Recognition of Prior Learning (RPL)

Application Form

For use with Cross Credit (CC), Credit Transfer (CT), Advanced Standing (ADV) and/or Assessment of Prior Experiential Learning (APEL).

This RPL Application form should be read in conjunction with the Otago Polytechnic Limited Recognition of Prior Learning Policy.

Learner Information

- If you need advice regarding this application, please see the Programme Leader.
- For a Cross Credit/Credit Transfer/Advanced Standing application, please attach an original or verified copy of your result notification(s).
- Return this RPL Application Form to your College/Programme Reception for processing.

NOTE:

1. Assessment fees may be invoiced at a later date.
2. If applying for a Study Link loan or financial assistance, care must be taken not to bring the total EFTS consumed to below 0.8 EFTS (full-year, full-time) or 0.4 EFTS (a half year full-time), as this may affect your eligibility.
3. Costs associated with RPL Assessment fees associated with this RPL Application cannot be added to your learner StudyLink loan or Free Fees.
4. Where the result of an RPL application requires withdrawal from a course the withdrawal will be enacted (refer to the current Withdrawal, Transfer, Cancellation, and Refund Policy) at the same time as processing the RPL result. This may impact the learner's EFTS and financial assistance.

Name of Learner: _____ Learner ID: _____

Programme Title: _____ Year: _____

Application Type: Cross Credit (CC) ☐ Credit Transfer (CT) ☐ Advanced Standing (ADV) ☐ Assessment of Prior Experiential Learning (APEL) ☐

Otago Polytechnic Ltd Course Code	Original Course Code	Original Course Title	Original Institution

Otago Polytechnic Ltd Course Code	A brief summary of work completed, years, etc. (attach on a separate page if necessary) (APEL) (ADV)

Learner Signature: _____ **Date:** _____

FOR OFFICE USE ONLY

Application Received: **Delegated Authority Signature:** *(Head of College/Course Coordinator/Head of Discipline)*

Date: _____ Name: _____ Position: _____

Rationale (if declined): _____

Verified copy of official Results documentation attached: YES ☐ N/A (APEL applications) ☐

Cross Credit (CC)

Cross crediting is applicable in situations where the Target and Source courses are not the same entity. However, the material covered is equivalent. For CC to be awarded, the learning outcomes in the Target course must all have been adequately covered in the Source course.

For example, a pass in a university paper may gain CC for a similar degree course at Otago Polytechnic Limited. Sometimes it may require more than one source course to cover a single Target course, e.g., a learner may need both Psychology 101 and Anthropology 201 to cover the learning outcomes for a single Target course in an Otago Polytechnic Limited programme of study.

Credit Transfer (CT)

Credit for the same course is applicable in situations where the Target and Source courses are the same entity. The course may be a local course or a NZQF unit standard. Formal evidence must be provided by the learner to indicate that they hold the relevant result.

Advanced Standing (ADV)

Advanced Standing is used when, following an APEL or qualifications equivalence, it is evident that a learner can enter a programme of study at an advanced level. The rules for ADV must be detailed in the approved programme document.

ADV applies where an RPL learner has been assessed for course/s, which equate to at least 60 credits towards an Otago Polytechnic Limited qualification.

ADV may include CCs and CTs; however, these will be indicated separately on academic transcripts.

Assessment of Prior Experiential Learning (APEL)

The learner 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 course/s that have been completed elsewhere. An APEL assessment would consider the whole of the learner's learning from experience. This may result in a mix of outcomes including CC, CT, ADV or assessment for a complete qualification.

Clear Form