

POLICY

CREDIT RECOGNITION

(05.004)

Order of Precedence:

1. *Kaupapa Here Mana Tāpae ā-Motu / National Delegations Policy*
2. *Education A Rēhita Mana Tāpae / Standing Delegations Register*
3. *Te Kawa Maiorooro / Education Regulatory Framework*
4. *Divisional Policies*

POLICY

Te Pūkenga/New Zealand Institute of Skills and Technology trading as NorthTec (hereafter NorthTec) shall award academic credit for learning when the applicant provides satisfactory evidence that they have met the learning and graduate outcomes either by formal education, informal learning, or a combination of these.

PURPOSE

To ensure that NorthTec has in place effective credit recognition procedures consistent with NZQA Credit Recognition and Transfer Policy and Te Kawa Maiorooro

To promote user-friendly and accessible processes for credit recognition in order to minimise repeat study and facilitate efficient study pathways for learners.

APPLICATION AND SCOPE

This policy applies to all NorthTec qualifications and programmes of study.

DEFINITIONS

- *Credit Recognition*
Recognition of prior learning either by credit transfer (CT), unit standard transfer (UST), recognised or assessment of prior learning (RPL/APL), advanced standing (AS), block credit transfer, unspecified credit transfer or formally approved articulation agreements.
- *Recognition of Prior Learning (RPL) Assessment of Prior Learning (APL)*
Assessment of a learner's existing skills and knowledge before they are enrolled on a programme.
- *Credit Transfer*
The process whereby credit already achieved by a learner is recognised towards a new qualification.
- *Course*
A component of a qualification. A paper/module/subject may all be different types of courses. A course is usually related to an enrolment event.
- *Articulation agreement*
A formal agreement between two or more providers to accept credits in transfer toward a specific qualification. Articulation agreements must be approved by Academic Committee.
- *Block Credit Transfer*

The award of credit, as specified or unspecified credit or a combination of both, towards a qualification from previously completed or partially completed qualifications.

- *Informal Learning*
Knowledge and skills learnt through experience, not part of traditional curriculum and without credentials.
- *Specified credit transfer*
The process of transferring credits gained in other qualifications or components of a qualification to a specific qualification.
- *Unspecified credit transfer*
The process of transferring credits gained in qualifications or components of a qualification encompassing knowledge and skills that do not directly match the learning outcomes of the qualification the credits are transferred to.
- *Advanced standing*
The outcome of assessment which allows a student to enter a programme at an advanced level with block credit awarded for achievement at the lower level of the programme.

COMPLIANCE OBLIGATIONS

- *Education and Training Act 2020*
- *The Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021*
- TEC fund conditions related to recognised prior learning
- Professional Statutory Body Requirements

Responsibility	Manager responsible for academic quality
Approval dates	June 2024
Next Review	November 2027

OTHER RELATED DOCUMENTS

NZQA *Recognising Learning for Credit: Guidelines for the Recognition and Award of Credit for Learning (2017)*

Policy: *Information for Students (05.001)*

Policy: *Ākonga Concerns and Complaints (06.001) (National)*

Policy: *Ākonga Appeals (09.002) (National)*

Policy: *Assessment (09.001) (National)*

Policy: *Moderation (09.003) (National)*

Policy: *Academic Records and Awards (10.001)*

Te Pukenga: Te Kawa Mairorooro/Educational Regulatory Framework (2024)

