

Recognition of Prior Learning Procedures

Cross Credit, Transfer of Credit, Reassignment, Exemption and Entry with Advanced Standing

Contents

1.	Purpose		
2.	Scope		2
3.	Key terms		2
4.	Introduction		2
5.	Cross credit, reassignment, exemption and transfer of credit procedures		
6.	Recognition of non-formal prior learning procedures		
7.	Entry with advanced standing procedures		7
8.	Reconsideration and appeal procedures		
9.	Other forms of recognition of prior learning		10
	9.1	Transfer requirements for postgraduate students	10
	9.2	Study at another tertiary institute	10
10.	Responsibilities		10
11.	Policy base		
12.	Associated documents		

1. PURPOSE

These procedures support the General Academic Regulations (GAR) Part 4 Recognition of Prior Learning.

2. SCOPE

These procedures outline the processes in relation to applying for and determining the award of credit for formal and non-formal prior learning for AUT programmes, as well as entry with advanced standing into AUT programmes.

3. KEY TERMS

Cross credit – credit granted towards an AUT qualification for an equivalent course passed towards another AUT qualification.

Delegated authority – the principle of delegated authority holds that students need to be given early advice in order to make enrolment decisions and meet graduation requirements in a timely manner. Where there are a significant number of RPL applications within a department or faculty and those applications are generally straightforward and follow the 'normal' regulations, then the assessment board may give delegated authority to approve applications for RPL to an individual.

Exemption – exempts the student from the study and assessment requirements of a course. Credit is not given and the points are made up from another course/s.

Formal prior learning – study undertaken either within the University or at another tertiary institution prior to admission to a programme.

Non-formal prior learning – previously acquired learning based upon life experience, work experience, or a combination of non-formal and formal learning.

Reassignment – the credit and pass grade for a course passed in an incomplete qualification are assigned to another qualification where the course is also available.

Specified credit – credit given for direct equivalence between a course in a programme and the prior learning.

Transfer credit – credit granted from a qualification undertaken at another approved tertiary institution towards an AUT qualification.

Unspecified credit – where prior learning is deemed by the assessment board to be relevant and at an equivalent level to a part or parts of a programme. The unspecified credit may be in a general subject area, and granted towards the programme as a whole.

4. INTRODUCTION

The procedures summarise the step by step processes involved for students and faculty staff when applying for and assessing recognition of prior learning. They have been developed as flow charts that clearly distinguish between the different types of recognition of prior learning and between faculty and student initiated processes.

Flow charts are developed for:

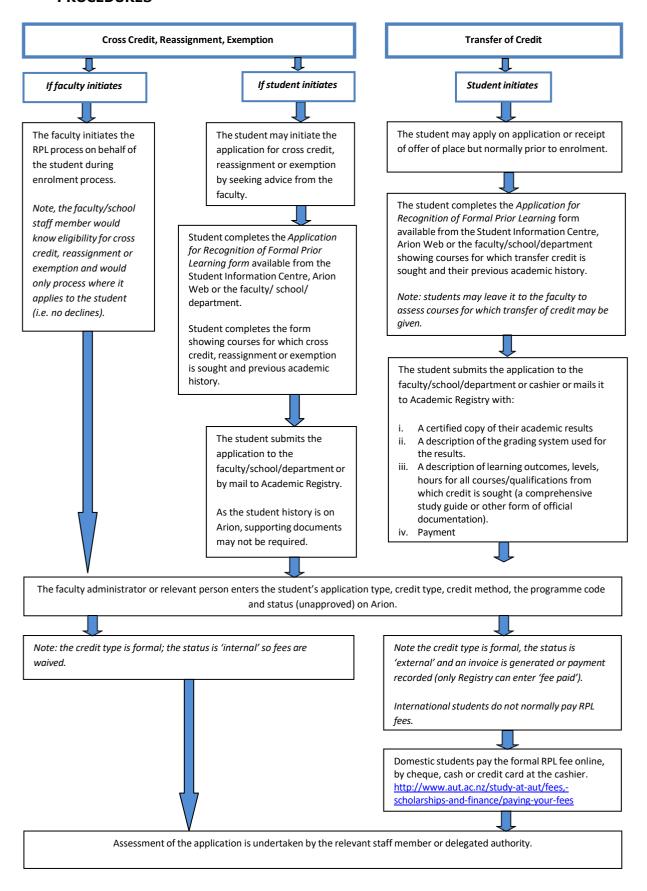
 Formal prior learning procedures - cross credit, reassignment, exemption, transfer of credit

