

POLICY

CREDIT RECOGNITION

(05.004)

POLICY

Northland Polytechnic 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 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 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 Board.
- *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 section
- TEC fund conditions related to recognised prior learning
- Professional Statutory Body Requirements

Responsibility	Executive manager responsible for academic quality
Approval dates	November 2017
Next Review	November 2020

OTHER RELATED DOCUMENTS

NZQA Credit Recognition and Transfer Policy

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)*

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 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 Academic Board.
 - 3.1 Changes to individual Programme Regulations relating to specific criteria must be approved by Academic Board 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 Board prior to signing.
- 4.0 Registry is responsible for receiving, receipting and logging credit recognition applications and portfolios, and recording any academic credit as approved by the Programme Leader and countersigned by the Academic Registrar. Registry will notify applicants and any external agencies as required per Northland Polytechnic Policy, *Academic Records and Awards (10.001)*.
- 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 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 policies and specific programme regulations regarding assessment, moderation and reporting.
- 8.0 All credit recognition awards must be defensible in terms of appropriateness, equity, evidence and currency.
- 9.0 Substantiated information or documentation will be held in the relevant student's file and made available for moderation or audit as requested. Portfolios of work deemed too large for student files will be returned.
- 10.0 Applicants have the right of appeal against the credit recognition decision through the Academic Appeals process.

11.0 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

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

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	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

