



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 form should be used in conjunction with Otago Polytechnic policy AP0501 Recognition of Prior Learning

Student Information

- If you need advice regarding this application, please see the Course Coordinator/Programme Manager
- For a Cross Credit/Credit Transfer/Advanced Standing application, please attach an original or verified copy of your result notification(s)
- Please pay the \$80.00 (GST incl) application fee for CC or APEL at Customer Services
- Return this form to your Department/School Reception for processing

NOTE:

1. Additional fees may be invoiced at a later date (e.g. External fees such as NZQF credit fees, NZDipBus paper fee, or assessment fees where applicable).
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 (half year full-time), as this may affect your eligibility.
3. Costs associated with this application (including any additional fees) cannot be added to your student loan.
4. Where the result of an RPL application requires withdrawal from a course the withdrawal will be enacted (with reference to policy MP0351 Students Withdrawal and Refund Policy for Year XXXX) 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

| Otago Polytechnic Course Code | Original Course Code | Original Course Title | Original Institution |
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| Otago Polytechnic Course Code | (APEL) (ADV) Brief summary of work completed, years, etc (attach on separate page if necessary). |
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|---|----------------------------|
| Student Signature: <input type="text"/> | Date: <input type="text"/> |
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FOR OFFICE USE ONLY

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| Application Received: | Delegated Authority Signature: <i>(Head of School/College/Course Coordinator/Programme Manager)</i> |
| Date ____/____/____ | Sign _____ Position _____ |
| Rationale (if declined): _____ | |
| Verified copy of official Results documentation attached: <input type="radio"/> Yes <input type="radio"/> N/A (APEL applications) | |



Cross Credit

Cross crediting is applicable 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.

For example, a pass in a university paper may gain CC for a similar degree course at Otago Polytechnic. 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 programme.

Credit Transfer

Credit for same course 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.

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 detailed in the approved programme document.

Advanced standing applies where an RPL applicant has been assessed for courses, qualifications and/or an APEL process in which the outcomes equate to at least 60 credits towards an Otago Polytechnic qualification. An exception is the Masters of Professional Practice where Advanced Standing can be awarded for outcomes that equate to at least 30 credits.

Advanced Standing may include cross credits and credit transfers, however these will be indicated separately on transcripts.

Assessment of Prior Experiential Learning (APEL)

The applicant 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. An APEL assessment would consider the whole of a person's learning from experience. This may result in a mix of outcomes including cross credits, credit transfer, advanced standing or a complete qualification assessment and credit where appropriate.

| CUSTOMER SERVICES / FINANCE USE ONLY | | TO BE COMPLETED ONLY IF REFUND DUE | |
|---|--|---|--|
| Processed by: Sign _____ Date _____ | CSM authorisation: Sign _____ Date _____ | Finance authorisation: Sign _____ Date _____ | |
| Refund authorised: <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Not paid <input type="radio"/> Over 50% Total amount \$ _____ Less Admin Fee \$ _____ Refund amount \$ _____ | Refund EBS actioned: Sign _____ Date _____ RO# _____ | Direct Credit No. _____ Cheque No. _____ Sign _____ Date _____ | |
| Fees not paid: Balance owing \$ _____ | Payable to: <input type="radio"/> StudyLink <input type="radio"/> TIA <input type="radio"/> Other (please specify) _____ <input type="radio"/> Student <input type="radio"/> Organisation (please specify name and address) _____ | | |
| Letter sent: Date _____ | | | |
| ID Card returned to OPSA <input type="radio"/> Yes <input type="radio"/> No | | | |