***Thinking about applying for Recognition of Prior Knowledge and Skills for***

**Programme Name Level x?**

For this programme, we can look at your prior learning to see if you are eligible to have credit awarded for your informal or uncertificated learning ~~within the last five years~~. Your evidence should relate to the statements below which describe what a graduate of this programme will be able to do:

* GPOS here
* Xx

\*List any programme specific RPKS limitations here

Before we can meet to discuss your options, please make sure you have read through the requirements for an RPKS application.

Make sure you that you are familiar with the MIT website page for RPKS which describes the types of RPKS, charges and limitations that may affect your application: <https://www.manukau.ac.nz/study/recognition-of-prior-learning> or read our MIT RPKS Information Guide for Candidates.

If you have questions about your qualifications or prior skills, or to find out more, contact us today at RPL.CRT@manukau.ac.nz.

MIT uses an [online enrolment form](https://apply.manukau.ac.nz/121?_ga=2.121568129.847419329.1594593076-222185266.1570133938) to record RPKS queries. You need to complete the enrolment process and indicate what kind of RPKS you want before we can consider your application. You will be subject to [MIT’s Ākonga](https://www.manukau.ac.nz/student-life/current-students/tools-and-resources/student-regulations-and-policies) Policy for each year in which you are enrolled, whether you are an enrolled ākonga or an RPKS applicant.

**What’s next?**

1. **Complete Section** **1**: Fill out one Course Application table per Course you want to have recognised (you can delete the courses you are not applying for). Use the dropdowns to show your choices.
2. **Email your application as a Word document**. PDF files will not be accepted. Make sure you have completed the blue sections before emailing your completed RPKS Application form with relevant evidence to your MIT contact person for review. Incomplete applications will be returned to you for completion.

NOTE: Section 2 (Service Agreement) and Section 3 (Payment and Fees Schedule) will be completed when you and the School have agreed on the RPKS courses to be assessed.

**MIT’s RPKS options and charges are shown below (including GST):**

|  |  |  |
| --- | --- | --- |
| **Credit transfer** | **Cross Credit ~~(also known as Credit Recognition)~~**  | **Recognition of Prior Learning**  |
| CT = exact match, no charge | CC = close match, $25.00 per credit | RPL = informal knowledge and experience, $36.00 per credit |
| Fees for RPL are capped at $3,000.00 incl GST per 120 credits (equivalent to one year of full-time study)Fees for Cross Credit are capped at $2,000.00 incl GST per 120 credits (equivalent to one year of full-time study) |

|  |  |  |  |
| --- | --- | --- | --- |
| **FAMILY NAME** |  | **PHONE NUMBER** |  |
| **GIVEN NAMES** |  | **MIT Ākonga # (if known)** |  |
| **EMAIL** |  | **NSN # (if known)** |  |

**Section 1: Course Application Form**

Before we meet to discuss your options, complete the blue sections of this form and return it to us with your evidence for review.

Please complete a new table for each MIT Course you wish to have recognised (copy and paste if you are applying for more than 2 courses). Refer to the Course Overview table above to fill in the MIT course information. Use copy and paste to create as many new Course tables as you require.

**Consider the following when listing and attaching your evidence:**

* What previous study and / or work experience do you currently have that fits the course purpose?
* List any situations where you have demonstrated the skills related to the purpose of the course, and support this with attached evidence.
* Evidence may include a relevant CV, transcripts, learning outcomes from other education, certificates achieved, photos, letters of support from your employers, job descriptions, examples of your work.
* Attachments: please name your files as follows: #\_LastName\_CourseCode\_Type of Evidence
	+ - *e.g.: 1\_Smith\_123.456\_ Learning Outcomes from (name of other provider)*
		- *e.g.: 2\_Smith\_135.590\_Letter of Attestation*

