



New Zealand College of Chinese Medicine

Assessment of Prior Learning Information and Application Form

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Introduction

Students who have been accepted for enrolment in a Programme of Study at the New Zealand College of Chinese Medicine (NZCCM) are able to apply for Recognition of Prior Learning sometimes referred to as Assessment of Prior Learning or Recognition of Credit or credit transfer (APL/RCC/CT). Applicants can apply for APL if they believe their prior learning or experience has met any of the learning outcomes of a Programme of Study at NZCCM.

All applicants must satisfy the academic regulations requirements.

Details of achievements and supporting documentation must be provided before APL can be approved.

Definition of Recognition of Prior Learning (RPL)

Any cross credits, credit transfer, and recognition of prior learning arrangements for individual students, and the evidential basis for them, are to be kept as a permanent record:

The Education Amendment Act 1989 and subsequent amendments assigns to the New Zealand Qualifications Authority (NZQA) responsibility for recognising “competency already achieved. In its publication The Recognition of Prior Learning (1993), NZQA defines Recognition of Prior Learning (RPL) as “A process of awarding credit for unit standards in the National Qualifications Framework (NQF), where the outcomes have been achieved outside the Framework.”

Assessment for credit on the NQF involves the collection of evidence of what students know, understand and can do. That evidence is then judged against criteria expressed in unit standards or local standards. There is no course attendance, work experience or time served requirement. Previous proven achievements are as valid as evidence as that gained during learning activities, from assessment tasks, and from current performance observed ‘on the job’.

Recognition of Prior Learning may relate to different situations:

1. The student can supply verifiable evidence of prior performance, via letters of validation, or work samples or
2. There is no verifiable evidence of prior performance, as the demonstration of knowledge or skills has not taken place within an established organisation. In such cases, planned assessment tasks and/or an interview with the person concerned may provide evidence sufficient to award credits.

Credit recognition and transfer has more specific requirements than RPL in that evidence comes from student achievement in a course at another TEO - December 2002 NZQA Credit Recognition and Transfer Policy.

Key principles of the December 2002 policy include expectations that:

- programme design will facilitate credit recognition and transfer
- credit transfer decisions will be: student-focused, fair, defensible, timely and facilitate access to new learning opportunities

- TEO's will have policies and procedures that support credit recognition and transfer, and
- such systems will not be limited by cultures or national borders.

Definition of Terms taken from NZQA Programme Approval and Accreditation Rules 2013 commencing on 1 January 2013.

Cross-crediting: credit gained from a course taken previously at New Zealand College of Chinese Medicine. Means formal process whereby credit for outcomes already achieved by a student in relation to a qualification is recognised as credit for comparable outcomes in another qualification.

Credit Transfer: credit gained from achievement in a course taken at another TEO where course content is matched. Means formal process whereby credit for outcomes already achieved by a student in relation to a qualification is recognised as credit for comparable outcomes in another qualification.

RPL: credit awarded for informal, un-certificated learning or overseas qualifications.

“Recognition of prior learning” means a process that involves formal assessment of a student’s relevant and current knowledge and skills (gained through prior learning) to determine achievement of learning outcomes of a qualification for the purpose of awarding credit towards that qualification; and for the avoidance of doubt it does not include credit recognition and transfer.

When to Apply

An application for APL should normally be initiated at least two weeks prior to the course commencement date. Cases of late enrolment will be dealt with on an individual basis.

Who can Apply

A person may apply for APL if they think their prior studies, knowledge, skills and experience equip them to display appropriate levels of competency in the required course of learning.

Ways of Showing Evidence of Prior Learning

APL can only be granted on evidence that is related to appropriate levels of competency that has been achieved. The following ways may be used to show evidence of Prior Learning within the past five (5) years:

Documents that may be acceptable include, but are not limited to:

- Certified copies of certificates or qualifications achieved from other educational bodies
- Academic transcripts
- Details of course content
- Learning outcomes/ competencies achieved for the course
- Completed coursework and assessment materials
- Supporting letter(s) written by a person who knows the applicant and has direct knowledge of the activity for which the applicant has claimed APL
- Membership of relevant professional associations or registrations

- Relevant present and / or past work experience demonstrated in a brief CV or work history
- Results/statements of attendance/ certificates – in-house courses, workshops, and seminars e.g. first aid, etc.
- Relevant samples of work
- References/letters from previous employers/supervisors
- Any Licenses issued to the applicant to practice a relevant professional discipline

You are advised to submit as much information as possible to show evidence of current competency.

Note: If you are an International student, it is essential that you provide us with a certified graduation certificate, transcript of your academic transcript and references.

