

## **Mechanical Engineering Department Policy**

ICA acknowledges that Skills, Knowledge, and Understanding gained inside and/or outside formal education or training should be recognized.

ICA has formed its policy in-line with the NZQA credit recognition and transfer policy, particularly in-line with the Diploma of Mechanical Engineering (Level-7) Guidelines on RPL as given below:

RPL addresses previous qualifications and relevant experience including:

- Cross credits
- Assessment of prior learning
- Credit transfers

Maximum 50% of cross credits may be awarded through RPL.

### **Cross-credit**

Cross Credit is critical to support learners along appropriate learning pathways. It is a process whereby credit already achieved is recognised towards a new qualification. This may occur on a case-by-case basis between ICA and individuals or as a structured agreement between two or more organisations or TEOs.

Cross credits in ICA is the process of transferring credits gained in other qualifications or components of a qualification to specified prescriptions of ICA DME L7 prescriptions.

When ICA is processing a cross credit, the following shall be considered:

- The focus is on the skills and knowledge held by the applicant, which are embodied in a qualification or components of a qualification already awarded to the applicant.
- There is a direct match between the qualification and components of the qualification to at least 80% of the learning outcomes of ICA DME L7 prescriptions.
- The level and credit value of the achieved qualification or component of a qualification is not less than that for ICA DME L7 prescriptions.
- It applies only to credits awarded to the applicant as a result of formal assessment in a qualification or components of a qualification. It does not apply to credits awarded as a result of previous cross credit.

## Assessment of Prior Learning (APL)

Some learners have levels of skills and knowledge without a formal qualification. They gain such knowledge and skill from several years' work experience and formal/informal education and training. The learners are able to demonstrate the proficiency of their prior knowledge and skill through assessments. This is called assessment of prior learning (APL).

ICA is able to provide cross credit for such knowledge and skill through APL. ICA shall recognize prior learning on the basis of prior experience, skills and education.

APL shall be dealt with on a case-by-case basis. Learner shall apply for APL through a formal application to ICA. The HoD (Mechanical Engineering) shall process and decide the eligibility for the APL. Once the HoD (Mechanical Engineering) approves the eligibility, the learner will be asked to complete the assessments for the approved subjects. Cross credits shall be awarded to learners who successfully pass the assessment(s) of their prior learning.

## Credit Transfers

Credit transfers refer to the transfer of learner's record of learning of exactly the same subjects of DME if the learner has completed the DME subjects elsewhere in a different qualification and/or through a different provider. DME is ICA's qualification, therefore Credit transfers are not allowed.

## Evidence

Evidence	Credit Transfer	Cross Credit *	Assessment of Prior Learning
Diploma in Mechanical Engineering (DME)- Level7	N/A	Applicable evidences: <ul style="list-style-type: none"> <li>• (NZQA) Record of learning.</li> <li>• Original Qualification Transcripts.</li> <li>• Original Mark Sheets.</li> <li>• Syllabus/ Learning Outcomes.</li> <li>• Course duration, Credits, Hours.</li> <li>• Recognition of the Provider.</li> </ul>	Applicable evidences: <ul style="list-style-type: none"> <li>• work experience Type and duration</li> <li>• Job Description</li> <li>• Completed Projects</li> </ul>

\* ICA may ask applicants to provide evidence that such qualifications have been recognized by NZQA as genuine.

## Procedures

Credit is the measure of the amount of time typically spent in gaining a qualification, as estimated by a qualification developer. This estimate of learning time includes direct time spent with teachers, time spent preparing for and doing assignments and time spent in assessment. Credit is awarded when achievement is assessed and meets specified outcomes. <http://www.nzqa.govt.nz/assets/Studying-in-NZ/Tertiary/creditpolicy.pdf>

### ICA DME Level-7

Credit Transfer	<ul style="list-style-type: none"> <li>ICA DME Level-7 is ICA's local qualification, hence credit transfer can't be done for ICA DME Level-7 prescription.</li> </ul>
Cross Credits	<ol style="list-style-type: none"> <li>Learner to complete Form 6.3.</li> <li>Learner to submit all transcripts and course contents</li> <li>HoD or authorized staff of the Engineering Department to complete part of Form 6.3 and Form 6.3a.</li> <li>HoD to inform marketing department the outcome of the application.</li> <li>HoD to keep record of the Cross credit applications</li> </ol> <p>In processing applications, different considerations may need to be given to different subjects. Factors to be considered in reaching a decision will include the effect of legislation and industry practice (particularly any recent changes) and the nature, level and age of qualifications held by the applicant.</p> <p><b>Currently ICA will not process overseas qualifications for cross credits except when they are recognized by NZQA as genuine (see below), and/or all other details such as duration of qualifications, credits, level, syllabus and learning outcomes are available of such overseas qualifications.</b></p> <p>Some aspects for consideration by ICA while processing cross credit applications are:</p> <ul style="list-style-type: none"> <li><b>Authenticity of certificates or transcripts:</b> For cross credit, especially from international qualifications, TEOs may request applicants to provide evidence that such qualifications have been recognised by NZQA as genuine. For further information, refer to <a href="http://www.nzqa.govt.nz/qualifications-standards/international-qualifications/">http://www.nzqa.govt.nz/qualifications-standards/international-qualifications/</a></li> <li><b>Adequacy of evidence:</b> Sufficient evidence and adequate information regarding prior qualifications must be provided by the applicant seeking cross credit. The evidence provided must also allow ICA to ensure that the overall aims of the prescription for which cross credit is sought, or ICA DME L7 prescription graduate profile requirements,</li> </ul>

