

Application for Credit Transfer/ Recognition of Prior Learning

Cross out that which does not apply

1. Name: _____

2. Student ID no: _____

What SPCNM course/s do you wish to receive credit for?

- **There is a Credit transfer application fee of \$100 per course. An invoice will be issued on receipt of application.**
- **To facilitate your application, you may ask for the course description for the relevant SPCNM course(s) by emailing for the attention of the Student Affairs Administrator at studentaffairs@spcnm.ac.nz**

Credit Transfer and Recognition of Prior Learning Regulations

- a. Credit transfer is the granting of credit in recognition of a student's prior formal education and is usually supported by a transcript or other formal statement of achievement which shows a pass in an equivalent course at the appropriate level. Credit is specified.
- b. RPL credit is that credit granted following an assessment in respect of prior learning based on life experience, work experience, competency, informal education/training and/or formal education/training. Credit is specified.
- c. Credit transfers/RPL credits will normally only be considered for courses taught in Years 1 and/or 2 of the programme/s.
- d. Credit transfer/RPL credit will be awarded to whole courses only, and only on presentation of detailed evidence.
- e. A maximum of half the total number of credits for the qualification/s will be awarded by credit transfer and/or RPL credit.
- f. Credit transfer will normally be awarded to courses successfully completed within the last 5 years.
- g. For a credit transfer to be considered a student should apply on the appropriate form within ten working days of the start of the semester.
- h. For recognition of prior learning to be considered a student should apply on the appropriate form within ten working days of the start of the semester.

4. For Credit Transfer

Attach evidence of previous formal education gained within the **past five years** that shows you can meet the learning outcomes of the course/s and complete the following table.

Note: No credit will be given without evidence. This should include original or sighted copy of academic transcript or qualification certificate; detailed course descriptions or handbooks (use SPCNM course descriptions for comparison)

SPCNM course for which you are claiming a Credit Transfer	Compare SPECIFIC learning outcomes of SPCNM course with those of your previous course	Details of course which you intend to use for credit transfer: <ul style="list-style-type: none">• Provider name• programme title• course name(s) and code(s)• year of study	Course Level (e.g. level 5, 6, 7)	Credits gained/ hours of study

*Please list supporting documentation on the declaration page.

5. For Recognition of Prior Learning

What evidence do you have of previous informal education and/or experience that shows you can meet the learning outcomes of our course(s)?

Note: No credit will be given without evidence. This may include details of previous study (longer than five years ago); curriculum vitae; reference letters or referee contact details; job descriptions; details of continuing education; NZQA equivalency report; practising certificate. You may need to be assessed by the College to ensure competence. This may take the form of a challenge test or assessment; practical demonstration or interview. You will be notified if this is required.

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

*Please list supporting documentation on the declaration page.

6. Declaration

I declare that all evidence supplied is a correct and true record of my formal and/or informal education.

I understand that SPCNM will not seek additional evidence and the application will be assessed against the evidence supplied.

If my application is declined and I then wish to provide further evidence, I understand that this may be processed as a new application and incur further fees. Subsequent delays in processing may also impact on my ability to enrol in certain courses.

Signature: _____

Date: _____

Checklist:

Please ensure you include all relevant documentation in the detail requested. Your application will be processed using the information provided and SPCNM will decline your application if the evidence included is insufficient.

- Transcript or other evidence of formal course/qualification
- Course descriptions (of previous study)
- Other relevant documentation: Please list below:

Office Use:

- Application Acknowledged
- Invoice issued