

**Application for Recognition of Learning for Credit – Form AG118-3**

**Below is a table to help you decide which category of credit recognition applies. The student applicant and the Programme Coordinator should discuss this before the form is submitted for consideration.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Type of credit**  | **Definition** | **Authenticated evidence required** | **Notes (Use Guideline AG118-1 for detailed guidance)** |
| **Credit transfer (CT)** | Recognition of credit already gained for the same course at EIT or elsewhere | Academic transcript showing course completion | The course should usually have been completed within the past five years. The PC may make an exception to this with approval from the PCC based on appropriate evidence and rationale. |
| **Cross credit (CC)**  | Recognition of credit already gained for a course with similar learning outcomes completed at EIT or elsewhere | Academic transcript showing course completionCourse descriptor showing aims/content and learning outcomes | The course should usually have been completed within the past five years. The PC may make an exception to this with approval from the PCC based on appropriate evidence and rationale. |
| **Recognition of prior learning (RPL)** | Recognition of other types of learning besides formal study, although a component of prior formal study may form part of the evidence | Examples:* employer attestation
* assessor notes
* curriculum vitae
* course awards
* academic transcript showing course completion
* course descriptor showing aims/content and learning outcomes
 | Types of prior learning that may be recognised include work experience, other life experience, professional development courses and informal study. Components of formal study toward a qualification can form part of an RPL application, but an application that consists solely of learning gained from formal study is treated as a cross credit or credit transfer.An interview may be required.You will be required to pay a fee for the assessment of your RPL application.  |
| **Level placement /****Advanced entry** | “Bulk” credit recognition, based on the relevant graduate profile, allowing direct entry into a 2nd or 3rd year of study | As above for cross credit and/or RPL | As above for cross credit and/or RPL. Note: This is not available in every programme – see Programme Regulations.  |
| **Specified credit** | Awarded where there is a substantial match between previous learning and the course for which academic credit is sought |
| **Unspecified credit** | Awarded where the learning is broadly relevant to the graduate profile and can be determined to be equivalent to the relevant NZQF level |

|  |
| --- |
| **SECTION A: PERSONAL INFORMATION** |
| **Name:** | **Phone number:** |
| **Student NSN number:** | **EIT Student ID number:** | **Email:** |
| **Postal address:** |
| **Programme enrolled in:** | **Lecturer/Tutor name:** |

|  |  |
| --- | --- |
| **SECTION B: TYPE OF CREDIT RECOGNITION****(Tick all those that apply.)** | **List evidence attached** |
| □ | Credit transfer [Complete Section C below.] | Academic Transcript |
| □ | Cross credit [Complete Section D below.] |  |
| □ | Recognition of prior learning [Complete Section E below.] |  |
| □ | Level placement / Advanced Entry [Complete Sections D and/or E below and append relevant level placement form.] |  |

|  |
| --- |
| **SECTION C: CREDIT TRANSFER**  |
| **Course code and title** | **Date course completed** | **Validated** **(Assessor to complete)** |
|  |  | □ |
|  |  | □ |
|  |  | □ |
|  |  | □ |
|  |  | □ |
|  |  | □ |
|  |  | □ |
| **Student signature:** | **Date:** |
| **Assessor notes: (If evidence is older than five years, please show how this evidence is still relevant)** |
|  |
| **Assessor Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Assessor Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Date:** |

|  |
| --- |
| **SECTION D1: CROSS CREDIT (Student to complete)** |
| **I wish to cross credit from the course/s below.** | **I wish to cross credit to the course/s below.** |
| Course Code and Title | Level | Institute | Credits | Year Completed | Course Code and Title | Level | Credits |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **Student signature:** | **Date:** |
| **SECTION D2: CROSS CREDIT (Assessor to complete)** |
| **Please indicate your recommendation of credit to be awarded in the relevant spaces below.** |
| **Number of unspecified credits** | **Rationale** |
|  |  |
| **Number of specified credits** | **Courses credited** | **Rationale** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **Assessor Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Assessor Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Date:** |

|  |
| --- |
| **SECTION E1: RECOGNITION OF PRIOR LEARNING (Student to complete)**(Note that further evidence may be required by the Assessor, in which case they will develop an RPL Action Plan in consultation with you. If you then fail to provide the evidence required by the Action Plan, the application will not be approved.) |
| **I wish to have prior learning considered for the course/s below.** |
| Course Code and Title | Level | Type of evidence provided to the Assessor |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **Student signature:** | **Date:** |
| **SECTION E2: RECOGNITION OF PRIOR LEARNING (Assessor to complete)** |
| **Please indicate your recommendation of credit to be awarded in the relevant spaces below.** |
| **Number of unspecified credits** | **Rationale** |
|  |  |
| **Number of specified credits** | **Courses credited** | **Rationale** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **Additional comments:** |
| **Assessor Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Assessor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Date:** |
| **For Admin use only:** |
| **Name of Assessment Validator:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Date:** |
| **Additional comments of Assessment Validator:** |
| **Signature of Programme Coordinator:** | **Date:** |
| **Approved by PCC: (for RPL and Cross Credit, and for Credit Transfer older than five years)** | **Date:** |
| **PCC Secretary: Student notified by letter, copy to PC and Prog. Sec., established CC Schedule updated** | **Date:** |
| **Programme Secretary: RPL documentation filed in student file; evidence portfolio returned to student** | **Date:** |
| **Programme Secretary: Student academic record updated** | **Date:** |
| **Programme Secretary: RPL application completed** | **Date:** |
| **RPL application fee received** | **Date:** |

|  |
| --- |
| **Document information – Office use only** |
| **Document Name** | Application for Recognition of Learning for Credit |
| **Document Number** | AG118-3 |
| **Executive** | Student and Academic Services Director |
| **Owner** | Student and Academic Services Director |
| **Developer** | Senior Education Advisor - Quality |
| **Review Frequency** | 24 |
| **Last Review** | 27/01/2020 |
| **Next Review** | 27/01/2022 |
| **Related Items** | [Click here](http://staffnet/qms/PublishedLibrary/Forms/BasicView.aspx?View=%7bC62B3AA7-FA7A-48ED-8602-27F02C8BCC12%7d&FilterField1=QMSParent&FilterValue1=QA118) for Related Documents (available only on Staffnet) |
| **Version history** | New format May 2018New Document |