	<p>have been met. As a minimum, evidence would need to include a qualification certificate and/or transcript; a graduate profile for the achieved qualification (and/or statement of qualification component outcomes) for which credit had previously been awarded; and the level and credit equivalents for the qualification/qualification component.</p> <ul style="list-style-type: none"> <li>• <b>Currency of applicant’s knowledge and skills:</b> ICA must request further evidence from the applicant to satisfy currency of knowledge and skills in subject areas where credit transfer is sought and significant changes in legislation or industry practice have occurred. Further supporting evidence may be in the form of recent work experience certificates in the related area or certification through a recognised body or association within that industry.</li> </ul> <p><b>Record keeping.</b></p> <p>ICA must maintain records of all cross credits for quality assurance purposes (for example, national external moderation). The nature and tenure for maintaining these records should be in accordance with the ICA’s quality management system, the ICA’s programme approval and accreditation, and any relevant NZQA rules. Records may include:</p> <ul style="list-style-type: none"> <li>• Application made by the student for cross credit</li> <li>• Evidence supporting the application, such as certified copies of the qualification obtained including transcripts, certified copies of any work experience, and detailed content of the qualification.</li> <li>• Basis for granting specified or unspecified cross credit</li> <li>• Any further relevant documents.</li> </ul> <p>NZQA may request information from ICA on the total number of cross credit applications received and the number of successful applications.</p>
APL	<ol style="list-style-type: none"> <li>1. Learner to complete Form 6.3.</li> <li>2. Learner to submit experience letter(s), job description(s) and/or completed projects</li> <li>3. Learner need to complete either Portfolio, Challenge Assessment, Attestation or Interview (written, oral) after consultation with HoD.</li> <li>4. HoD or authorized staff of the Engineering Department to complete part of Form 6.3 and Form 6.3a.</li> <li>5. HoD to inform marketing department the outcome of the application.</li> <li>6. HoD to keep record of the APL applications</li> </ol> <p>(Administration charges plus an assessment fee (on Hourly basis) for the analysis of APL will apply. APL also requires HoD approval).</p>

## Appendix 1.

### Options for cross credit – version One

Version one of the Diploma in Mechanical Engineering is effective from 01 February, 2016. Version one requirements apply to all candidates enrolling for their first DME Level-7 prescription/course to be delivered and assessed in a term or semester that starts after 09 Feb, 2016.

The following eight options are available for achieving the version one maximum of six prescriptions (120 credits) by cross credit/APL:

Specified credit transfer from other qualifications	
Option 1:	6 Papers (120 cr)
Option 2:	5 Papers (100 cr)
Option 3:	4 Papers (80 cr)
Option 4:	3 Papers (60 cr)
Option 5:	2 Papers (40 cr)
Option 6:	1 Paper (20 cr)

## Appendix 2

### Policy: Cross Credits for six months

Policy for six months credits

1. Secondary School Certificate+ Higher (Superior) Secondly School certificate + 3 Years diploma in mechanical or relevant
- OR
2. Secondary School Certificate+ 3 Years diploma in mechanical or relevant with following options

#### **Automotive Engineering**

Marks more than 70 % in all of the following subjects

- Mathematics or equivalent
- Mechanics or thermodynamics or equivalent
- Automotive systems or equivalent

#### **Mechatronic and Control Systems**

Marks more than 70 % in all of the following subjects

- Mathematics or equivalent
- Control systems or equivalent
- Actuators or equivalent

- Applicants with diploma qualification and have experience of more than or equivalent to 5 year) in respective field of study can also be
  - cross credited of six months/ three subjects as per policy) and
  - RPL of six months/three subjects after APL on case by case basisOf total program of study.

## Appendix 3

### Policy: Cross Credits for 12 months

Policy for 12 months cross credits talks about

- Applicants who must have completed their bachelor or *BTec* qualification and want to study advanced courses in accordance with New Zealand market need. There is no particular requirements of grade for cross credit.