

## Policy Title

Credit Recognition Policy and Procedure

## Audience and scope

This policy is relevant to Academic and Administration Staff and Students

## Document management.

Policy Number	AP07V1	Approval by	Academic board.
		Approval date	24 August 2018
Category	Academic Management	Review date	July 2022 (TBC)
Policy owner	UUNZ Institute of Business		

## History

Version	Effective date
1	27 August 2018

## Purpose

To balance the opportunities for learners to progress without repeating learning whilst maintaining confidence in the integrity of qualifications and to ensure that UUNZ has in place effective credit recognition procedures consistent with NZQA Guidelines for the recognition and award of credit for learning (NZQA, 2017)

## Glossary

Advanced Standing	Acknowledgement of prior study granted towards current qualification, based on prior study or work experience. If advanced standing is awarded the length of the qualification may be reduced.
Articulation agreement	A formal agreement between two or more providers to accept credits in transfer toward a specific qualification. Articulation agreements must be approved by Academic Board.
Component	A Component is a part of a programme that is separately documented with a purpose and learning outcomes. ( <i>An equivalent title to a “paper”, or a “course”</i> )
Credit recognition and transfer (CRT)	Credit for outcomes already achieved by a student through formal study in relation to a qualification is recognised as credit for comparable outcomes in another qualification

Component Descriptor	A statement that sets out the particular knowledge and skills outcomes required from the study of a specific subject (course/component) at a specific level.
Programme (of study)	A coherent arrangement of learning or training that is based on clear and consistent aims, content, outcomes and assessment practices, and which leads to a qualification on the New Zealand Qualifications Framework (NZQF).
Recognition of prior learning (RPL)	Formal assessment of a learner's relevant and current knowledge and skills (gained through prior learning) to determine achievement of learning outcomes of a qualification for the purpose of awarding credit towards that qualification. RPL leads to credit being awarded for existing skills, knowledge, and attributes acquired without regard for the length, place or method of learning (e.g. workplace, life experience, hobbies, self-directed study).
Source component	The component for which the applicant already holds credit. This may be another UUNZ component, or one from any other provider
Specified credit transfer	Transferring credits gained in source qualifications or components of a qualification where there is a direct match between the qualification or components of the source qualification to at least 75% of the learning outcomes of a specified UUNZ prescription
Target component	The component to which the applicant is seeking credit
Unspecified credit transfer	Transferring credits gained in source qualifications or components of a qualification encompassing knowledge and skills that do not directly match the learning outcomes of a target component prescription but are consistent with the qualification graduate profile.

## Policy

1. UUNZ shall award academic credit for learning when the applicant provides satisfactory evidence that they have met the learning and graduate outcomes either by formal education, informal learning or a combination of these.
2. In general, full or partial credit recognition and transfer (CRT) is awarded for:
  - 2.1. A learner's achievement of comparable outcomes.
  - 2.2. Recorded achievement<sup>1</sup>, whether or not it forms part or all of a complete qualification.
  - 2.3. Achievement at the level consistent with the learner's demonstrated level of competence.
  - 2.4. Achievement that is at the same level as the credit being sought.
3. An RPL assessment would consider the whole of a person's learning from experience. This may result in a mix of outcomes including CRT, advanced standing or a complete qualification credit where appropriate.
4. Students seeking CRT from a source qualification may be awarded a maximum of 66% CRT toward the target qualification unless a relaxation is approved by Academic Board.
5. There will be no CRT awarded to a target qualification which is at level 7 and above and which comprises 120 credits or less.
6. Individual programme regulations or approved articulation agreements may state further specific criteria, relaxations, or restrictions to the amount of credit awarded by CRT/RPL as approved by Academic Board.
7. All CRT applications must be recommended by an assessor and verified by a moderator.
8. If an Articulation Agreement has been approved by Academic Board, CRT will be awarded without the need for an individual application process.
9. The rules for RPL must be detailed in the approved programme document and will clearly identify how RPL is determined and what assessment and evaluation processes are to be used.
10. Advanced Standing may include CRT, however these will be indicated separately on transcripts.
11. The rules for Advanced Standing must be detailed in the approved programme document and will clearly identify how Advanced Standing is determined and what assessment and evaluation processes are to be used.
12. For international students, it is recommended that CRT/RPL be recommended during the application stage so that an accurate determination can be made about the appropriate programme of study before the enrolment is confirmed and visa issued. Where a CRT or RPL assessment takes place after enrolment, and results in changes to the initial programme of study, UUNZ will inform Immigration New Zealand (INZ).
13. CRT/RPL applicants have the right of appeal against the CRT/RPL decision through the Student Concerns, Complaints and Academic Appeals process.

