



## CREDIT TRANSFER & RECOGNITION OF PRIOR LEARNING/CURRENT COMPETENCY POLICY and APPLICATION FORM

**WELLPARK**

Leading Natural Therapies

### DEFINITIONS

**CT** = Credit Transfer: Credit for learning completed at a recognised institution or NZQA unit standard credits.

**RPL** = Recognition of Prior Learning: People who already have skills and knowledge can be assessed immediately, by presenting evidence of prior performance or completing assessment tasks.

**RCC** = Recognition of Current Competency: Often used as a synonym for RPL. Skills and knowledge obtained outside a recognised institution, which is then assessed for competency against Wellpark College locally approved standards, or NZQA national framework unit standards.

### GENERAL POLICY

- All students applying for CT/RPL/RCC must complete the appropriate application form at the time of enrolment and provide evidence of previously assessed equivalent learning and pay an application fee.
- Students who have already passed a course or components which form a Wellpark College course and can produce evidence to verify this will be eligible for *credit transfer*.
- Students, who have already acquired the knowledge/skills of a course of learning through previous learning but have not been formally assessed, can apply for *recognition of prior learning (RPL) also known as current competence (RCC)*.

### SPECIFIC POLICY

- Applications for Credit Transfer will be accepted if they are in line with the criteria set down and the previous learning has been completed within the previous five years.
- The college reserves the right to ask any person applying for a Credit Transfer who does not meet the criteria for such to undergo a RPL/RCC assessment to ascertain current competency. Such an assessment will incur a cost, which will be published in the literature of the college.
- An RPL/RCC assessment may involve the student undergoing an assessment or challenge test, either through the College's own assessment procedures or by an external agency to prove that the student has the skills and knowledge claimed. The student will pay for the costs of the Wellpark College or external agency assessment of current competency status.
- Wellpark College will not apply *CT/RPL/RCC* to a part of a course but only to full courses.
- The college will not apply *CT/RPL/RCC* to more than 50% of any programme, (33% for overseas qualifications) unless there is a special agreement with another institution, which the College recognises as having equivalency with the programmes and curricula offered by the College.

**[www.wellpark.co.nz](http://www.wellpark.co.nz)**

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## CREDIT TRANSFER APPLICATION FORM

If you have already been assessed and gained credits for a course which matches the Wellpark course you want to enrol on, you may wish to apply for credit transfer.

There are 2 types of credit transfer:

- **Internal:** This is when you can transfer your credits you have already gained on one Wellpark course to another Wellpark course you want to enrol on. There is a **\$50** for each course you are seeking credit transfer for.
- **External:** If you have gained credits from courses outside Wellpark College you may be able to transfer these credits to the Wellpark course you wish to enrol on. You will need to check that the level, credits, learning outcomes and assessments match the Wellpark College course and provide evidence that all requirements for the Wellpark course are covered by your previously assessed learning. There is a **\$50** for each course you are seeking credit transfer for.

### STUDENTS TO COMPLETE THIS SECTION

#### 1. Personal Details

NAME :	STUDENT ID :
WELLPARK COLLEGE QUALIFICATION YOU ARE ENROLLING IN:	

#### 2. Details of your previously assessed learning

Wellpark College course for which you are claiming a Credit Transfer	Name of: a) Institution studied at b) Specific name of programme enrolled into at this institution c) Specific name of the course you wish to use for Credit Transfer	Course Level (e.g. level 5, 6, 7)	Credits gained/ hours of study	Compare SPECIFIC learning outcomes of previous course with Wellpark College course learning outcomes

### 3. Checklist

I have attached the following evidence to support my application (please tick).

- Record of learning or academic transcript which shows subject passes
- Curriculum details (full course subject break-down) including learning level, credits, learning outcomes, syllabus and assessments
- Other (please state).....

*Failure to provide full documentation will result in your application being declined.*

### 4. Student declaration (please read and sign)

I confirm that the information and evidence provided by me is authentic and accurate. I understand that approval is not guaranteed and that I will be informed of the outcome of my application. I understand no refund will be made if my application is declined.

STUDENT SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

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#### ***For Administration Use Only***

Date form received by Wellpark College: \_\_\_\_\_

Payment made: \_\_\_\_\_

**WELLPARK COLLEGE PROGRAMME LEADER TO COMPLETE THIS SECTION**

Name of Programme Leader \_\_\_\_\_

Programme \_\_\_\_\_

Date: \_\_\_\_\_

**Result of credit transfer application**

Wellpark course for which Credit Transfer is requested	PL decision (Accepted – A) or (Declined – D)	Comments

Programme Leader signature: \_\_\_\_\_ Date: \_\_\_\_\_

Authorised Moderator signature: \_\_\_\_\_ Date: \_\_\_\_\_

*\*Please return this form to the Student Liaison who will advise the student of the outcome*

## RECOGNITION OF PRIOR LEARNING (RPL) APPLICATION FORM

If you think you may have already acquired the skills and knowledge of a particular Wellpark College course through previous learning or life/work experience even though this has not been formally assessed, you will not qualify for a Credit Transfer but you can instead apply for Recognition of Prior Learning (RPL) or Recognition of Current Competency (RCC).

All RPL and RCC applications require you to take a Challenge Test to prove you have the skills and knowledge that you claim. All Challenge Tests attract a fee which must be paid before you sit the Challenge Test and no refunds will be made you fail the Challenge Test. The Programme Leader sets the Challenge Test(s) and you will be advised of assessment dates and assessment outcomes by the Student Liaison.

Fees for Challenge Tests:

- \$70 per written Challenge Test.
- \$70 per hour or part thereof for each practical Challenge Test(s).

### STUDENTS TO FILL IN THIS SECTION

#### 1. Personal Details

NAME :	STUDENT ID :
WELLPARK COLLEGE QUALIFICATION YOU ARE ENROLLING IN:	

#### 2. Details of RPL/RCC you are seeking

Wellpark College course for which you are claiming an RPL/RCC	Current skills and knowledge claimed	How gained	When gained	Compare SPECIFIC learning outcomes of the Wellpark College course against your current knowledge/skills


**3. Details of evidence attached to support my RPL/RCC application e.g. references, attestations, portfolios, etc (please list).**

**4. Student declaration (please read and sign)**

I confirm that the information and evidence provided by me is authentic and accurate. I understand that the Challenge Test(s) must be passed in order for this application to be accepted. I understand that I will be informed of the outcome of my application and that no refund will be made if I fail the Challenge Test(s)

STUDENT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**Administration Use Only**

Date form received by Wellpark College: \_\_\_\_\_ Payment received \_\_\_\_\_

**THIS SECTION TO BE COMPLETED BY THE PROGRAMME LEADER**

Name of Programme Leader \_\_\_\_\_

Programme \_\_\_\_\_

Date \_\_\_\_\_

**Result of RPL/RCC application**

Wellpark course for which RCC is requested	PL decision (Accepted – A) or (Declined – D)	Comments

PL signature: \_\_\_\_\_

Date: \_\_\_\_\_

Authorised moderator signature: \_\_\_\_\_

Date: \_\_\_\_\_

*\*Please attach a copy of the completed and marked Challenge Test(s) to this document*

*\*Please return this form to the Student Liaison who will advise the student of the outcome*