

# ***POLICY***

## **CREDIT RECOGNITION**

### **(05.004)**

#### **POLICY**

Northland Polytechnic Ltd shall award academic credit for learning when the applicant provides satisfactory evidence that they have met the learning and graduate outcomes either by formal education, informal learning, or a combination of these.

#### **PURPOSE**

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

To promote user-friendly and accessible processes for 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 Ltd qualifications and programmes of study.

#### **DEFINITIONS**

- *Credit Recognition*  
Recognition of prior learning either by credit transfer (CT), unit standard transfer (UST), recognised or assessment of prior learning (RPL/APL), advanced standing (AS), block credit transfer, unspecified credit transfer or formally approved articulation agreements.
- *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.
- *Credit Transfer*  
The process whereby credit already achieved by a learner is recognised towards a new qualification.
- *Course*  
A component of a qualification. A paper/module/subject may all be different types of courses. A course is usually related to an enrolment event.
- *Articulation agreement*  
A formal agreement between two or more providers to accept credits in transfer toward a specific qualification. Articulation agreements must be approved by Academic Committee.
- *Block Credit Transfer*  
The award of credit, as specified or unspecified credit or a combination of both, towards a qualification from previously completed or partially completed qualifications.
- *Informal Learning*  
Knowledge and skills learnt through experience, not part of traditional curriculum and without credentials.

- *Specified credit transfer*  
The process of transferring credits gained in other qualifications or components of a qualification to a specific qualification.
- *Unspecified credit transfer*  
The process of transferring credits gained in qualifications or components of a qualification encompassing knowledge and skills that do not directly match the learning outcomes of the qualification the credits are transferred to.
- *Advanced standing*  
The outcome of assessment which allows a student to enter a programme at an advanced level with block credit awarded for achievement at the lower level of the programme.

### **COMPLIANCE OBLIGATIONS**

- *Education Act 1989*
- *The Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021*
- TEC fund conditions related to recognised prior learning
- Professional Statutory Body Requirements

<b>Responsibility</b>	Executive manager responsible for academic quality
<b>Approval dates</b>	November 2017
<b>Next Review</b>	November 2023

### **OTHER RELATED DOCUMENTS**

*NZQA Recognising Learning for Credit: Guidelines for the Recognition and Award of Credit for Learning (2017)*

*Policy: Information for Students (05.001)*

*Policy: Concerns and Complaints, (06.001)*

*Policy: Academic Appeals (09.002)*

*Policy: Assessment and Moderation (09.001)*

*Policy: Academic Records and Awards (10.001)*

Approved November 2017	Version 5.3	Page 2 of 5
05.004 Credit Recognition		
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**PROCEDURES AND GUIDELINES**

- 1.0** All programme related documentation (for example, brochures, interview checklists, programme handbooks and NorthTec's website) shall include information on credit recognition so that intending students receive timely advice on credit recognition opportunities prior to enrolment
- 2.0** Total credit awarded through credit recognition may not exceed two thirds of the qualification credits except with the approval of Academic Committee.
- 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 Academic Committee.
  - 3.1** Changes to individual Programme Regulations relating to specific criteria for credit recognition must be approved by Academic Committee through the programme change process.
  - 3.2** Articulation agreements must follow the template available from the Quality Management System and be approved by the executive manager with responsibility for academic quality and Academic Committee prior to signing.
- 4.0** Registry is responsible for receiving, receipting and logging credit recognition applications and portfolios.
- 5.0** Pathway Managers 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** Programme area academic staff will be delegated the responsibility for facilitation, assessment and moderation of credit recognition applications. 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. TEC Funding will not be claimed on courses awarded through credit recognition.
- 7.0** Credit recognition processes are forms of assessment and are therefore subject to Northland Polytechnic Ltd policies and specific programme regulations regarding assessment, moderation and reporting – see Northland Polytechnic Ltd policy: *Assessment and Moderation (09.001)*.
- 8.0** All credit recognition awards must be defensible in terms of appropriateness, equity, evidence and currency.
- 9.0** The Academic Registrar will review all documentation and countersign the application. Registry will record any academic credit as approved and notify applicants and any external agencies as required per Northland Polytechnic Ltd Policy, *Academic Records and Awards (10.001)*.
- 10.0** Substantiated information or documentation will be held in the relevant student's file and made available for moderation or audit as requested. A copy of all evidence shall be retained where appropriate.

Where a portfolio of evidence is deemed too large to place on the student file, a summary of the documentation will be sufficient. The summary must include a list and description of the portfolio items and the assessors signature.

- 11.0** Applicants have the right to appeal against the credit recognition decision through the Academic Appeals process – see Northland Polytechnic Ltd policy: *Academic Appeals (09.002)*.
- 12.0** Where a staff member is to be awarded RPL by Northland Polytechnic Ltd from a programme area in which they work, the Polytechnic requires external validation of the RPL outcome to be conducted.
- 13.0** At the end of every teaching block, a report obtained from Registry summarising all credit recognition awarded during the teaching block is to be tabled at the appropriate Pathway Committee meeting for ratification.

### KEYWORDS

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

### FORMS

R025 Credit Recognition Information and Application  
 R028 Unit Standard Transfer Confirmation  
 R018 Facillitator Checklist for Credit Recognition  
 RO19 Template for Credit Recognition: Addressing the Learning Outcomes

REVISION HISTORY			
Version	Description of Change	Author	Effective date
1	New – replaced A01/06 <i>Credit Transfer, Guaranteed Credit and Articulation Agreements</i>	QMS Team	January 2009
2	Review	QMS Team	October 2009
3	Review – management structure changes	QMS Team	July 2010
4	Review – minor changes to policy statement and definitions; update P&G	QMS Team	August 2015
4.1	Changes to P&G re Articulation/Guaranteed Credit arrangements	QMS Team	October 2015
5	Minor change to definition, procedures and guidelines	QMS Team	November 2017
5.1	Review and update of Procedures and Guidelines	QMS Team	October 2018
5.2	Add 'Ltd' to Northland Polytechnic Amend Academic Board to Academic Committee	QMS Team	May 2020
5.3	Triennial review – minor changes to P&G for clarity	QMS Team	October 2020
5.4	Amend the title – The Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021	QMS Team	April 2022

**Credit Recognition  
(05.004)**  
September 2018

