



CREDIT TRANSFER / RECOGNITION OF PRIOR LEARNING INFORMATION

Application Process

1. Submit an application at the same time as your enrolment application form (new applicants) or course selection form (returning students).
2. Request an application form and the specific SPCNM learning outcomes for each course included in your application by emailing Julie Andrews – julie.andrews@spcnm.ac.nz. You will need the learning outcomes to complete an evidence summary for each course.
3. Complete, scan and send the application and additional documents, including proof of payment, to Deputy Director: Academic - Henriette Matthews (email address is on the application).
4. You will be advised of the outcome of the application following the next meeting of the Academic Board.

Cost

There is a Credit Transfer/RPL application fee of \$100 per course. Full payment must be made at the time of application.

Credit Transfer and Recognition of Prior Learning Regulations

- **Credit Transfer** is the granting of credit in recognition of a student's prior formal education and is usually supported by an academic transcript, or other formal statement of achievement, which shows a pass in an equivalent course at the appropriate level and credits.
- **RPL credit** is the 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. The level and credits gained in any formal education must be specified.
- For a credit transfer or recognition of prior learning to be considered, a student should apply *on the appropriate form* before enrolling.
- Credit transfer/RPL credits will normally only be considered for courses taught in Years 1 and/or 2 of the programme/s.
- Credit transfer/RPL credits will be awarded to whole courses only, and only on presentation of detailed evidence.
- A maximum of half the total number of credits for the qualification will be awarded by credit transfer and/or RPL credit.
- Credit transfer will normally be awarded to courses successfully completed within the last five years.