|  |  |  |
| --- | --- | --- |
|  | **New Zealand xxx in xxx (Level x)** |  |
|  | **Year One Courses** |  |
| **Course Code** | **Level** | **Credits** | **Course Title** | **Select your choice:** | **Office use only** |
|  |  |  |  | **CT, CC, RPL, enrol** | **Is RPL likely?** |
| Purpose of the course |  |
| **Experience / Evidence here:** | Choose an item. | Choose an item. |
| **Attachment list here:** | **Is an Assessor confirmed?**Choose an item. |
|  |  |  |  | **CT, CC, RPL, enrol** | **Is RPL likely?** |
| Purpose of the course |  |
| **Experience / Evidence here:** | Choose an item. | Choose an item. |
| **Attachment list here:** | **Is an Assessor confirmed?**Choose an item. |
|  |  |  |  | **CT, CC, RPL, enrol** | **Is RPL likely?** |
| Purpose of the course |  |
| **Experience / Evidence here:** | Choose an item. | Choose an item. |
| **Attachment list here:** | **Is an Assessor confirmed?**Choose an item. |
|  |  |  |  | **CT, CC, RPL, enrol** | **Is RPL likely?** |
| Purpose of the course |  |
| **Experience / Evidence here:** | Choose an item. | Choose an item. |
| **Attachment list here:** | **Is an Assessor confirmed?**Choose an item. |
|  |  |  |  | **CT, CC, RPL, enrol** | **Is RPL likely?** |
| Purpose of the course |  |
| **Experience / Evidence here:** | Choose an item. | Choose an item. |
| **Attachment list here:** | **Is an Assessor confirmed?**Choose an item. |
|  |  |  |  | **CT, CC, RPL, enrol** | **Is RPL likely?** |
| Purpose of the course |  |
| **Experience / Evidence here:** | Choose an item. | Choose an item. |
| **Attachment list here:** | **Is an Assessor confirmed?**Choose an item. |
|  |  |  |  | **CT, CC, RPL, enrol** | **Is RPL likely?** |
| Purpose of the course |  |
| **Experience / Evidence here:** | Choose an item. | Choose an item. |
| **Attachment list here:** | **Is an Assessor confirmed?**Choose an item. |
|  |  |  |  | **CT, CC, RPL, enrol** | **Is RPL likely?** |
| Purpose of the course |  |
| **Experience / Evidence here:** | Choose an item. | Choose an item. |
| **Attachment list here:** | **Is an Assessor confirmed?**Choose an item. |

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Year Two Courses or optional Strand** |  |  |
| **Course Code** | **Level** | **Credits** | **Course Title** | **Select your choice:** | **Office use only** |
|  |  |  |  | **CT, CC, RPL, enrol** | **Is RPL likely?** |
| Purpose of the course |  |
| **Experience / Evidence here:** | Choose an item. | Choose an item. |
| **Attachment list here:** | **Is an Assessor confirmed?**Choose an item. |
|  |  |  |  | **CT, CC, RPL, enrol** | **Is RPL likely?** |
| Purpose of the course |  |
| **Experience / Evidence here:** | Choose an item. | Choose an item. |
| **Attachment list here:** | **Is an Assessor confirmed?**Choose an item. |
|  |  |  |  | **CT, CC, RPL, enrol** | **Is RPL likely?** |
| Purpose of the course |  |
| **Experience / Evidence here:** | Choose an item. | Choose an item. |
| **Attachment list here:** | **Is an Assessor confirmed?**Choose an item. |
|  |  |  |  | **CT, CC, RPL, enrol** | **Is RPL likely?** |
| Purpose of the course |  |
| **Experience / Evidence here:** | Choose an item. | Choose an item. |
| **Attachment list here:** | **Is an Assessor confirmed?**Choose an item. |
|  |  |  |  | **CT, CC, RPL, enrol** | **Is RPL likely?** |
| Purpose of the course |  |
| **Experience / Evidence here:** | Choose an item. | Choose an item. |
| **Attachment list here:** | **Is an Assessor confirmed?**Choose an item. |
|  |  |  |  | **CT, CC, RPL, enrol** | **Is RPL likely?** |
| Purpose of the course |  |
| **Experience / Evidence here:** | Choose an item. | Choose an item. |
| **Attachment list here:** | **Is an Assessor confirmed?**Choose an item. |
|  |  |  |  | **CT, CC, RPL, enrol** | **Is RPL likely?** |
| Purpose of the course |  |
| **Experience / Evidence here:** | Choose an item. | Choose an item. |
| **Attachment list here:** | **Is an Assessor confirmed?**Choose an item. |
|  |  |  |  | **CT, CC, RPL, enrol** | **Is RPL likely?** |
| Purpose of the course |  |
| **Experience / Evidence here:** | Choose an item. | Choose an item. |
| **Attachment list here:** | **Is an Assessor confirmed?**Choose an item. |

