

Procedures & Principles

Part B: Transfer of Credit
Number: AC-99/04

Policy Manager:	Student Enrolment & Information Centre Manager	Date Approved:	May 2010
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Transfer of Credit

1. Definitions

Transfer of Credit (TOC)	<ul style="list-style-type: none"> • Transfer of Credit (TOC) is a process where both formal and informal learning that a student has undertaken can be assessed and credit awarded to enable students to progress their individual learning. • Transfer of Credit (TOC) can be either <i>formal</i> or <i>informal</i> and may be applied to modules and/or assessment standards. Formal or informal transfer of credit may be <i>internal</i> or <i>external</i> and granted as <i>specified</i> or <i>unspecified</i> credit
Formal Transfer of Credit (FTOC)	<ul style="list-style-type: none"> • Formal Transfer of Credit (FTOC), refers to credit for previous formal learning at Wintec or at another educational institution in New Zealand or overseas. • Formal Learning attains a result and is usually recorded on an academic record.
Types of FTOC	<ul style="list-style-type: none"> • Cross Credit is credit based on the sharing of a defined number of modules passed towards a completed Wintec qualification to another Wintec qualification. The defined modules will count towards both Wintec qualifications. A single module may not count towards more than two Wintec qualifications.
	<ul style="list-style-type: none"> • Reassigned Credit is formal credit gained from Wintec modules from an incomplete Wintec qualification that is transferred toward a new Wintec qualification. The module(s) will no longer count towards the original Wintec qualification.
	<ul style="list-style-type: none"> • External Credit is formal credit granted from prior learning completed and transferred from other institutions.
Recognition of Prior Learning (RPL)	<ul style="list-style-type: none"> • Recognition of prior learning (RPL) – also known as Informal Transfer of Credit (ITOC) - is a process that acknowledges learning from previous informal training, work experience and/or life experience.
Specified credit	<ul style="list-style-type: none"> • Specified credit is granted toward specific modules in a qualification for which there is a clear equivalence of prior learning or module content. Specified credit will be approved when prior learning outcomes are assessed as satisfying the learning outcomes and requirements of a particular module for which academic credit is sought.
Unspecified credit	<ul style="list-style-type: none"> • Unspecified credit is credit granted toward a qualification where the previous study is equivalent to the level and credit value, but not to the learning outcomes from specified modules.
Portfolio of evidence	<ul style="list-style-type: none"> • Portfolio of evidence refers to the evidence put forward by an applicant for consideration for TOC. Evidence can be presented in a variety of ways but will be assessed in relation to the learning outcomes of programmes and modules.

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2. General Principles

- 2.1. Transfer of credit (TOC) is the principle of recognising learning achieved through prior formal education and work / life experience.
- 2.2. All applications for TOC will be processed through Student Enrolment and Information Centre (SEIC).
 - a) Applications for TOC must be accompanied by any prescribed fee, as set out in the current Table of Fees.
 - b) Applications for Formal TOC should be made no later than two weeks before the start of the programme for which TOC may apply, to allow for individual programmes of study to take into account any TOC awarded.

3. Rules and Credit Limits

- 3.1. Level 1 – 6 programmes:
 - a) 100% transfer of credit is available towards level 1 - 6 programmes (both formal transfer of credit and recognition of prior learning).
 - b) For completed level 1 – 6 programmes, a maximum of 50% can be cross credited towards another Wintec programme.
- 3.2. Bachelor degree programmes (Level 7)
 - a) The standard credit limit for TOC (both formal transfer of credit and recognition of prior learning) is two thirds ($\frac{2}{3}$) of the qualification.
 - b) Transfer of credit will not be granted at Level 7.
 - c) In exceptional circumstances, these Transfer of Credit clauses may be waived, with the approval of the Academic Board or delegated authority. However all degree candidates are required to enrol in and complete a “minimum Wintec component” likely to be 45-60 credits to satisfy implicit and explicit competencies linked to graduate profiles.
 - d) For completed bachelors’ degrees, a maximum of one third ($\frac{1}{3}$) can be cross credits towards a second bachelor’s degree.
- 3.3. Graduate and postgraduate programmes (Level 7 – 9)
 - a) Formal Transfer of Credit (FTOC) at graduate / postgraduate level is at the discretion of the relevant Programme Committee and must be stated in the appropriate programme regulations.
 - b) Recognition of Prior Learning (RPL) will not normally be considered at postgraduate level due to the requirement to reflect high level cognitive skills, such as analysis, synthesis and problem solving, and theory based decision making rather than merely having undertaken specific tasks or roles.
 - c) Cross credit is not normally considered at graduate and postgraduate levels
- 3.4. No module may count towards more than two qualifications.

