

<b>Academic Policy</b>	
<b>Recognition of Prior Learning and Credit Transfer</b>	
<b>1_A_POL_RPLandCreditTransfer_190301</b>	
<b>1. Policy Statement</b>	The School of Audio Engineering (NZ) Ltd, trading as SAE Institute (SAE) will recognise an individual's prior learning and will grant credit towards satisfying the requirements where that learning is considered equivalent to the content, volume of learning and learning outcomes prescribed for courses within that programme. SAE will also recognise credits within the institute and where appropriate transfer credits to enable students to continue or complete a programme of study.
<b>2. Purpose</b>	<p>SAE maintains the integrity of its academic courses and protects the academic standards and reputation of its awards. Granting of credit based on the recognition of prior learning or credit transfer will be only within the constraints of this principle.</p> <p>The purpose of the granting of credit and recognition of prior learning policy is to:</p> <ul style="list-style-type: none"> <li>● Assist students to progress through accredited programmes with maximum efficiency by recognising that students may attain the objectives of components of the programme by means other than formal study and assessment in the programme;</li> <li>● Facilitate the movement of students between campuses and between programmes of various types and levels; and</li> <li>● Assist in the efficient use of educational resources.</li> <li>● Take into consideration the workplace, the industry and the individual candidate's work history and experience.</li> </ul>
<b>3. Scope</b>	<p>This policy applies in the context of SAE operations in New Zealand, and is applicable to students enrolled with, or intending to enrol with SAE irrespective of their place of residence or mode of study.</p> <p>Procedures for SAE campuses internationally may vary in compliance with statutory requirements in other countries of operation. Students registered with SAE Institute who transfer their studies to a campus outside New Zealand, will have their registration with SAE in New Zealand terminated and are required to adhere to the guidelines, policies and procedures of the legal entity to whom they have transferred their registration.</p>
<b>4. Associated Policies and Procedures</b>	<ul style="list-style-type: none"> <li>● <a href="#">Student Grievance, Complaints and Appeals Policy</a></li> <li>● <a href="#">Student Grievance, Complaints and Appeals Procedure</a></li> </ul>
<b>5. Associated Documents</b>	<ul style="list-style-type: none"> <li>● <a href="#">RPL / Credit Transfer Application Form</a></li> </ul>

<p><b>6. Policy</b></p>	<p><b>1.0 Academic Credit and Recognition of Prior Learning</b></p> <p>SAE offers opportunities for prospective students with considerable industry experience and/or previous academic qualifications to apply for Recognition of Prior Learning (RPL) or Credit Transfer (CT). The precise nature of credit will vary according to individual circumstances and will be dependent on the nature of the programme being applied for.</p> <p><b>2.0 Definitions</b></p> <p>In accordance with NZQA regulations, the following definitions are applied at SAE:</p> <ul style="list-style-type: none"> <li>● <b>Recognition of Prior Learning</b> means a process that involves formal assessment of a learner's relevant or current knowledge and skills (gained through prior learning) to determine achievement of learning outcomes of a qualification for the purposes of awarding credit towards that qualification; and for the avoidance of doubt it does not include credit recognition and transfer.</li> <li>● <b>Credit Recognition and Transfer</b> means a formal process whereby credit for outcomes already achieved by a learner in relation to a qualification is recognised as credit for comparable outcomes in another qualification.</li> <li>● <b>Cross-crediting</b> is the awarding of credits from another programme within the institution.</li> <li>● <b>Credit Transfer</b> is the awarding of credits from a programme offered by another institution.</li> </ul> <p><b>3.0 Types of Credit</b></p> <p>SAE may award credit, in terms of content and standard of a student's previous studies, and the workload involved therein. Credit may be granted as specified or unspecified.</p> <p><b>3.1 Specified Credit</b></p> <p>Specified Credit may be given for a specified courses where prior learning is regarded as having met both the objectives and the assessment requirements of the course. Such prior learning may have been gained through previous study, which has already been assessed by an education provider.</p>
-------------------------	---

### **3.2 Unspecified Credit**

Unspecified Credit may be given through recognising a number of credit points rather than a specific course, where prior learning is regarded to be consistent with the broad outcomes of the programme being undertaken. Such prior learning may have been gained through work-based experience, life experience, self-directed learning, non-accredited professional development programmes or any post secondary qualifications.

