

International College of Auckland (ICA)

Engineering Department CRT and RPL Policy (Electrical, Civil and Mechanical- Level 7)

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

ICA has developed and reviewed its policy in-line with the NZQA guidelines for CRT and RPL.

See <http://www.nzqa.govt.nz/about-us/news/guidelines-and-learner-resource-for-crt-and-rpl/>

Engineering department CRT and RPL Policy for the 2- year diplomas at level 7 (Electrical, Civil and Mechanical) is given below.

- ICA considers applicants for both CRT and RPL at any stage of their studies, but preferably at the time of enrolment application.
- For International students, where a CRT or RPL assessment takes place after enrolment, and results in changes to the initial programme of study, ICA shall inform Immigration New Zealand.
- Maximum 50% of credits may be awarded through CRT and RPL.
- Relevant information including application fee is provided to the applicant before applying for CRT and RPL.
- Appropriate support and advice is provided to the applicant through academic advisor.
- Assessment of the CRT and RPL will be conducted by independent assessor.
- Academic board will ratify CRT and RPL decision in its Scheduled meetings.
- Further details of CRT and RPL policies are separately provided below.

Credit Recognition and Transfer

CRT 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.

CRT in ICA is the process of transferring and recognising credits gained in other qualifications or components of a qualification to specified prescriptions of Engineering department L7 prescriptions.

When ICA is assessing CRT application, the following shall be considered:

- Submitted documents are appropriate, clear, enough and in accordance with ICA requirements.
- The CRT assessment 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 relevance between the qualification and components of the qualification to relevant prescriptions of the programme.
- The level and credit value of the achieved qualification or component of a qualification is not less than that for relevant 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 credits.

Recognition of Prior Learning (RPL)

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 to achieve credits. This is called Recognition of prior learning (RPL).

ICA is able to recognise credits for such knowledge and skill through RPL process. ICA shall recognise prior learning on the basis of prior experience, skills and/or education.

RPL shall be dealt with on a case-by-case basis. Learner shall apply for RPL through a formal application to ICA. An academic advisor support and guidance will be provided to the applicant to identify and select right prescription for RPL. An independent assessor shall process and decide the eligibility of the applicant for the RPL. Once the assessor approves the eligibility after an assessment of the learners, the credit recognition and programme of study will be offer to the applicant.

Evidence

Evidence	Credit Transfer and Recognition	Assessment of Prior Learning
Engineering diplomas	Applicable evidences may include: <ul style="list-style-type: none"> • (NZQA) Record of learning. • Original or attested Qualification Transcripts. • Original or attested Mark Sheets. • Syllabus or Learning Outcomes. • Course duration, Credits, Hours. 	Applicable evidences may include: <ul style="list-style-type: none"> • work experience Type and duration • Job contract Description • Completed Projects • Reference letters • Pay slips

Procedures

There is an increasing focus on the recognition of formal, informal, nonformal, experiential and workplace learning that will enable people throughout their lives, and no matter how they have learned, to have their knowledge, skills and attributes recognised, credited and credentialed. The effective recognition of learning for the award of credit assists learners to move readily between education organisations, and progress in work and education without having to repeat learning or experiences.

ICA Engineering Diplomas at Level-7

CRT	<ol style="list-style-type: none"> 1. Learner to discuss with academic advisor to identify and select right papers to apply for CRT. 2. Learner to complete application <i>Form 6.3</i>. 3. Learner to submit all transcripts and course contents. 4. Independent person assesses the application and complete relevant parts of <i>Form 6.3</i>. 5. Marketing department is informed with the outcome of the application. 6. Department to keep record of the CRT application for further procedure. 7. Academic Board will ratify CRT application outcomes in their scheduled meetings.
RPL	<ol style="list-style-type: none"> 1. Learner to discuss with academic advisor to identify and select right papers to apply for RPL. 2. Applicant to complete application Form 6.3. 3. Applicant to submit experience letter(s), job description(s) completed projects and/or other relevant documents to ICA. 4. Applicant needs to complete Portfolio, Challenge Assessment, Attestation or Interview (written, oral) as decided by the independent assessor. 5. Assessor will assess the application and complete relevant parts of Form 6.3. 6. Marketing department is informed with the outcome of the application. 7. Department to keep record of the RPL applications. 8. Academic Board will ratify CRT application outcomes in their scheduled meetings.

Appendix 1

Options for CRT and RPL – version Two

The following six options are available for achieving the maximum of six prescriptions (120 credits) by CRT/RPL:

Option 1:	6 prescriptions (Maximum 120 cr)
Option 2:	5 prescriptions (Maximum 100 cr)
Option 3:	4 prescriptions (Maximum 80 cr)
Option 4:	3 prescriptions (Maximum 60 cr)
Option 5:	2 prescriptions (Maximum 40 cr)
Option 6:	1 prescriptions (Maximum 20 cr)

Appendix 2

- **CRT/RPL Policy for semester one (Maximum 60 credits)**
 1. Secondary School Certificate+ Higher (Superior) Secondly School certificate + in relevant field
 - OR**
 2. Secondary School Certificate+ 3 Years diploma in relevant field
- **CRT/RPL for two semesters (Maximum 120 credits)**
 1. Bachelor degree in relevant field
 2. New Zealand Diploma in Engineering (Electrical, Civil and Mechanical)

Form 6.3 - CRT/RPL Application

Applicant information

Family Name:	First Name (s):
Ph:	Email:

Programme :	
-------------	--

Application is for (tick one): CRT RPL

Credit Recognition and Transfer (CRT)

Previous Education information

University/Institution:	
Qualification obtained:	

List the ICA courses and the equivalent course(s) taken in the previous University/institution you requested to be considered for Cross Credit. Transcript and course syllabus must be attached.

	ICA Courses	Course(s) taken in previous institution
1		
2		
3		
4		
5		
6		

Recognition of Prior Learning (RPL)

List the work experience relevant to the papers which you requested to be considered for RPL. CV, reference letter or other relevant supporting document must be attached.

	ICA Courses	Description of work experience	Duration (Year)
1			
2			
3			
4			
5			
6			

Applicant Signature:

Date:

To be completed by the CRT/RPL Assessor
--

Credit Recognition and Transfer (CRT)
--

Total Credits Approved [Maximum 120 Credits]	
---	--

Recognition of Prior Learning (RPL)
--

Items	Remarks
Evidences of Prior Learning (Experience Letter or Job Descriptions) assessed	
Assessment (Portfolio, Challenge Assessment, Attestation or Interview) completed	
Total Credits Approved [Maximum 120 Credits].	

Assessor Signature:**Date:**

Academic Board Ratifies

CRT RPL **Remarks**

--

Academic Board Chair/ Nominated Person**Signature****Date**

ICA/Policy and procedures for CRT and RPL

Appendix 4: CRT/RPL Process Charts

