

Form 6.3

(Credit Transfer, Cross Credit and Assessment of Prior Learning)

You may apply for Recognition of Prior Learning at any time before your course begins. However all applications should be received by your Programme Leader no later than two weeks after the first day of teaching of the courses/papers for which you are applying for credit. Please refer to RPL procedure (on-line) or RPL Information Sheet.

PART A: Student to complete these details

SECTION 1 – Personal/Application Details

Please hand your completed application to your Programme Leader

It is highly recommended you continue attending classes until the outcome of your RPL application is confirmed

Family Name:

First Name(s):

Previous Name (if changed):

Telephone number (day): (night):

Student ID:

Course/Qualification enrolled for:

Name of courses/papers for which RPL is requested:

SECTION 2 –Credit Transfer

Credit Transfer for successfully completed unit standards/papers at ICA or another accredited education provider, with identical content & learning outcomes.

(Only complete this section if you are applying for a Credit Transfer)

Please ensure at least one of the following is attached:

NZQA – Record of Learning Academic Records or Certificates

SECTION 3 – Cross Credit

Cross Credit applies when you can produce evidence of successfully completing equivalent courses/papers from another accredited education provider.

(Only complete this section if you are applying for a Cross Credit)

Please ensure at least one of the following is attached:

NZQA – Record of Learning Academic Records or Certificates

SECTION 4 –Assessment of Prior Learning

Assessment of Prior Learning applies when there is no formal academic record but you believe you can meet the learning outcomes of courses/papers by one of four methods:

(Only complete this section if you are applying for Assessment of Prior Learning)

Assessment of Prior Learning:

Portfolio Challenge Assessment Attestation Interview

List all documentation attached:

SECTION 5 – Student Declaration

THE STUDENT MUST SIGN THIS DECLARATION BEFORE ANY RPL CAN BE PROCESSED

I certify that the information provided is correct.

I understand that I must complete the course requirements I am applying to have credited until the outcome of this application is decided by ICA

Student Signature: _____ Date: _____

portfolio – where you provide a collection of information assembled in an approved format providing evidence of your knowledge or skills.

challenge assessment – where ICA allows you to demonstrate your knowledge, or skills. It commonly involves taking a written or oral or practical assessment task(s)

attestation – where your earlier life and work experiences are formally confirmed by someone else and matched against specific learning outcomes.

interview – this involves a meeting between you and the assessor and which may include attestation.

Recognition of Prior Learning Application Form

PART B: ICA use only – approval/decline details

This is for ICA to complete

SECTION 6 – Credit Transfer Assessors Decision

Credit Transfer Approved Credit Transfer Declined

Outline here the exact credit awarded or reason for decline

Assessor Signature:

Day Month Year

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SECTION 7 – Cross Credit: Programme Leaders Decision

Cross Credit Approved Cross Credit Declined

Outline here the exact credit awarded or reason for decline

Programme Leaders Signature:

Day Month Year

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SECTION 8 – Assessment of Prior Learning: Programme Leaders Decision

Assessment of Prior Learning Approved Assessment of Prior Learning Declined

Please outline here the exact details of credit recommended to Academic Board

Programme Leaders Signature:

Day Month Year

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SECTION 9 – Academic Board Approval for Cross Credit/Assessment of Prior Learning

✓ as appropriate

Academic Board Approves:

Cross Credit or

Assessment of Prior Learning

Academic Board Declines:

Cross Credit or

Assessment of Prior Learning

Decision:

Signature of Principal

Day Month Year

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