



## RECOGNITION OF PRIOR LEARNING (RPL)

This option is for applicants who have work or life experience, or a combination of both with previous study, and may be eligible to receive credits towards a new programme. This process requires you to prove your knowledge and experience across several contexts and see if they match the qualification's criteria. RPL is available for applicants with experience in New Zealand or overseas, but you must be in New Zealand to apply.

### Important information:

**Credit Limit:** RPL credits granted for a learner will not exceed a maximum of sixty-six percent of the total credit value of the programme unless it is stated in the programme's entry criteria.

**Student Loans/allowances:** If you are considering applying for a student loan or allowance, you can do this after the RPL process. Once you know how many credits you will be awarded, and the tuition fees you can contact StudyLink for further assistance. For more details visit [StudyLink](#).

### Criteria:

- **Qualification:** Your previous studies must have been completed within the last 5 years.
- **Work Experience:** You must provide evidence of 3 to 5 years of relevant work experience related to the programme you are applying for.

**Recommendation:** We suggest starting the RPL process at least 2 months before your programme start date. This allows enough time for evaluation and processing.



## RPL fees and application process

### Fees:

- **Admin Fee:** NZ\$200, including GST (non-refundable regardless of outcome) to be paid before your application is reviewed.
- **Credit Fee:** NZ\$20 per credit (including GST) awarded, payable after the evaluation is complete.

**Example:** If 3 unit standards of 10 credits each are awarded, the amount would be  $30 \times \text{NZ\$}20 = \text{NZ\$}600$ .

**Note:** The amount of credit awarded depends on how many outcomes can be matched.

### How to apply:

- **Contact us:** Email [recognition@scgnz.org](mailto:recognition@scgnz.org) to let us know you wish to apply for RPL and provide the name of the programme you are seeking credits for.
- **Initial Steps:** Our team will contact you to assist with providing the necessary evidence and paying the admin fee. Please ensure you have access to your email for correspondence.
- **Create a portfolio:** Assemble a portfolio with comprehensive information demonstrating your relevant workplace learning and experience. Your portfolio will be reviewed by an assessor to determine if you meet the learning outcomes of your desired programme. Please refer to the RPL guide for more information.
- **Assessment:** An assessor will evaluate your application and provide feedback within 30 working days.
- **Additional Evidence:** If more evidence is needed, you will be contacted via email. You must submit the additional evidence within 2 months of the request. Failure to do so will result in the cancellation of your application, and you will need to pay the administrative fee again to proceed with your application.
- **Outcome Notification:** You will be contacted via email regarding the evaluation outcome. If successful, you will be informed about the credits awarded and the final payment amount. Payment must be made in full.



- **Enrolment:** Once payment is made, apply to your desired programme through our website. Provide the RPL approval letter during enrolment. Our team will adjust your tuition fee if necessary and report the awarded credits to NZQA.
- **Student Loan / Allowances:** Domestic learners can contact [StudyLink](#).

**Extension or Cancellation:** To cancel or request more time to complete your application, please contact [recognition@scgnz.org](mailto:recognition@scgnz.org). Decisions will be made at the discretion of Skills on a case-by-case basis.

**Appeal Process** You may appeal if you:

- Have gathered more evidence after the final decision.
- Do not agree with the final result.

**How to appeal:**

- Send an email to [recognition@scgnz.org](mailto:recognition@scgnz.org) within 7 working days of the decision notification.
- The Appeals Subcommittee will review the appeal. The General Manager, Academic Quality will communicate the outcome