

# Recognition of Prior Learning (RPL) Policy



Policy Number:	R8
Responsibility:	Aspire2 Quality Director, Student Services and Quality Assurance Manager, Programme Delivery Manager, Enrolment and Programmes Administrator, Tutor
Approval:	Aspire2 Quality Director, Aspire2 Academic Committee
Date Created:	April 2017
Review dates:	March 2018, July 2018, May 2019
Version:	4

## Purpose

To ensure that Recognition of Prior Learning (RPL) is accessible to anyone with skills, knowledge and attitudes that can be validated.

To ensure that the processes used are fair, equitable, transparent and academically sound.

RPL is a method of assessment [leading to the award of a part or all of a qualification] that considers whether learners can demonstrate that they can meet the assessment requirements for a course through knowledge, understanding or skills they already possess and do not need to develop through a course of learning.

RPL enables recognition of achievement from a range of activities using any appropriate assessment methodology. Provided that the assessment requirements of a given unit, course or qualification have been met, the use of RPL is acceptable for accrediting a unit, units, course, courses or a whole qualification. Partial unit and/or course completion is not acceptable.

Evidence of learning must be:

- Valid
- Reliable
- Current

## Responsibility

- Student Services at the delivery site are responsible for receiving RPL applications and reporting to the Programme Delivery Manager for approval. Successful RPL applications are processed with enrolments and entered into the SMS and Assessment Tracker.
- Programme Delivery Managers are responsible for ensuring that RPL requirements are met when assessing an RPL application.
- Student Services Team ensure all students with RPL are correctly entered into the SMS as RPL and the PTE does not receive course fees or funding where RPL is given for a course, unit standard or qualification.
- Programme Delivery Manager and Tutor ensure the student does not attend the course where RPL is given, unless negotiated by the tutor and student (where courses run together at the same time). Where courses run together students with RPL for a course do not sit assessments and no funding is received.
- The Student Services and Quality Assurance Manager or Academic Committee may set fees for handling RPL applications. Such fees will be made available to student in the RPL form and application process.
- Programme Delivery Manager and Enrolment and Programmes Administrator is responsible for ensuring that timely advice and guidance is provided to academic staff on RPL and that the PTE continually strives for excellence.

## Policy Statements

1. The RPL process will be transparent, fair and academically sound to everyone concerned.
2. The availability of RPL toward any qualification is only limited by the regulations governing that qualification or the regulations established by an Industry Training Organisation, external professional organisation or articulation agreement with another provider.
3. The availability of RPL or CTR toward any qualification can be up to 100% for the award of the PTE qualification except where specified in the Programme Regulations or with the approval of the Programme Delivery Manager and CEO.
4. RPL for all courses must be approved by the Programme Delivery Manager with assistance of the delivery tutor, either individually or as part of a larger process.
5. Students can gain RPL if there is a 80%+ match in content between the qualification being RPL to and previous qualifications or experience. It is reliant on the student applying for the RPL to provide evidence of their previous study and/or experience and the RPL evaluator to make a fair yet reasonable assessment of this information.
6. To qualify for RPL credit, prior formal learning must normally have been undertaken within ten years of the first date of enrolment into the programme for which credit is sought. For highly practical programmes such as trades and welding, this period requires confirmation via a practical assessment of current skills. The practical assessment is conducted by a qualified tutor or assessor within the context.
7. If a student transfers from one programme to another, the credit approved in the original programme will not be automatically transferred.
8. A successful application for RPL will result in an entry in the student's academic transcript as RPL, or CC against the course for which credit has been awarded, or EXP against the course if an exemption is granted.

## Relevant Legislation

- Education Act 1989
- Public Records Act

## Related Documentation

Document	Section Title	Number
Academic Quality Standard	Student Guidance and Support	6
Academic Quality Standard	Assessment and Moderation	9
Academic Quality Standard	Reporting Results and Certification	10
Academic Quality Standard	Self-Assessment, External Evaluation and Review	12
Terms of Reference	Academic Committee	
Terms of Reference	Programme Committee	
Procedure	Assessment	
Procedure	Moderation	
Procedure	RPL	





## Recognition of Prior Learning (RPL)

RPL refers to the practice of receiving applications for credit towards qualifications offered by the PTE for formal or informal learning obtained elsewhere, and determining the suitability of the evidence received to warrant the award of credit towards a qualification awarded by the PTE.

### Assessment of Prior Learning (APL)

Formally acknowledges the value of a student's prior learning, whether formal or informal, by assessing that prior learning for the purpose of granting credit towards a unit of learning, course or programme in which a student wishes to enrol.

### Cross Credit (CC)

Application towards one qualification of credit gained for another qualification at the same institution.

### Credit Transfer (CT) – including Achieved at Another Provider (AAP)

Credit for a course where the exact same course has been completed at another provider. The course may be a local course or a NQF standard. Formal evidence must be provided by the student to indicate that they hold the relevant result. NB: If the other provider's course outcomes do not exactly match the PTE course learning outcomes, the application is to be treated as an Assessment of Prior Learning.

In the case of Credit Transfer for an NQF standard, no result is sent to NZQA as they must already have it. A result of AAP will be awarded. Refer Policy and Procedure Reporting and Certification.

### Exemption (EXP)

Exempted from a compulsory course on the basis of previous credit, but required to substitute with another course.

Evidence may include but is not exclusive to:

- Challenge Test set by the PTE (i.e. demonstration of skill or examination of knowledge).
- Evidence of current competency
- Official Transcripts
- Course Documents
- Assessed Work

