



Literacy Aotearoa
Choice Change Freedom

Assessment of Prior Learning Policy

1.0 Purpose:

The purpose of this policy is to:

Ensure Learners are able to gain academic credits towards the completion of Literacy Aotearoa programmes /qualifications based on previous experience and learning.

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 Literacy Aotearoa 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 is equitable and consistently applied; and
- The quality, integrity and reputation of Literacy Aotearoa qualifications are maintained.

3.0 Policy

3.1 Award of credit through the assessment 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 National / New Zealand 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:

Cross credits and credit transfer will apply only when there is sufficient evidence demonstrating comparability and equivalency of learning outcomes, volume of learning, content and learning and assessment approaches. Application requiring curriculum mapping to determine the type and amount of credit to be awarded will be carried out by the Curriculum Manager, in accordance with established guidelines and procedures.

Where the application for credit recognition contains non-formal education or experiences, these will be referred to Curriculum Manager and approved by Programme committee to be assessed as RPL.

3.3 Assessing Prior Learning:

Recognition for Prior Learning is always undertaken on a case-by-case basis taking into account the work, life and previous study experience of the applicant.

RPL may be awarded for a unit standard or 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 unit standards/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 Learner Information and Advice:

Information and advice on the assessment of prior learning will be provided in promotion 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.

If a learner transfers from one programme to another, the credit approved in the original programme will not be automatically transferred.

3.5 Applications:

Learners who apply for assessment of prior learning must 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.

3.6 Notification of Outcome:

Learners should be notified of the outcome of their application for credit recognition in writing and a copy of the letter must be kept on the learner's file in EnrolPro.

4.0 Definitions:

<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 Literacy Aotearoa 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 Literacy Aotearoa course/s /Programme.
<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 Literacy Aotearoa or another institution, conditional on the length of time since completion of the course/s.
<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 Literacy Aotearoa.
<i>Non-formal learning</i>	Is learning that has occurred in either; <ul style="list-style-type: none"> • Programmes that are not recognised as leading to qualifications recognised by NZQA or listed on the NZQF, or • Programmes of study not recognised by NZQA or as leading to a qualification, the standing of which can be assessed by Literacy Aotearoa; and/or • Learning that has occurred outside courses of study, eg. Work experience, life experience.
<i>NZQF</i>	New Zealand Qualifications 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: http://www.nzqa.govt.nz/studying-in-new-zealand/tertiary-education/prior-learning-and-credit-transfer/
<i>Learners</i>	Learners include all Literacy Aotearoa students including Trainee Tutors.