

#	Step	Key points	Responsibility	Timeframe
1.	Discussion on RPL possibilities	<ul style="list-style-type: none"> <li>• Pre-enrolment has been completed</li> <li>• Tauira is advised which Konae Ako<sup>1</sup> can and cannot be considered under RPL.</li> <li>• Tauira is advised of evidential requirements</li> <li>• For <b>CROSS CREDIT</b> one of the following:               <ul style="list-style-type: none"> <li>○ NZQA record of learning</li> <li>○ TWoA record of learning</li> <li>○ Academic transcripts of past study</li> </ul> </li> <li>• For <b>CREDIT AWARD</b> may include:               <ul style="list-style-type: none"> <li>○ CV</li> <li>○ Examples of work or art previously completed</li> <li>○ On the job assessment</li> <li>○ NZQA record of learning</li> <li>○ TWoA record of learning</li> <li>○ Academic transcripts of past study</li> <li>○ Attestations</li> <li>○ Letters of support</li> </ul> </li> <li>• Tauira is provided with forms and informed of costs if applicable.</li> <li>• Tauira is provided with relevant learning outcomes.</li> <li>• Advise tauira that evidence should meet the learning outcomes</li> </ul>	Kaiako and Tauira	1 working day
2	Proceed with RPL application	<ul style="list-style-type: none"> <li>• Inform Kaiako of decision</li> </ul>	Tauira	Once decision has been made to apply for RPL.

<sup>1</sup> Konae Ako represents unit, paper, module

3	Gather evidence	<ul style="list-style-type: none"> <li>• Evidence may include:</li> <li>• For <b>CROSS CREDIT</b> one of the following: <ul style="list-style-type: none"> <li>○ NZQA record of learning</li> <li>○ TWoA record of learning</li> <li>○ Academic transcripts of past study</li> </ul> </li> <li>• For <b>CREDIT AWARD</b> may include: <ul style="list-style-type: none"> <li>○ CV</li> <li>○ A portfolio that may include examples of work or art previously completed</li> <li>○ On the job assessment</li> <li>○ NZQA record of learning</li> <li>○ TWoA record of learning</li> <li>○ Academic transcripts of past study</li> <li>○ Attestations</li> <li>○ Letters of support</li> </ul> </li> </ul>	Tauira	As long as this step is completed in time to complete step 4.
4	Complete and submit application	<ul style="list-style-type: none"> <li>• The application requires the applicant to match the evidence to the learning outcomes of the relevant Konae Ako.</li> <li>• Send all documentation to Kaiako</li> </ul>	Tauira	4 weeks prior to completion of step 4 of Enrolment process
5	Receive application form and evidence	<ul style="list-style-type: none"> <li>• Kaiako checks application requirements are fulfilled and includes appropriate evidence</li> </ul> <p>If this is a credit award go to step 6</p> <p>If this is not a credit award go to step 7</p>	Kaiako	2 working days
6	Assess application	<ul style="list-style-type: none"> <li>• Ensure that all documentation is filled out and relevant evidence is attached.</li> <li>• Check that the evidence matches the learning outcomes.</li> <li>• Make recommendations per Konae Ako.</li> <li>• Provide a written explanation of any conclusions that are reached.</li> </ul>	Kaiārahi	5 working days

7	Application approved/declined	<ul style="list-style-type: none"> <li>Table application and/or ratified at RAC.</li> </ul>	RAC	2 working days
8	Notify parties	<ul style="list-style-type: none"> <li>RAC administration sends outcome letter to applicant and cc Kaiako/ Regional SRU/ Kaiārahi.</li> </ul>	RAC	5 working days
9a	Update learning records	<ul style="list-style-type: none"> <li>Load the awarded units as per Decision letter.</li> </ul>	SRU rohe	3working days
9b	Application documents filed	<p>Application documents filed in order:</p> <ul style="list-style-type: none"> <li>Letter</li> <li>Recommendation</li> <li>Application</li> <li>Evidence</li> </ul>	RAC	2 working days