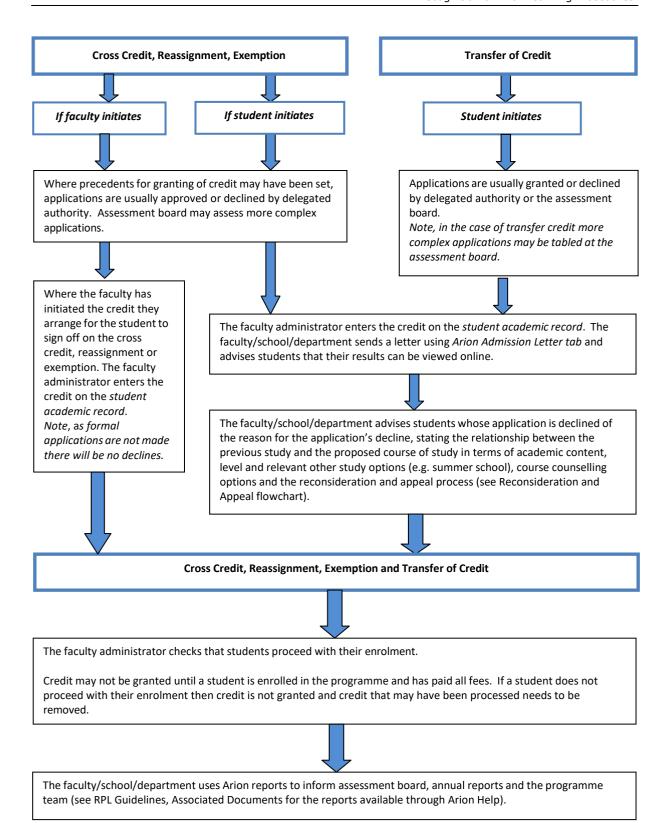
- Non-formal prior learning procedures
- Entry with advanced standing procedures
- Reconsideration and appeal procedures

Other forms of recognition of prior learning are outlined in this document. Surrender of qualifications is dealt with in a separate **Surrender of Qualifications: Guidelines and Process** document.

The separate **Recognition of Prior Learning Guidelines, Cross Credit, Transfer of Credit, Exemption, and Entry with Advanced Standing** offer a more detailed interpretation of the General Academic Regulations Part 4 RPL and these procedures. The application of the regulations is supported with examples of how the regulations may be applied and scenarios of more irregular situations. Arion Help should be used for more technical guidance on how to record applications and credit results as well as how to generate reports to track and record applications and outcomes. Additional information and forms relating to recognition of nonformal prior learning are found in the appendices to the guidelines.

5. CROSS CREDIT, REASSIGNMENT, EXEMPTION AND TRANSFER OF CREDIT PROCEDURES





6. RECOGNITION OF NON-FORMAL PRIOR LEARNING PROCEDURES

The student downloads the Recognition of Non-Formal Prior Learning Checklist from the AUT website.

http://www.aut.ac.nz/study-at-aut/apply-to-aut/recognition-of-prior-learning



The student identifies the course(s) for which they intend to apply for recognition of non-formal prior learning (NFPL).



The student contacts the relevant faculty/school/department for advice and to discuss their application.