### **4.0 Types of Applications**

RPL or Credit Transfer applications may relate to learning undertaken from other institutions (including other SAE campuses globally) or from industry

#### **4.1 Applicants From Other Institutions**

Applicants who hold a qualification from another accredited Institution, or have formally completed components of another qualification, should submit certified evidence of those achievements to SAE.

Applications for RPL/CT will be reviewed by the Academic Manager and an appropriate determination made about the amount and kind of work that will have to be undertaken in order to complete the qualification sought.

#### **4.2 Applicants Direct From The Industry**

Applicants direct from the industry who hold no formal, related qualifications, should submit a résumé with their application form with supporting references included and a comprehensive portfolio documenting their activities and achievements.

Applications for RPL will be reviewed by the Academic Manager together with a member of the SAE Auckland Creative Industries Advisory Committee, and an appropriate determination made about the amount and kind of work that will need to do to be undertaken complete the qualification sought.

Applicants direct from the industry may also need to attend an interview with the Academic Manager before a final decision can be made on the amount of recognition of prior learning that may be awarded.

### **5.0 Limitations to RPL or Credit Transfer**

The following conditions apply to the granting of RPL and Credit Transfer:

- The standard credit limit for RPL or credit transfer is two thirds ( $\frac{2}{3}$ ) of the qualification.
- Transfer of credit will not be granted at Level 7.
- In exceptional circumstances, these Transfer of Credit clauses may be waived, with the approval of the Academic Board or delegated authority.

### **6.0 Application Process for RPL or Credit Transfer**

Applicants who believe they meet the criteria for RPL or credit transfer should apply to enrol at SAE Institute and attach relevant certified documentation including official academic records and/or evidence of learning outcomes being met through previous work/life experience. Applicants are encouraged to submit all CT/RPL applications as early as possible to ensure that their course progression can be mapped accordingly. Applications for all courses must be received and processed prior to the commencement of the programme.

An interview may also be conducted with the Academic Manager. Each application will be assessed by relevant academic staff with recommendations made to the Examiners Committee for approval.

There is no cost associated with a RPL or Credit Transfer application.

### **7.0 Credit Eligibility Time limit**

The granting of credit will normally be considered for prior academic achievements completed within the last 5 years.

Where an applicant has academic achievements older than 5 years, but has had further industry related experience which they can demonstrate as contributing to their currency of knowledge or skills, this experience may be considered under RPL provisions, and at the discretion of the Academic Manager.

### **8.0 Transition from diploma to degree**

At the completion of a Level 5 diploma, students may apply to cross-credit 120 Level 5 credits into a 360 credit Bachelor degree and proceed directly to Level 6 and 7 studies. In doing so they relinquish these credits with regard to a Level 5 diploma qualification.

	<p>Previous graduates of a Level 5 diploma who wish to return to study may apply to cross-credit 120 credits towards the Level 7 programme, and in doing so relinquish their Diploma qualification.</p> <p>For reasons of the rate of change in technological fields, students holding a Level 5 diploma qualification, and without recent and relevant industry experience, more than five years old will be required to undertake Level 5 studies again before commencing Level 6.</p> <p><b>10.0 Withdrawal of Credit</b></p> <p>SAE reserves the right to withdraw credit where an error has been made in assessing an application, when false or misleading information has been provided by the applicant or when a subsequent application changes the type of credit which may have been given under these regulations. However, where a change is made to a provision of these regulations, or where a precedent or planned articulation is reviewed and changed, credit already granted may not be withdrawn. Failure to complete subsequent courses that rely on the credited courses as a prerequisite could cause a review and withdrawal of credit.</p> <p><b>11.0 Formal tabling of application</b></p> <p>RPL and Credit Transfer applications are formally tabled at the SAE Examiners Committee, using the RPL/Credit Transfer Application Form with the Academic Manager’s recommendation to accept or deny the application. If credits are being transferred or recognised, the student record is updated in the Student Management System and a copy of the application is placed on the student file.</p> <p><b>12.0 Appeals</b></p> <p>Any student who is dissatisfied with the outcome of a review of a credit decision may appeal. Refer to the Student Grievance, Complaints and Appeals Policy and Procedure.</p>
<p><b>7. Records</b></p>	<p><b>1_A_POL_RPLandCreditTransfer_190301</b></p> <p>DRAFT version released 1 May 2019</p> <p>FINAL version approved by Academic Board 17 May 2019 and released</p>