

CREDIT RECOGNITION AND TRANSFER, AND RECOGNITION OF PRIOR LEARNING

Amendment #	Amendment Date	Effective Date	Document Manager	Approved
"Policy Name"				
1	02/11/2022	02/11/2022	Programme/Enrolment Manager	General Manager
Compliance	NZQA Guidelines for the recognition and award of credit for learning, TEC admission and enrolment requirements			
Related Policies	<ul style="list-style-type: none"> • Programme Admissions and Entry Requirements • Domestic Student Recruitment and Enrolment • International Student Recruitment and Enrolment 			

Purpose

This document describes processes for the recognition of credit achieved in previous qualifications and recognition of prior learning. This document applies to students seeking recognition for credit or prior learning through work or study in qualifications, programmes and components is approved to assess.

Policy

Ardmore Flying School is committed to ensuring quality prior learning is acknowledged and not repeated without cause. AFS will recognise the skills, knowledge and understanding already acquired outside formal education and training and the achievement of credit from qualifications that can be credited towards Pilot training components and programmes.

Definitions

Advanced Standing refers to a shorter overall enrolment period granted where a significant amount of the intended programme components have been previously achieved and recognised for credit towards a programme of study

Applicant refers to the student applying for CRT/RPL

Articulation Agreement refers to a formal agreement between two providers who have recognised components equivalency within specified programmes. This agreement pre-approves credit transfer for components within the other provider's programme and may enable a reduction in programme duration (Advanced Standing).

Components refer to papers, modules or assessment standards that make up the programme leading to the qualification.

Credit Recognition (CR) and Transfer (CRT) refers to credit for outcomes already achieved through a qualification is recognised as credit for comparable outcomes in another programme of study.

Credit Transfer (CT) refers to credit for an identical component achieved through a qualification regardless of where or when it was achieved.

Directory of Assessment Standards (DAS) refers to NZQA's list of all quality assured unit and achievement standards, known collectively as 'assessment standards'

Recognition of Prior Learning (RPL) refers to assessment of an applicant's relevant and current knowledge and skills gained through prior learning (but not with a formal credential) for the purpose of awarding credit towards a programme of study.

Record of Learning (RoL)

- Record of Learning refers to the list of achieved components against the student record in AFS's student management system (EnrolPro).
- NZQA Record of Achievement (ROA) is the official transcript of the NZQF assessment standards achieved

EnrolPro is the Student Management system used by AFS for reporting SDR and Fees free to TEC and entering and reporting students results to NZQA.

Responsibilities **The Enrolment Manager** is responsible for maintaining awareness of programme qualification outcomes in order to advise students during the enrolment process of the potential and possibility for CRT/RPL; completing CRT/RPL Forms and assisting students in collecting evidence for CRT/RPL applications.

Programme Manager is responsible for ensuring approved CRT and RPL components show as having been completed in student records.

Applicants are responsible for submitting a portfolio of verifiable evidence showing where they have achieved equivalent learning outcomes at the same level during the course of previous education or employment.

Management are responsible for: authorising advanced standing; assessing and approving CRT applications where the assessment standards or AFS programme components are identical in both programmes

Academic Committee is responsible for reviewing RPL applications for an entire programme of study and approving articulation agreements with other providers

Programme Manager is responsible for examining evidence in RPL applications and mapping evidence against relevant learning outcomes and assisting staff in CRT/RPL applications

Procedures

Time limits	Time limitations for recognition of prior learning are generally set at five years. Extensions for recognition may be granted by the Management or Head of Training on a case-by-case basis where knowledge and skills remain current though evidence of other work or study.
Applications	Students with potential CRT/RPL eligibility must be identified during the enrolment process. The Enrolment Manager must advise on this process, timeframe for application and any associated costs.
Credit Transfer	Achieved NZQA components listed on the Directory of Assessment Standards
	Assessment standards recorded on the applicant's NZQA or ASL Record of Learning as achieved will be recognised for credit transfer where they correspond to components in the student's programme of enrolment. The Enrolment Manager will complete a Credit Transfer Form at the time of enrolment. Academic Manager will record these components as completed on the student's enrolment pattern within 5 weeks of enrolment. Management may approve these applications.
Achieved external components (not listed on DAS)	Components not listed on DAS and achieved with external providers should be referred to the Head of Training to be assessed whether achievement may be recognised for credit. The Enrolment Manager should only refer applications where a previously completed qualification shows similar graduate outcomes to the intended AFS programme and/or the student has requested this at enrolment. The applicant must submit a portfolio of verifiable evidence showing they have achieved equivalent learning outcomes at the same level during the course of previous education
RPL	The RPL process is used to assess an applicant's knowledge and/or skills not confirmed by a formal credential/qualification. Any application seeking RPL will be reviewed by the Head of Training.
Component mapping for credit recognition	To be recognised for credit; RPL and CRT evidence provided by the applicant must be mapped against the programme's components learning outcomes and level. This is completed through the evidence mapping chart, with the supporting evidence portfolio Documentation must show: <ul style="list-style-type: none"> • the applicant's evidence accurately maps to each learning outcome of the component • the applicant's evidence meets the component level in line with the identified NZQF level descriptor Where the applicant's evidence does not map accurately to learning outcomes, the applicant is provided with the