The student downloads the Recognition of NFPL Portfolio Preparation Guide from the AUT website if the method of assessment is a portfolio and meets with the relevant staff to discuss the portfolio and timeline.

https://www.aut.ac.nz/study/applying/cross-credit-your-experience-recognition-of-prior-learning

If another method of assessment is used, the faculty/school/department will offer further advice on how to prepare for the assessment activity.

Note, the timeline needs to meet the requirements for assessment board and possibly graduation. The timeline also needs to ensure assessment is in line with any prerequisites or co-requisites for other courses and for timely graduation.

If the assessment is a challenge exam, interview or a combination of assessment modes then consideration needs to be given to scheduling the assessment room and assessor or invigilator availability.



Once the student has determined that they wish to proceed (or in the case of a portfolio, when it is compiled) they contact the faculty/school/department to arrange the assessment and to make payment.



The faculty contacts Registry who enter the student's application type, credit type, credit method, the programme code and status (unapproved) on Arion.

Registry generates an invoice that is sent to the student.



The student pays the initial application fee for recognition of non-formal prior learning online, or by cheque, cash or credit card at the cashier.

Note international students do not pay RPL fees.



Once fees have been paid the student contacts the faculty/school/department to facilitate the assessment submission process.

Assessment is undertaken by the appropriate staff member. Normal post assessment moderation processes are undertaken for all assessment modes and marking schedules completed where appropriate.

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Prepared by: Revised:



The assessor recommends one of the following possible outcomes to the delegated authority or assessment board:

- i. Credit approved (An invoice is generated for \$10 per credit)
- ii. Credit declined
- iii. Further evidence is required.



If further evidence is required in order to assess or process a portfolio, the programme leader will contact the student to discuss their options. The delegated authority will be advised of the assessor's decision.



The faculty administrator enters the credit on the *student academic record* once payment has been received. The faculty/school/department sends a letter using *Arion Admission Letter tab* and advises the student that their results can be viewed online.



The faculty/school/department advises students whose application is declined of the reason for the application's decline, stating the relationship between the previous study and the proposed course of study in terms of academic content, level and relevant other study options (e.g. summer school), course counselling options and the reconsideration and appeal process (see Reconsideration and Appeal flowchart).



The faculty administrator checks that the student proceeds with their enrolment.

Credit may not be granted until a student is enrolled in the programme and has paid all fees. If a student does not proceed with enrolment then credit is not granted and credit that may have been processed needs to be removed.



Reports are generated and used to inform assessment board, annual reports and the programme team (see RPL Guidelines, Arion Forms and Reports for the reports available through *Arion Help*).



Note: the RPL process is subject to audit under the AUT General Academic Statute. The faculty/school/department must remind students to retain their portfolio of evidence until the programme of study has been completed.

7. ENTRY WITH ADVANCED STANDING PROCEDURES

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The faculty/school/department assesses a student's application for entry with advanced standing into a programme as part of the admission and enrolment process. The student would not complete an Application for RPL form or pay an RPL processing fee.



The delegated authority approves or declines applications for entry with advanced standing.

Note: the outcome of this decision determines the entry point of the student in the higher level qualification.



If a student is successful in gaining advanced standing the letter offering students a place should state the number of credit points required to complete the qualification. For example if a student is given credit for the first 120 points of a 240 point master's degree then the offer of place should state they need to complete 120 points of credit to gain that qualification.



If the faculty/school/department declines an application for entry with advanced standing, it is not recorded on the academic record or student transcript and the student is sent a standard letter of offer.



The faculty recommends and approves the student for graduation.

Details are entered in the *Arion Progress tab*. A student who has been approved for entry with advanced standing will show up on ARION as not having met the required points for graduation. There is a warning stating that the student doesn't have enough points. The override option is therefore used to enter a reason e.g. advanced standing, details, assessment board approval date, in order to process the student for graduation and completion reporting.