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PROCEDURES AND GUIDELINES

- 1.0** All programme related documentation (for example, brochures, interview checklists, programme handbooks and NorthTec's website) shall include information on credit recognition so that intending students receive timely advice on credit recognition opportunities prior to enrolment
- 2.0** For local/legacy qualifications or programmes, total credit awarded through credit recognition may not exceed two thirds of the qualification credits except with the approval of Academic Committee, unless otherwise stated in the programme regulations
- 3.0** For Unified qualifications or programmes there are no limits on the number of credits that may be granted unless otherwise stated in the programme regulations.
- 4.0** Individual programme regulations or approved articulation agreements may state further specific criteria, relaxations, or restrictions to the amount of credit awarded by credit recognition as approved by Academic Committee.
 - 4.1 Changes to individual Programme Regulations relating to specific criteria for credit recognition must be approved by Academic Committee through the programme change process.
 - 4.2 Articulation agreements must follow the template available from the Quality Management System and be approved by the Manager with responsibility for Academic Quality and Academic Committee prior to signing.
- 5.0** Registry is responsible for receiving, receipting and logging credit recognition applications and portfolios.
- 6.0** Pathway Managers are responsible for ensuring that an applicant for credit recognition has guidance and support in preparing their application by appointing a *Facilitator* who will be an academic staff member, normally from the student's programme of study. Credit recognition facilitation and assessment processes must be supportive and respectful of personal privacy.
- 7.0** Programme area academic staff will be delegated the responsibility for facilitation, assessment and moderation of credit recognition applications. Applicants must be enrolled in the qualification to which the credit recognition application applies before credit will be awarded. An application and assessment fee will normally be charged according to the published Schedule of Fees. TEC Funding will not be claimed on courses awarded through credit recognition.
- 8.0** Credit recognition processes are forms of assessment and are therefore subject to NorthTec's policies and specific programme regulations regarding assessment, moderation and reporting – see policy: *Assessment (09.001) and Moderation (09.003)*.
- 9.0** All credit recognition awards must be defensible in terms of appropriateness, equity, evidence and currency.
- 10.0** The Academic Registrar will review all documentation and countersign the application. Registry will record any academic credit as approved and notify applicants and any external agencies as required per NorthTec Policy, *Academic Records and Awards (10.001)*.
- 11.0** Substantiated information or documentation will be held in the relevant student's file and made available for moderation or audit as requested. A copy of all evidence shall be retained where appropriate.

Where a portfolio of evidence is deemed too large to place on the student file, a summary of the documentation will be sufficient. The summary must include a list and description of the portfolio items and the assessor's signature.

- 12.0** Applicants have the right to appeal against the credit recognition decision through the Appeals process – see policy: *Ākonga Appeals (09.002)*. .
- 13.0** Where a staff member is to be awarded RPL by NorthTec from a programme area in which they work, NorthTec requires external validation of the RPL outcome to be conducted.
- 14.0** At the end of every teaching block, a report obtained from Registry summarising all credit recognition awarded during the teaching block is to be tabled at the appropriate Pathway Committee meeting for ratification.

KEYWORDS

Credit transfer
Credit recognition
Recognition of prior learning
Assessment of prior learning
Cross credit
Advanced Standing
Articulation agreement
Block credit transfer

FORMS

R025 Credit Recognition Information and Application
R028 Unit Standard Transfer Confirmation
R018 Facilitator Checklist for Credit Recognition
R019 Template for Credit Recognition: Addressing the Learning Outcomes

REVISION HISTORY			
Version	Description of Change	Author	Effective date
1	New – replaced A01/06 <i>Credit Transfer, Guaranteed Credit and Articulation Agreements</i>	QMS Team	January 2009
2	Review	QMS Team	October 2009
3	Review – management structure changes	QMS Team	July 2010
4	Review – minor changes to policy statement and definitions; update P&G	QMS Team	August 2015
4.1	Changes to P&G re Articulation/Guaranteed Credit arrangements	QMS Team	October 2015
5	Minor change to definition, procedures and guidelines	QMS Team	November 2017
5.1	Review and update of Procedures and Guidelines	QMS Team	October 2018
5.2	Add 'Ltd' to Northland Polytechnic Amend Academic Board to Academic Committee	QMS Team	May 2020
5.3	Triennial review – minor changes to P&G for clarity	QMS Team	October 2020
5.4	Amend the title – The Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021	QMS Team	April 2022
6	Update Other Related Documents to reflect Te Pūkenga policy	QMS Team	March 2023
7	Minor changes to wording. Update responsibility and institutional titles	QMS Team	June 2024

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September 2018