	<p>opportunity to submit a portfolio of evidence, complete set activities and/or undertake assessments to prove they hold equivalent skills and knowledge.</p> <p>Where additional evidence does not allow for full mapping to the learning outcomes, the applicant must complete the entire component assessment</p>
Advanced standing application	<p>Where RPL/CR evidence demonstrates the applicant has previously achieved a significant amount of a programme's learning outcomes, and full entry criteria has been met, the applicant may be referred to apply for advanced standing (reduction in overall programme duration).</p> <p>Where advanced standing approval has been granted and programme length decreased, the Financial Controller (Domestic and/or international Student) may approve a reduction in programme fees corresponding to the revised length of programme. Should a reduction in fees occur then a reduction in any applicable government subsidy applied for, must correspond.</p>
Articulation agreements	<p>Head of Training may pre-approve specific provider programmes (PPL) where mapping of external component outcomes and levels meet AFS programme component outcomes and levels.</p>
Inconsistencies	<p>Where a tutor identifies a student has achieved a component at another provider, and not reached the required standard; the tutor is to submit a written report summarising their concerns to the Head of Training. If justified, the report may be sent on to the Standard Setting Body or to NZQA.</p>
Appealing RPL / CR assessment outcomes	<p>Where an applicant wishes to appeal the CRT/RPL decision, this must be made in writing within twenty-one (21) days of the date of notification letter and forwarded as follows:</p> <ul style="list-style-type: none"> to the Head of Training where application was assessed by Enrolment Manager to the General Manager where application was assessed by the Head of Training. <p>On receipt of the letter of appeal, the decision will be reviewed and evidence re-assessed. A written response detailing the appeal decision will be sent to the applicant.</p>
Charges associated with CRT/RPL	<p>ASF may charge applicants a fee to for processing CRT/RPL where:</p> <ul style="list-style-type: none"> NZQA has charged fees for reporting DAS credits Aspeq has charged a fees for student's membership renewal RPL applications required significant amount of staff time in mapping and verifying evidence <p>Ardmore Flying School must advise the applicant of any costs prior to processing CRT/ RPL.</p>
Graduating students	<p>Where a student is applying to enter another tertiary institution and the AFS transcript provides insufficient information for recognition of prior learning or credit transfer, the student needs to apply to the Management for further information.</p>

	The Management may consult with the Academic Manager in relation to releasing additional curriculum information
Records	Any CRT and/or RPL arrangements for individual students, and the evidential basis for them, must be kept as a permanent record
Referral documents	<ul style="list-style-type: none"> • Credit Transfer Form • RPL Application Form • Advanced standing Form • NZQA Prior Learning and Credit Transfer
Guiding regulations	<ul style="list-style-type: none"> • NZQF Programme Approval and Accreditation Rules 2013: 4.1 criterion 5 https://www.nzqa.govt.nz/assets/About-us/Our-role/Rules/2020/NZQF-Programme-Approval-and-Accreditation-Rules-2020.pdf • PTE Enrolment and Academic Records Rules 2012 • Private Training Establishment Registration Rules 2013 https://www.nzqa.govt.nz/about-us/our-role/legislation/nzqa-rules/expired-rules/pte-registration-rules-2013/appendix-2/

Note regarding all policies and procedures

This policy is a Controlled Document and managed by the document control manager in accordance with our SMS Document Control process. All staff are encouraged to provide suggestions for improvement and notification of errors in this document at any time. This can be done by completing a HICS. Any printed copy of this document is to be considered uncontrolled.

Enrolment Manager CRT & RPL Quick Guide

Credit Recognition and Transfer (CRT) Credit for educational achievement	Enrolment Manager Form/Action	Responsibility	Guidance
Staircasing: Previous programme components match ECV in intended programme enrolment pattern	Complete Credit Transfer Form.	Enrolment Manager	Transfer details as per applicant's NZQA/ASL Record of Learning
AFS programme has assessment standards from DAS. Applicant's Record of Learning (RoL) confirms achievement of assessment standards from DAS (Partial cross credit).	Complete Credit Transfer Form	Enrolment Manager	Transfer details as per applicant's NZQA/ASL Record of Learning
AFS programme has AFS designed components. Applicant's AFS RoL confirms achievement of AFS programme components (in case of reenrolment after withdrawal).	Complete Credit Transfer Form	Enrolment Manager	Transfer details as per applicant's NZQA Record of Learning

Recognition of Prior Learning (RPL) Recognition of knowledge & skills achieved outside of educational programmes	Enrolment Manager	Responsibility	Guidance
<p>Applicant has relevant and current knowledge and skills gained through prior learning, but has no formal credentials (i.e. gained through work, voluntary or life experience not through an educational programme)</p>	<ol style="list-style-type: none"> 1. Assist applicant to complete portfolio of evidence to assist with mapping. 2. Submit RPL/CR application 3. Request Head of Training to complete evidence mapping 	<p>Academic Manager / Head of Training</p>	<p>Applicant's portfolio of verifiable evidence to demonstrate currency of skills & knowledge within the last 5 years. Enrolment Manager must verify evidence is authentic (i.e. Employer/reference checks). RPL/CR assessment evidence requires that the applicant's current level of competency meets the learning outcomes and level of the standard especially in the case of practical competency.</p> <p>In instances where the evidence does not map accurately to learning outcomes, the applicant may be provided with the opportunity to submit additional evidence or to complete set activities and/or undertake assessments to prove competency.</p> <p>Where additional evidence does not allow for full mapping to the learning outcomes, the applicant is required to complete the entire component assessment. This must be stated in the RPL Form.</p> <p>Note: Check for any costs associated with processing this application.</p>

Terminology:

Enrolment Component Version (ECV) is a component version linked to a programme intake in which students are enrolled. An ECV is created for each component within the specified programme.

Achieved SCV recorded on CRM

Enrolment Manager will complete a Credit Transfer Form. Academic Manager will record these components as completed on the student's enrolment pattern.