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Year Two Courses or optional Strand** |  |  |
| **Course Code** | **Level** | **Credits** | **Course Title** | **Select your choice:** | **Office use only** |
|  |  |  |  | **CT, CC, RPL, enrol** | **Is RPL likely?** |
| Purpose of the course |  |
| **Experience / Evidence here:** | Choose an item. | Choose an item. |
| **Attachment list here:** | **Is an Assessor confirmed?**Choose an item. |
|  |  |  |  | **CT, CC, RPL, enrol** | **Is RPL likely?** |
| Purpose of the course |  |
| **Experience / Evidence here:** | Choose an item. | Choose an item. |
| **Attachment list here:** | **Is an Assessor confirmed?**Choose an item. |
|  |  |  |  | **CT, CC, RPL, enrol** | **Is RPL likely?** |
| Purpose of the course |  |
| **Experience / Evidence here:** | Choose an item. | Choose an item. |
| **Attachment list here:** | **Is an Assessor confirmed?**Choose an item. |
|  |  |  |  | **CT, CC, RPL, enrol** | **Is RPL likely?** |
| Purpose of the course |  |
| **Experience / Evidence here:** | Choose an item. | Choose an item. |
| **Attachment list here:** | **Is an Assessor confirmed?**Choose an item. |
|  |  |  |  | **CT, CC, RPL, enrol** | **Is RPL likely?** |
| Purpose of the course |  |
| **Experience / Evidence here:** | Choose an item. | Choose an item. |
| **Attachment list here:** | **Is an Assessor confirmed?**Choose an item. |
|  |  |  |  | **CT, CC, RPL, enrol** | **Is RPL likely?** |
| Purpose of the course |  |
| **Experience / Evidence here:** | Choose an item. | Choose an item. |
| **Attachment list here:** | **Is an Assessor confirmed?**Choose an item. |
|  |  |  |  | **CT, CC, RPL, enrol** | **Is RPL likely?** |
| Purpose of the course |  |
| **Experience / Evidence here:** | Choose an item. | Choose an item. |
| **Attachment list here:** | **Is an Assessor confirmed?**Choose an item. |
|  |  |  |  | **CT, CC, RPL, enrol** | **Is RPL likely?** |
| Purpose of the course |  |
| **Experience / Evidence here:** | Choose an item. | Choose an item. |
| **Attachment list here:** | **Is an Assessor confirmed?**Choose an item. |

|  |
| --- |
| **Ākonga Declaration**:**I declare** all the information supplied in this form and any attached information to be true and correct.**I acknowledge** that MIT may decline my prior learning credit if false information is supplied. **I understand** that this application is subject to the academic regulations as specified in the current Programme Documents, and that paying for an application does not guarantee a successful outcome**I declare** that I have read and understood the information on this form, and that there is a cost associated by the application that may not be funded through Study Link.Please tick the box to complete your declaration [ ]  **Date: / /** |

**Checklist: For the courses I want to have recognised, I have:**

* calculated the likely total cost for my RPKS
* completed all blue sections for the courses I wish to have recognised
* completed Section 1 Course Application per course as required
* made sure the evidence I have listed and attached is from within the past 5 years
* acknowledged that if my application for RPKS means I will study for less than 80% full-time, I might not be eligible for loans and allowances.

# Section 2: Service Agreement

**Manukau Institute of Technology Limited**

**Agreement for the Provision of Assessment Services for the Recognition of Prior Knowledge and Skills**

**1. Parties**

**Manukau Institute of Technology Limited** (“**MIT**”)

**Name:** (“**Candidate**”)

**Address:**

**2. Background**

MIT undertakes assessment of prior knowledge and skills of evidence for formal and informal and / or work based learning and experience that occurred outside MIT courses of study for a Candidate through the School that is responsible for the programme of study for which the Candidate wishes recognition for their prior knowledge and skills . Assessment for prior learning uses a variety of assessment techniques. Once the assessment process is complete, the outcome establishes the credits (if any) for which the Candidate will receive Recognition of Prior Learning, Cross Credit or Credit Transfer.

**3. Interpretation**

“**Assessment Details**”means the document set out in **Appendix 1 – Assessment Details** of this Agreement, which sets out the course and learning outcomes to be evidenced though the APL process.

“**Evidence gap**”means there is insufficient evidence for a learning outcome to be successfully met.

“**Recognition of Prior Knowledge and Skills**” or “**RPKS**” means the awarding of credits based on assessment for prior learning. This learning may be formal or informal in nature.

**“Service**”means the assessment services to be provided by MIT to the Candidate in accordance with the Assessment Details and as otherwise specified in this Agreement.

**4. Provision of Service**

4.1 MIT, through the relevant School, will provide the Service to the Candidate in relation to the qualification as stated in **the fees and payment Schedule** pursuant to the terms and conditions of this Agreement.