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- 3.5. Existing regulated staircasing and transitional arrangements will remain and be reviewed as part of their standard review / renewal cycle.
- 3.6. The Academic Board may approve exceptions to these regulations where there are clear strategic pathways and these variations will be specified in the relevant programme specific regulations.
- 3.7. Approved variations due to external professional registration requirements are specified in the appropriate programme regulations.

4. Formal Transfer of Credit (FTOC)

- 4.1. Students, who have completed modules and/or a qualification at Wintec, or at another New Zealand or overseas educational organisation, may apply to have that study recognised
 - a) as the basis for admission to a Wintec programme of study, **and / or**
 - b) for formal transfer of credit towards a Wintec programme of study.
- 4.2. FTOC may be cross credited, reassigned or external. Formal credit may be reassigned from one qualification to another if a student changes their programme of study, for example from a diploma to a degree.
- 4.3. Applicants for FTOC on the basis of study completed at another education institution must provide satisfactory evidence of achievement such as originals or verified copies¹ of certificates, results, notices, academic transcripts or records of learning.
- 4.4. FTOC applications will be assessed initially by SEIC against the Wintec FTOC Precedence List to check the academic standing of the institution where the previous study was completed. If the institution is included in the precedence list as being recognised as a quality assured institution the FTOC application will be forwarded to the relevant Centre / School for further assessment.
- 4.5. If the institution where the previous study was completed has been assessed previously and is not recognised as a quality assured institution the FTOC application will be declined by SEIC.
- 4.6. If the institution where the previous study was completed has not been assessed previously, an assessment will be undertaken by SEIC, in liaison with QAU and the outcome recorded on the Wintec FTOC Precedence List. If the institution is not recognised as a quality assured institution the FTOC application will be declined by SEIC. If the institution is assessed as being recognised as a quality assured institution the application will be forwarded to the relevant Centre / School for further assessment.
- 4.7. Where overseas formal study has been undertaken at a recognised quality assured institution, the learning outcomes must be assessed for equivalence to the Wintec module(s) for which formal credit is sought.
- 4.8. Factors taken into account when assessing applications for FTOC include:

¹ A verified copy must be countersigned by a Justice of the Peace or such other authorised person to take statutory declarations under the Oaths and Declarations Act 1957, or by a person of equivalent standing in the case of an overseas record, stating that it is a true and correct copy.

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- a) Equivalencies in the level of the previous study
- b) Relevance of previous study to learning outcomes of the Wintec modules/programme
- c) Currency of the previous study
- d) Equivalencies in credit value (at both programme and module level)

4.9. Individual programmes may choose to place limits on the amount of FTOC and specify these in their programme regulations.

4.10. Students who have previously gained New Zealand Qualification Framework (NZQF) assessment standards included in the requirements for modules and / or programmes at Wintec will on request receive FTOC for those, if they are recorded on their NZQA Record of Achievement. These applications must be made to SEIC on the appropriate form, and be accompanied by the applicant's NZQA Record of Achievement, or a certified copy.

4.11. Where NZQF assessment standards for which TOC has been given are integrated into a bundled module, applicants can negotiate with the Head of School / Centre Director or Team Manager, attendance requirements for these modules. Proportional fees reduction may also be considered by the Head of School where applicants are successful in gaining credit under these circumstances, but students should be aware this may impact on their eligibility for loans and allowances from StudyLink.

4.12. FTOC for study passed at another educational institution will be entered on the applicant's academic record as a CR (credit) result for the module or unspecified credit awarded.

4.13. FTOC for modules passed towards an incomplete Wintec qualification and reassigned to another Wintec qualification will retain their original result and the module is marked as 'reassigned'.

5. Recognition of Prior Learning (RPL) - also known as Informal Transfer of Credit (ITOC)

5.1. Wintec acknowledges that valid learning can take place outside of the current formal academic system. Such learning can include:

- a) 'old world' qualifications (e.g. Trade Certificates) which are not automatically cross creditable to current qualifications;
- b) work experience (both paid and unpaid);
- c) formal and informal in-service training;
- d) life experience and community involvement (e.g. hobbies, marae-based activities);
- e) self-directed study;
- f) non-formal study;
- g) community based education;
- h) overseas training and/or experience.