8. RECONSIDERATION AND APPEAL PROCEDURES

Reconsideration



Note, a student may apply for a reconsideration where they feel the decision in relation to the assessment for RPL is incorrect or unfair.



The student must apply in writing to the faculty/school/department within 14 days of the date that the result of the RPL application was made available to the student. Clear and specific reasons must be given for the application for reconsideration and these must relate to specific issues in the assessment.



The programme leader/assessment board examines and makes a decision on the application for reconsideration.



The faculty records the reconsideration outcome and enters any changes to the original assessment decision on Arion.



The faculty informs the student that the decision will be available through the *Arion Admission Letter tab* on *Arion Web*.



The student retains the right to appeal under the grounds for appeal.

Appeal



Note, a student may appeal the decision where they feel there was in irregularity in the procedure or where it can be shown that additional information has become available.



The student must apply in writing to the Dean within 14 days of the date that the result of the RPL application was made available to the student. In the case where a student may have had an application for reconsideration declined and is appealing, then the appeal must be received 14 days from the date that the reconsideration result was made available to the student. Clear and specific reasons for the appeal must be given.



The Faculty Appeals Committee meets to make a final decision.



If there is a change to the original assessment decision Arion is updated.



The Faculty Appeals Committee notifies the student, delegated authority and the assessment board.

9. OTHER FORMS OF RECOGNITION OF PRIOR LEARNING

9.1 Transfer requirements for postgraduate students

Where a student is able to provide evidence that a proportion of their proposed master's research has already been undertaken at another university, then they may apply for this work to be recognised and for a shorter period of registration than normal to be approved.

If a student falls into this category they need to contact the relevant Faculty Postgraduate Office or the University Postgraduate Centre.

See details on the AUT website:

http://www.aut.ac.nz/study-at-aut/entry-requirements/postgraduate-and-graduate-admission-requirements/transfer-requirements

9.2 Study at another tertiary institute

A student must seek prior approval in writing from the relevant programme leader for concurrent enrolment in a course with another tertiary institution where they wish that course to be credited to their AUT qualification (AUT Calendar, GAR Part 4 Section 5).

The student should refer to the programme leader and the programme regulations to determine if the regulations allow for study of courses outside of the programme and with another provider. They also need to consider their course of study to determine points required, fit with timetabling and other restrictions. A variation of study agreement should be completed and signed by the student and programme leader.

For example, in the Bachelor of Arts a student may be able to enrol in a course from another university where a language course is not available at the University. For example, where a particular course is not offered in a particular semester or year and this would prevent the student from completing a full semester then the student may seek approval for concurrent enrolment at another university in a similar course or in a course that meets the objectives of this University's programme.

10. RESPONSIBILITIES

It is the student's responsibility to initiate the Application for Recognition of Prior Learning and to provide the required documentation.

It is the University's responsibility to publicise the process for RPL application in a transparent and explicit way.

It is the assessment board's responsibility and where appropriate delegated authority's responsibility to determine the credit to be granted or declined and to advise the student.

It is the relevant administrator's responsibility to ensure the credit is accurately reflected on the student's academic record.

Academic Procedure No:

11. POLICY BASE

The General Academic Regulations (GAR) Part 4 Recognition of Prior Learning.

12. ASSOCIATED DOCUMENTS

- Surrender of Qualifications Procedures and Guidelines
- Guidelines for Recognition of Prior Learning, Exemption, Entry with Advanced Standing
- RPL Application Form

Arion Generated Reports

The Arion generated Credit Transfer Report should be used to report RPL outcomes to the assessment board. The report is run by programme and lists each student within a course for that programme. It itemises the programme, course, student, points, grade, application type, credit type, credit method and status. An aggregated summary is provided at the end of the report.

Refer to the Guidelines for Recognition of Prior Learning, Exemption, Entry with Advanced Standing, Arion Forms and Reports for other Arion reports that assist in tracking and reporting on RPL applications and outcomes.