4.2 The specific course(s) to be assessed will be identified in the Assessment Details.

4.3 The Service includes the following:

* 1. Analysis of the learning outcomes of any previous formal learning the Candidate may have successfully completed and analysis of the match to the learning outcomes of the course(s) for which recognition is being sought.
	2. Establishing the currency of the Candidate’s knowledge and skills for the learning outcomes of the course(s) for which recognition is sought.
	3. Reviewing the Candidate’s work experience and history and how their work role responsibilities and core tasks may provide evidence that meets the learning outcomes of the course(s) for which recognition is sought.
	4. Reviewing the Candidate’s life experience and history and how this experience may provide evidence that meets the learning outcomes of the course/s for which recognition is sought.
	5. Where the APL establishes that there is an evidence gap, developing a plan with the Candidate to enable the Candidate to provide, within a determined timeframe, additional material to meet the learning outcome evidence requirements not yet met.
	6. Where the APL establishes that further training is required, RPKS for a particular course/s will not be awarded for the course/s concerned.

**5. Fees and Payment**

5.1 The fees payable to MIT by the Candidate for the Service (“**Fees**”) are detailed in the Fees and Payment Schedule and are dependent on the number of credits applied for in the Assessment Details.

5.2 The Fees include facilitation, assessment, reporting, and MIT administration costs.

5.3 The Fees DO NOT include:

1. the cost of any training should the Candidate be required to undertake further training to support the APL application.
2. costs imposed by any external accrediting body.

5.4 The Candidate will be invoiced for the Fees. Payment of each invoice by the Candidate is due in full by the 20th of the month following the month of the invoice.

5.5 MIT will not conduct any assessments under this Agreement until all Fees due by the Candidate have been paid in full.

5.6 For the avoidance of doubt, MIT reserves the right to charge for any work done and any costs incurred by MIT prior to early termination of the Services by either party in accordance with clause 6 of this Agreement.

**6. Term**

6.1 This Agreement remains in force from the date of signing by both parties until the earlier of:

1. The Service has been provided by MIT and all Fees paid by the Candidate as required under this Agreement; OR
2. The Candidate notifies MIT in writing giving at least four (4) weeks’ notice that he/she no longer wishes to continue with this Agreement; OR
3. Either party (“**first party**”) has committed any breach of this Agreement and the breach is not capable of remedy or has not been remedied within thirty (30) days of such notice being sent by the other party to the last known address of the first party; OR
4. The Candidate’s APL file has been inactive for six (6) months or longer and following a written request by MIT to the Candidate’s last known address, no instruction has been received from the Candidate within four (4) weeks of that request as to how he/she wishes to proceed with his/her file.

**7. Extensions**

Applications for extension of time for completion of any assessment tasks as part of the Assessment Details (see 6(e) above) may be negotiated at the discretion of MIT through the relevant School.

**8. Release of Information**

Where the Candidate has agreed to the release of information relating to the APL application to any other person or entity (a “**Third Party**”), this permission is contained in the Permission for the Release of Information to Third Party form which has been signed by the Candidate and attached to this Agreement as **Appendix 2**.

**Execution**

Signed for and on behalf of **Manukau Institute of Technology Limited**

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed by the **Candidate**

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Section 3: FEES AND PAYMENT SCHEDULE

Client Name: (ID number)

Client Address:

**Fee Schedule**

|  |  |
| --- | --- |
| Total number of credits set out in Assessment Plan (attached) | **\_\_\_\_\_\_** |

**Payment Schedule**

**For programme NZxxxx**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Payment Number | Number of credits | X Cost per credit  | @ Type of RPKS | Date Due | = Amount (incl GST) |
| 1. Course number and title
 |  | Choose an item. | Choose an item. |  |  |
|  |  | Choose an item. | Choose an item. |  |  |
|  |  | Choose an item. | Choose an item. |  |  |
|  |  | Choose an item. | Choose an item. |  |  |
|  |  | Choose an item. | Choose an item. |  |  |
|  |  | Choose an item. | Choose an item. |  |  |
|  |  |  | **Total Amount to be Paid** |  |

|  |
| --- |
| **Ākonga Declaration**:**I agree** to the type of RPKS and associated costs as stated in this schedule.**I acknowledge** that MIT may decline my prior learning credit if false information is supplied. **I understand** that this application is subject to the academic regulations as specified in the current Programme Documents, and that paying for an application does not guarantee a successful outcome**I declare** that I have read and understood the information on this form, and that there is a cost associated by the applicant that may not be funded through Study Link.Please tick the box to complete your declaration [ ]  **Date: / /** |

Please note: No RPKS assessment will take place until all fees due under this Agreement have been paid in full as per the due dates.