**Recognition of Prior Learning and Credit Transfer Procedures**

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| **Owner** | Academic Manager  |
| **Version no** | V1 |
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**Purpose:**

These procedures are intended to support application of the Recognition and Assessment pf Prior Learning and Credit Transfer provisions of sections 11 and 12 of the Learner Regulations are implemented effectively.

**1.0 Leaner Information**

1.1 Programme specific promotional material including the website will inform learners of the opportunity to have prior learning recognised towards any ATNZ programme through assessment, cross credit or credit transfer and of the procedure for applying for recognition.

1.2 Promotional material will advise telephone and email details to enable prospective or enrolled learners to discuss recognition of prior learning with ATNZ.

1.2 An application form for recognition of prior learning will be available on the website and in the learner portal.

**2.0 Applications**

2.1 Except in cases where learners have NZQF standards listed on their Record of Learning at the time of enrolment, learners should complete the application form for recognition of prior learning.

2.2 Notwithstanding 2.1, enrolment staff must review the information provided by a prospective learner and their Record of Learning at enrolment for any indication that the prospective learner may have prior learning that could be recognised. Where there are such indications, the prospective learner should be advised of this and encouraged to complete the application form.

2.3 Learners should receive an initial response to their application within 10 business days.

**3.0 Process**

3.1 Any NZQF Standards recorded on a learner’s Record of Learning at the time of enrolment must be removed from their Training Plan automatically at enrolment and the prior achievement recorded in the Student/Trainee Management System.

3.2 Any other applications for Credit Transfer or Cross Credit on the basis of previous formal learning will be reviewed by the Academic Manager- who may make a decision or delegate to another staff member to make a decision.

 Where the qualification or learning upon which the application is based is not recorded on the Learner’s Record of Learning, the validity of the learning should be confirmed with the training provider as part of the consideration of the application.

3.3 Where the application requires recognition of learning through assessment, the Academic Manager will appoint an Advisor to:

* make contact with the learner and discuss the recognition process
* ascertain the nature of any learning that might be recognised
* provide guidance on the evidence that could support this being recognised
* discuss a plan and timeframe for the learner to put together the required evidence

3.5 ATNZ will ensure that the Advisor is available to provide support for a learner as they put together the evidence required.

3.6 Evidence to support an application for recognition through assessment should be submitted by email to: academic.manager@atnz.org.nz.

3.7 On receipt of a submission, the Academic Manager will

i) estimate a cost for any support that the learner may require and for the assessment under 3.10 and the expected decision timeframe and provide this to the applicant.

ii) obtain a written undertaking from the learner that they accept this estimated cost and will be liable to pay the required invoice before the credit will be recognised.

iii) allocate the submission to an assessor with scope for the NZQF standard/course to be assessed and suitable experience in conducting assessment through evidence mapping.

3.8 An assessor reviewing submitted evidence may meet an applicant face to face or virtually to validate or supplement the evidence submitted with oral assessment.

3.9 ATNZ will not charge fees for applications involving credit transfer, cross credit or the initial engagement with an Advisor for an application requiring a submission of evidence for assessment under 3.4.

3.10 ATNZ will charge fees for additional support provided by an Advisor under 3.5 and for the actual assessment process at an hourly rate of $150/hr.

3.11 The recognition decision shall be confirmed to the learner in writing by email.

**4.0 Appeals**

The recognition decision must also provide information as to the ability to appeal the assessment decision and where to find the process for any such appeal.

**Amendment History**

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| Date of Change | Latest version number | Page(s) number affected | Effective date | Details of Amendments |
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