



1 Introduction

- 1.1 The purpose of recognition of prior learning (RPL) is to allow students to gain credits for *Bachelor of Health Science (Acupuncture) and/or Diploma in Chinese Herbal Medicine* by recognising relevant education and other learning outside of a formal study programme.
- 1.2 Definition of terms:
 - Recognition of prior learning (RPL): a global term referring to the recognition of learning through the awarding of credits via cross-credit, credit transfer, and/or credit for uncertificated learning.
 - Cross-credit: awarding of credits earned from another qualification, course, or programme of study within the same teaching organisation
 - Credit transfer: awarding of credits for credits already achieved within the context of formal learning delivered by another teaching organisation
 - Credit for uncertificated learning: credits awarded for informal or uncertificated learning
- 1.3 Decisions on RPL applications are based on submitted official documents and how the applicant establishes the match between prior learning and qualification course(s)
- 1.4 Criteria for awarding of credits are based on learning level, intended learning outcomes, credits (learning load), and course content
- 1.5 Decision on RPL is on course-to-course match, but it can also be for two courses matching the course applied to
- 1.6 Credits may be given only for those formal courses, which have been satisfactorily completed within five (5) calendar years of lodging this application. However, those formal courses, which have been completed more than five (5) calendar years from date of this application, can still be used to lodge an RPL application provided that the applicant's current occupation, practice, or profession is in line with the formal course(s), which has/have been completed (Important notes: applicant should be in that occupation or practice within the last two [2] calendar years)
- 1.7 Partial RPL credits for a course are not awarded.

2 Fees for RPL and Credit Transfer Application

- 2.1 Each new application entails an administration fee of \$50 plus \$150 assessment fee per course, which is non-refundable upon formal acceptance of the submission.
- 2.2 Payment method is on the application for RPL form.

3 When to Apply

- 3.1 An RPL and credit transfer application will take up to three (3) weeks to process
- 3.2 Application for RPL and credit transfer will only be available to year-one students. RPL and credit transfer submissions must be lodged one (1) month prior to the start of the students' first academic semester. Acceptance of a late submission is subject to the approval of the Academic/Research Leader. The School cannot guarantee that any applications lodged after this time will be evaluated in time to make the required changes to the student's enrolment
- 3.3 Student's eligibility to receive a student loan may be affected by a successful RPL application. Please contact Studylink to verify.

4 How to Apply

- 4.1 Student complete an application for RPL form
- 4.2 Decision on RPL is based on the minimum of 80% match between the learning outcomes of the course they have completed and the course they want to apply to cross credit to. In some cases, two courses can be considered for RPL to one course
- 4.3 Student submits to the Operations Officer the completed application for RPL form with the attachment of the course descriptor of the course they have completed, the evidence of passing the course, and proof of payment of non-refundable fee (administration fee of \$50 plus \$150 assessment fee per course).

Return the completed form to Marketing/Student Support Officer, or email to: admin@nzsa.com.

1. Guidelines

- Learner who has met the entry requirements and are enrolled in a programme of study at the School may apply for credits to be awarded as a result of an application for credit recognition
- Approved credit recognition may be recorded as cross credits, credit transfer, exemption or recognition of prior learning, subject to programme regulations
- You can submit an application for credit recognition at any time up to two (2) weeks before the start of the programme, or before the commencement of the semester in which the award of credit would affect your study programme
- You should not enrol in the course(s) that are subject to your credit recognition application
- For international students, all applications for credit recognition must be received with the application to enrol, and no later than two (2) weeks before the start of the programme. The award of credit must not result in a breach to your visa requirement to be engaged in full-time study
- Credit recognition may not exceed one third of a programme, or as specified in the programme document
- You may apply for credit recognition where you have evidence that is authentic, current, valid, and sufficient. The onus is on you to provide this evidence to support your application for credit recognition.
- Please ensure verified copies of documents supporting this application for credit recognition are attached
- Evidence should relate to learning or credits achieved within the last five (5) years and should be relevant to the learning outcomes of the programme or course(s).

2. Personal Information

Legal family name(s): _____

Legal name(s): _____

Preferred name: _____

Student ID: _____ NSN: _____

Email: _____ Mobile: _____

3. Application and Payment Details

Please pay the administration fee of \$50.00 plus \$150 assessment fee per course at the time of submitting the application. The fees are non-refundable upon formal acceptance of the submission. For methods of payment, please consult with Marketing/Student Support Officer.

I have attached verified copies of documentation to support my application, paid or attached the fees. Please use the table overleaf to enter the details for credit recognition courses.

Learner's signature: _____ Date: _____

OFFICE USE ONLY

- Fees paid
- Application acknowledged and documentation verified
- Recommendation by Academic/Research Leader
- Support from Chief Executive Officer
- Learner notified of the decision

Programme of Study for Credit Recognition

<input type="checkbox"/> Bachelor of Health Science (Acupuncture)	Year:	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>
<input type="checkbox"/> Diploma of Chinese Herbal Medicine	Year:	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	
<input type="checkbox"/> Other (name the programme of study)					

Course(s) for Credit Recognition

Courses you wish to credit to:		Courses you wish to transfer from:						Office use only**
Course code	Course name	Course code	Course name	Received at (institution)	Year	Grade	Supporting documents*	

Note: * include signed academic record or verified copy of results notification, and course descriptor for each course you wish to transfer credits from

Note: ** cross credit (CC), credit transfer (CT), recognition of prior learning (RPL)

Recommendation (as above) by Academic/Research Leader

Signature: _____ Date: _____

Supported by Chief Executive Officer

Signature: _____ Date: _____