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- 5.2. RPL is available to applicants or enrolled students. RPL is applied for through the Headstart application at <https://headstart.wintec.ac.nz>.
- 5.3. RPL applicants may seek credit for:
 - a) specified modules (including assessment standards) of a programme;
 - b) a full programme;
 - c) exemption from the entry criteria for admission to a programme or pre-requisites to a module;
- 5.4. RPL may include a number of elements, including assessment by panel, portfolio, presentation and / or work place assessment.
- 5.5. Wintec will charge a fee per credit for RPL, information relating to the [costs associated with RPL](#) can be found on the Headstart site at <https://headstart.wintec.ac.nz>.
- 5.6. RPL may apply to students who seek assessment standard credit toward National / New Zealand Qualifications delivered at Wintec. All such credit must meet the requirements of the Standard Setting Body (SSB) as specified for the assessment standard and in the assessment and moderation action plan (AMAP).
- 5.7. RPL toward national qualifications must be assessed by qualified assessors. Such assessors will normally be academic staff in Wintec Schools / Centres, but external assessors may also be used.
- 5.8. RPL will be granted only to those applicants who demonstrate they have met the learning outcome(s) of the module or assessment standard. Suitable assessment tools could include a portfolio of evidence, an attestation, a challenge test, an interview and / or an audit.
- 5.9. RPL assessors follow a rigorous process, and must hold an equivalent or higher qualification in the subject area they are assessing.
- 5.10. A successful application and portfolio for RPL may result in:
 - a) the award of credits for specified modules and / or assessment standards which will be recorded as Credit Transfer (CR) in the modules concerned; **and / or**
 - b) the award of credits for 100 per cent of a qualification (unless an external governing or registration body has requirements that prevent this).

6. The Headstart (RPL) online process

- 6.1. The Headstart online tool allows candidates to select a relevant qualification and build an e-portfolio of evidence to show their adequacy for applicable units and / or modules. Each portfolio will be assessed by an internal or external assessor. All candidates will require a face-to-face interview, and in some instances a workplace assessment will be necessary. Normal moderation processes will apply and documents will be monitored by the TOC Centre to maintain a quality process.
- 6.2. In some instances, credit will be awarded for specific modules and / or units, while for others, it will be appropriate to consider whether candidates have met graduate

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requirements for a full programme (particular regulations for qualifications must allow for this).

6.3. The RPL process is under the direction of the Student Enrolment and Information Centre (SEIC) as illustrated in the [process chart](#) available on the Headstart site.

7. Appeals

7.1. Applicants have the right to appeal decisions regarding TOC, as per Part A:A Academic Decision Reviews, and will be informed of this at the beginning of the application process.

7.2. Appeals will follow the Wintec Appeals process as outlined in the Student Concerns, Complaints and Appeals Policy AC-08/02.

8. Responsibilities

Heads of Schools / Centre Directors and Team Leaders	<ul style="list-style-type: none">• Ensure that all academic staff are aware of the TOC regulations for their programmes and provide accurate and timely advice to applicants.• Ensure there are experienced staff available to assess applications where required as part of the TOC process within their School / Centre.• Monitor the TOC process to ensure that due processes are followed, and that TOC applications are processed in a consistent and timely manner, normally within two weeks before the commencement of the programme.
Programme Committee	<ul style="list-style-type: none">• Approve individual applications for TOC, taking into account the relevance and currency of the FTOC / RPL, the programme specific regulations of the programme TOC is being applied towards, and the TOC recommendations maintained by SEIC.
SEIC and Schools / Centres	<ul style="list-style-type: none">• Distribute accurate TOC information to applicants as requested and provide advice, guidance and support to applicants.• The initial assessment of FTOC applications against the Wintec FTOC Precedence List of recognised quality assured institutions• Process all applications for TOC within the timeframes agreed with the Schools and Centres.• Enter the TOC credits in Arion and manage the student fees requiring payment for the remaining modules of the programme (including any TOC fees).
SEIC in liaison with QAU	<ul style="list-style-type: none">• Maintain the TOC guidelines, the Wintec FTOC Precedence List and RPL assessment process to ensure due diligence in the assessment of TOC.

9. Measurements of success

9.1. All relevant staff and applicants / students are aware of the policy and operate consistently within the guidelines established by it.

9.2. Applicants receive up-to-date information and notification of the outcome of their TOC applications so they are aware whether credit has been awarded.

9.3. Any internal and/or external audits of the TOC process indicate compliance with the policy.

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10. Records Management

Record	Minimum retention period	Disposal Action
Transfer of Credit Application	7 years after date of last action	Destroy
RPL portfolio of evidence	7 years after date of last action	Destroy