



WELLPARK
COLLEGE OF NATURAL THERAPIES

Wellpark College of Natural Therapies

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APPLICATION FOR RECOGNITION OF PRIOR LEARNING (FORM 1)

This Application for Recognition of Prior Learning Form 1) is to be used for CREDIT TRANSFER or CROSS CREDIT. All students applying for recognition of prior learning, assessed or unassessed, must complete an application form at the time of enrolment, provide evidence of previously assessed equivalent learning and/or undertake a Challenge Test and/or provide a portfolio of evidence of prior unassessed skills, experiences and knowledge, and pay the relevant fee.

Prior assessed learning

Students, who have already acquired the knowledge/skills of a course of learning through successful assessed learning, may apply for Credit Transfer or Cross Credit.

CT = Credit Transfer: Credit for learning completed at a recognised institution or NZQA unit standard credits. If you have gained credits from courses outside Wellpark College you may be able to transfer these credits to the Wellpark Programme you wish to enroll in. There is a non-refundable \$50 fee for each course you are seeking to credit transfer. You will need to check that the level, credits, learning outcomes and assessments match the Wellpark College course and provide evidence that all requirements for the Wellpark course are covered by your previously assessed learning. Applications for Credit Transfer will be accepted if they align with the criteria and the previous learning has been completed within the previous five years. Wellpark College reserves the right to organise a person applying for a Credit Transfer, who does not clearly meet the criteria to undergo a Challenge Test to ascertain current competency. A Challenge Test will incur a cost (see Student Handbook).

CC = Cross credit: Students who have already passed a course or components, which form a Wellpark College course and can produce evidence to verify the credits achieved, are eligible for Cross Credit. A Cross Credit is free of charge.

Prior unassessed learning: *Students, who have already acquired the knowledge/skills of a course of learning through previous learning but have not been formally assessed, may apply for Recognition of Prior Learning (RPL) or Recognition of Current Competence (RCC). Please use Application for Recognition of Prior Learning Form 2. As well as a portfolio of evidence, all RPL and RCC applications require you to take a Challenge Test, either through the College's assessment procedures or by an external agency to prove that the student has the skills and knowledge claimed. The student will pay for the costs of the Wellpark College Challenge Test or external agency assessment of current competency status PRIOR to the approval process. No refunds will be made if the student fails the Challenge Test. The Programme Leader sets the Challenge Test(s) and Faculty Support advises the applicant of assessment dates and outcomes.*

RPL = Recognition of Prior Learning: *People who already have skills and knowledge can be assessed immediately, by presenting a portfolio of prior performance evidence or by completing assessment tasks or Challenge Test.*

RCC = Recognition of Current Competency: *Often used as a synonym for RPL. Skills and knowledge obtained outside a recognised tertiary institution, which is then assessed for competency against Wellpark College locally approved standards, or NZQA national framework unit standards.*

Please note: The maximum for any Wellpark qualification for Credit Transfer, Exemption, RCC and RPL is of 33% and the maximum for Cross Crediting between any Wellpark qualifications is 50% unless there is a special agreement with another institution, which the College recognises as having equivalency with the programmes and curricula offered by Wellpark College. You may not apply CT/CC/RPL/RCC to a part of a course but only to full courses.

STUDENT TO COMPLETE THIS SECTION

1. Personal Details

NAME :	STUDENT ID :
EMAIL:	
WELLPARK COLLEGE PROGRAMME YOU ARE ENROLLING IN:	

2. Details of Prior Assessed Learning: Credit Transfer or Cross Credit

Are you applying for **CROSS CREDIT** or **CREDIT TRANSFER**? (Circle)

Wellpark College course for which you are claiming a Credit Transfer	Name: - The Institution where you studied; - The programme you were enrolled in at this institution; - The completed Wellpark course applying for Cross Credit	Course Level (e.g. level 5, 6, 7)	Credits gained/ hours of study	Compare SPECIFIC learning outcomes of previous course with the Wellpark College course Learning Outcomes

3. Checklist prior to submitting: I have attached the following evidence to support my application (please tick). Failure to provide full documentation will result in your application being declined.

- Academic Transcript that shows achievement of selected courses
- NSN number is supplied for national academic records access to be sighted and approved
- Curriculum details (full course subject break-down) including Level, Credits, Learning Outcomes, syllabus and assessments.
- Other (please state).....

4. Student declaration (please read and sign)

I confirm that the information and evidence provided by me is authentic and accurate. I understand that approval is not guaranteed and that I will be informed of the outcome of my application. I understand no refund will be made if my application is declined.

STUDENT SIGNATURE: **DATE:**



ON APPROVAL - PROGRAMME LEADER AND ACADEMIC MANAGER TO COMPLETE THIS SECTION

Programme Leader Date.....

Programme

Result of credit transfer application

Wellpark course for which Credit Transfer is requested	PL decision (Accepted – A) or (Declined – D)	Comments

Programme Leader Date.....

Academic Manager Date.....

Please return this form to Faculty Support, who will advise the student of the outcome.

ADMINISTRATION USE ONLY

Date Form received by Wellpark College:

Payment made:

Student notified Y / N

Enrolment Advisor notified Y / N

Documents saved on student file (SMS) Y / N

