 Monitoring and Evaluation:

The Academic Board/Senior Academic Team is responsible for monitoring and evaluating this policy. The Executive Management Team has the overall responsibility for the QMS and its implementation.

Version	Type of Change	AB Reference	Approval Date	Effective from (Day/month/Year)
1	Development of Policy	AB Action Items 27, 28 and 29	26 May 2015	26 May 2015
2	Minor Review and Re Format of Policy	Approved by AB	20 October 2015	20 October 2015
3	Inclusion to NZSEG QMS and Policies.	Approved by the Executive Management Team	16 January 2017	31 January 2017