

## ***POLICY***

### **CREDIT RECOGNITION**

#### **(05.004)**

#### **POLICY**

Northland Polytechnic may award academic credit for course(s) of learning when the applicant provides satisfactory evidence that they have met the specified performance criteria/learning outcomes either by formal education, or informal processes, or a combination of both.

#### **PURPOSE**

To ensure that Northland Polytechnic has in place effective credit recognition and transfer procedures consistent with NZQA Credit Recognition and Transfer Policy.

To promote user-friendly and accessible processes for programme credit recognition in order to minimise repeat study and facilitate efficient study pathways for learners.

#### **APPLICATION AND SCOPE**

This policy applies to all Northland Polytechnic qualifications.

#### **DEFINITIONS**

- *Credit Recognition*  
Recognition of former learning either by credit transfer, unit standard transfer, RPL/APL, block credit transfer or articulation.
- *Recognition of Prior Learning (RPL) Assessment of Prior Learning (APL)*  
Assessment of a learner's existing skills and knowledge before they are enrolled on a programme. This involves two steps: *facilitation* to help the learner to prepare for assessment, and *assessment* to make judgements about the learner's skills and knowledge.
- *Credit Transfer*  
Credit recognised from one course to another where content and level is identical.
- *Cross Credit*  
Credit recognised from one course to another where content is similar and equivalent.
- *Course*  
A component of education. A paper/module/subject may all be different types of courses. A course is usually related to an enrolment event.
- *Currency*  
Refers to how up to date a learner's skills and knowledge may be. This is especially relevant where changes in technology, industry requirements or legislation impose a time limit on course content.
- *Articulation agreement*  
An agreement which links qualifications or part qualifications between providers with guaranteed credits. These agreements are approved via Academic Board processes and are reviewed regularly.

- *Block Credit Transfer*  
The award of credit towards a qualification for previously completed or partially completed qualifications.

## COMPLIANCE OBLIGATIONS

<b>Responsibility</b>	Director Education Services
<b>Approval dates</b>	November 2008
<b>Next Review</b>	November 2011

## OTHER RELATED DOCUMENTS

NZQA Credit Recognition and Transfer Policy

## PROCEDURES AND GUIDELINES

- 1.0 All programme brochures shall include information on credit recognition so that intending students receive timely advice on credit recognition opportunities.
- 2.0 Total credit awarded through credit recognition may not exceed two thirds of the qualification credits except with the approval of Academic Board.
- 3.0 Individual programme regulations or approved articulation agreements may state further specific criteria, relaxations, or restrictions to the amount of credit awarded by credit recognition as approved by the Academic Board.
- 4.0 Registry is responsible for receiving, receipting and logging credit recognition applications and portfolios, recording any academic credit as approved by the Programme Leader and notifying applicants and any external agencies as required per Northland Polytechnic Policy, *Results and Reporting (10.005)*.
- 5.0 Programme Leaders are responsible for ensuring that an applicant for credit recognition has guidance and support in preparing their application by appointing a *Facilitator* who will be an academic staff member, normally from the student's programme of study. Credit recognition facilitation and assessment processes must be supportive and respectful of personal privacy.
- 6.0 Academic staff will be delegated the responsibility for assessment of credit recognition applications and reporting of recommendations to the Programme Leader.
- 7.0 The person providing *facilitation* for credit recognition shall not be the person carrying out the *assessment*.
- 8.0 Applicants must be enrolled in the qualification to which the credit recognition application applies before credit will be awarded. An application and assessment fee will normally be charged according to the published Schedule of Fees, but TEC Funding will not be claimed on courses awarded through credit recognition.
- 9.0 Credit recognition processes are forms of assessment and are therefore subject to Northland Polytechnic policies and specific programme regulations regarding assessment, moderation and reporting.
- 10.0 All credit recognition awards must be defensible in terms of appropriateness, equity, evidence and currency.

- 11.0 Substantiated information or documentation will be held in the relevant student's file and made available for moderation or audit as requested.
- 12.0 Applicants have the right of appeal against the Programme Leader's decision through the Academic Appeals process.
- 13.0 If a staff member is to be awarded RPL by Northland Polytechnic from a programme area in which they work, the Polytechnic requires that an external validation of the RPL outcome is conducted.

**KEYWORDS**

Credit transfer  
Credit recognition  
Recognition of prior learning  
Assessment of prior learning  
Cross credit  
Articulation agreement  
Block credit transfer

**SIGNED:** R Scobie **Date:** July 2010  
**Director Institutional Quality  
under delegation from academic  
Board**