## References

Education Act 1989

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<sup>1</sup> Evidence of achievement is a pass in a component or qualification

<https://www.nzqa.govt.nz/about-us/consultations-and-reviews/guidelines-recognition-and-credit-for-learning/>

TEC fund conditions related to recognised prior learning

## Procedures

### 1. CRT

1.1 The applicant must provide the information below in relation to the source component(s) or qualification(s)

Compulsory:

- Aims; Learning Outcomes (Objectives, Topics).
- Academic transcript providing evidence of achievement of the source component(s)/qualifications.<sup>2</sup>
- Learning Hours (Credits, Points).

The applicant should also endeavour to provide additional documentation in relation to the source component(s) or qualification (s), which will assist the Assessor to determine if the outcomes achieved by the learner are equivalent either wholly, or in part, to the outcomes for which they are seeking credit. If sufficient evidence is not provided the Assessor will be unable to make a determination. This additional information may include, but is not limited to:

- Component Guidelines
- Component Descriptor
- Curriculum showing study pathways and courses required to complete each qualification major or specialism.
- Learning Level.
- Reading list.
- Other information as requested by the Facilitator

1.2 Unless an Articulation Agreement is in place, each application for CRT/RPL is assessed on a case by case basis at the discretion of the Academic Department. Academic staff will compare the content, learning outcomes and currency of the learning, skills, knowledge and graduate outcomes already achieved based on the evidence provided by the applicant and decide whether to award CRT/RPL.

### 2. RPL.

The applicant must provide evidence that the learning outcomes in the target component/qualification have been acquired from relevant experience in the workplace, community or other settings and/or components that have been successfully completed. .

3. The Administration Manager is responsible for:

3.1. Giving advice to the applicant on the operation of the CRT/RPL process and required evidence and/or procedures.

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<sup>2</sup> Either original or notarized documents must be provided.

- 3.2. Receiving, receipting and logging CRT/RPL applications.
- 3.3. Recording any approved CRT or RPL on the UUNZ student transcript
- 3.4. Informing the applicant of the outcome of the CRT/RPL application.
  
4. The applicant is responsible for
  - 4.1. Providing required documentation for CRT/RPL
  
5. The HOD of the Academic Department is responsible for:
  - 5.1. Arranging a Facilitator who will ensure that an applicant for CRT/RPL has guidance and support in preparing their application.
  - 5.2. Arranging an Assessor, who will be an academic staff member, normally from the student's programme of study, who makes the assessment judgement on the basis of the evidence provided by the applicant.
  - 5.3. Arranging a moderator of the Assessor's CRT/RPL recommendation. The moderator will be an academic staff member, normally from the student's programme of study.
  - 5.4. Ensuring substantiated information or documentation is held in the relevant student's file and made available for moderation or audit as requested.
  
6. Results
  - 6.1. All CRT/RPL assessment results shown on result notices and academic transcripts will be those taken from the grade table, or any other grade table result approved by Academic Board.
  - 6.2. For Advanced Standing, where the candidate has been assessed for RPL for courses and/or the graduate profile, the result code shown on result notices and academic transcripts will include the amount of credit gained for advanced standing by semester or year
  - 6.3. The evidence supporting the award of advanced standing must be entered into the SMS.

#### 7. Fee

A fee will be charged according to the published schedule of fees. This fee is charged to cover costs of initial consideration, assessment, administration and recording, and must accompany the CRT/RPL application form. The fee must be paid at the time of application regardless of whether the CRT/RPL application is granted or declined.

### **Related Documents**

Student Concerns, Complaints and Academic Appeals process.