

## **A02: Assessment of Prior Learning Policy**

### **1.0 Purpose**

The purpose of this policy is to ensure learners can 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 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:

- learner'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 Cross Credit, Credit Transfer or Recognition 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 New Zealand or NZSEG certificate or diploma qualification.

Where such credit is awarded against specified courses as either a cross credit or an exemption, learners 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 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. The application must clearly identify which NZSEG courses credits are being applied for.

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 Director (Seafield), 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 on that programme/qualification.

Where the application for credit recognition contains non-formal education or experience, these will be referred to the relevant Head of School/Academic Director (Seafield) to be assessed as RPL for approval.

### **3.3 Assessing Prior Learning**

Recognition for Prior Learning (RPL) is always undertaken on a case-by-case basis considering the work, life and previous study experience of the applicant.

RPL may be awarded for one or more courses of a qualification. The decision to award credit will be based on the evidence presented by the learner that demonstrates how the outcomes for 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 learner'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 learners 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 Learner Information and Advice**

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

**3.5.2** For International learners, enrolment with cross credit/credit transfer/RPL may affect the programme duration, and thus their Student Visa status. International learners should be advised of this implication prior to submitting their Application for Assessment of Prior Learning.

- 3.5.3** Assessment of prior learning for NZSEG programmes may impact on the credit recognition provided under articulation arrangements between NZSEG and its University partners. Learners should be informed of such implications during their application and by letter informing learners on the outcomes of their application.
- 3.5.4** 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 entry requirements of a programme must be fulfilled.
- 3.5.5** If a learner transfers from one programme to another, the credit approved in the original programme will not be automatically transferred.

### **3.6 Applications**

Learners 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 learners seeking RPL.

To ensure completion of assessment of Credit Recognition learners should submit their applications no later than two weeks before the commencement of the programme. This will enable applications to be assessed and reported. Learners will be advised of the result within ten days of receipt of the application. Learners 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 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**

Learners should be notified of the outcome of their application for credit recognition in writing and the Head of School is to ensure a copy of the letter is kept on the learner's file in the student management system.

#### 4.0 Definitions:

|                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|-------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <i>Articulation Agreement</i> | The formal credit transfer arrangement between NZSEG and a partner institution. The agreement pre-defines the studies/courses which a learner needs to successfully complete to gain entry and/or credit recognition for a programme/qualification.                                                                                                                                                                                                         |
| <i>Credit Recognition</i>     | The provision of credit in a course based on Cross Credit, Credit Transfer or Recognition of Prior Learning.                                                                                                                                                                                                                                                                                                                                                |
| <i>Cross Credit</i>           | 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 NZSEG 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 NZSEG course/s.                                                                  |
| <i>Credit Transfer</i>        | The granting of credit towards a programme/qualification based on credit gained for a similar course/s in another programme/qualification at NZSEG or another institution, conditional on the length of time since completion of the course/s. Credit Transfer apply to whole courses.                                                                                                                                                                      |
| <i>Formal Learning</i>        | 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 NZSEG. These qualifications may be international qualifications.                                                                                                           |
| <i>Non-formal learning</i>    | <p>Learning that has occurred in;</p> <ul style="list-style-type: none"> <li>▪ Programmes that are not recognised as leading to qualifications recognised by NZQA or listed on the NZQF, or</li> <li>▪ Programmes of study not recognised by NZQA or as leading to a qualification, the standing of which can be assessed by NZSEG; and/or</li> <li>▪ Learning that has occurred outside courses of study, eg. Work experience, life experience.</li> </ul> |

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|--------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <i>NZQCF</i> | New Zealand Qualifications Credentials Framework.                                                                                                                                                                                                                                                                        |
| <i>RPL</i>   | Recognition of prior learning is given credit for non-formal education and/or life/work skills and experience. Please refer to: <a href="https://www2.nzqa.govt.nz/tertiary/quality-assurance/guidelines-learning-for-credit/">(https://www2.nzqa.govt.nz/tertiary/quality-assurance/guidelines-learning-for-credit/</a> |

## 5.0 Document Control

### 5.1 Monitoring and Evaluation:

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

| Version | Type of Change                       | AB Reference                              | Approval Date     | Effective from    |
|---------|--------------------------------------|-------------------------------------------|-------------------|-------------------|
| 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   |
| 4       | Policy Review and Formatting         | Approved by EMT                           | 23 September 2020 | 23 September 2020 |
| 5       | Policy Review and Formatting         | Approved by ELT                           | February 2025     | February 2025     |