The original certification needs to be sighted by College staff; or a certified copy. This means a photocopy of your original document, signed as being a true and accurate copy by a Justice of the Peace (JP), Barrister or Solicitor, Notary Public, Court Registrar or Deputy Registrar, Member of Parliament, Public Trust. When a student is in a remote community and unable to access a person on the Oaths and Declarations Act, a member of the New Zealand Police, school principal, minister of religion, or General Practitioner is acceptable.

Non-English students with certification must also provide a certified translation.

Principles of APL

Criteria for decision making

The outcome of an application for APL is directly dependent on the applicant supplying evidence that meets the following principles:

Validity: The material submitted relates directly to the current version of the relevant endorsed NZCCM course.

Sufficient: The evidence provided must cover the full range of learning outcomes in the relevant NZCCM course, i.e. knowledge and skills and their practical application (where necessary).

Authenticity: The applicant has actually completed the learning outcome that is being claimed. The assessor may have to verify that any work sample submitted as evidence is, in fact, the applicant's own work. Observation or practical demonstration on the job may be necessary.

Currency: The learning outcome is still valid and performable. In the case of previous qualifications, these must be no older than 5 years. Applicants who hold a medical degree from a New Zealand Tertiary Institute and hold a current annual practicing certificate (under HPCA Act) or have held an APC within the last three (3) years are waived from the within 5 years requirement.

Quality: The learning has reached the acceptable level.

Relevance: The learning is applicable to the area claimed.

Transferability: The learning outcome can be applied outside the specific context in which it was learned. The applicant may be required to demonstrate ability to transfer skills and knowledge for which APL is being applied, in varied and different situations. Observation or practical demonstration on the job may be necessary.

NB: The verdict on your application will be based solely on the evidence that you supply. Please ensure that all evidence is attached or enclosed with the application form upon submission.

The decision of the Programme Management Committee is deemed final unless appealed. All applicants are entitled to appeal, to be lodged within ten (10) days from receipt of the decision. The outcome of this appeal is final.

If you have any difficulties in the completion of the application, please do not hesitate to contact the College Administration.

Process of Assessment of Application

The application form and supporting evidence will be reviewed in a supportive framework by an appropriate APL assessor, in line with the guidelines below:

1. Review of the APL application form and supporting documents will be conducted by an appropriate assessor.
2. The applicant may be required to demonstrate their expertise in a particular area. For example, applicants may be required to verbally respond to questions put to them by an assessor. The applicant may be asked to provide competency skills via video or electronic media.
3. The applicant will be informed in writing regarding:
 - Outcome of the acceptance or rejection of application and the right of appeal to the Academic Manager
 - Deficiencies that must be rectified
4. Record the outcome and file a copy of details of the APL process and outcome in the 'Student File'.
5. Outcome - applicant to proceed with:
 - Course in its entirety
 - Records of all APL applications will be retained with the applicant's file.

Fees

APL processing costs:

1. Application Fee: \$ 100.00 (non-refundable).
2. Fee for credits awarded (Note: the fee does not apply to the courses studied at NZCCM):
 - Domestic students: \$5.00 per credit
 - International students: \$10.00 per credit

How to Complete the Application Form

1. Provide Personal and Contact Details.
2. Provide Course Information: Course ID / Course Name
3. APL Information

You will need to consider:

- a. Have I achieved competency?
 - b. How can I demonstrate that I have this competency? i.e. supporting documentary evidence.
 - c. Supply all relevant supporting documentation. Additional pages may be attached.
 - d. The application form needs to be completed clearly and concisely.
4. Enclose payment/provide bank card details.
5. Submit Application Form for APL and supporting documentation to:

The Quality Assurance Manager

New Zealand College of Chinese Medicine Head Office

PO Box 17467 Greenlane, Auckland 1546, New Zealand

Ph: 0064 9 5802376

Email: linda.zhang@chinesemedicine.ac.nz

Website: www.chinesemedicine.ac.nz

Procedures and Guidelines of Applications

1. The Quality Assurance Manager is responsible for preparing/updating an information sheet for applicants seeking assessment of any prior learning, outlining the process, the details of contact persons and the current costs.
2. The fee for APL is \$100.00 for administration of the original application and for domestic students where APL is granted shall be \$5.00 per credit for each course and for international students where APL is granted shall be \$10.00 per credit for each course.
3. Students wishing to progress APL applications must fully complete the 'APL Application Form' and forward this to the Quality Assurance Manager, who maintains a file of applications, and monitors timely progress of applications sent to assessors. Applications for Credit Transfer/Cross Credit or RPL must be received at least two weeks prior to the enrolment/re-enrolment start date. Cases of late enrolment will be dealt with on an individual basis.
4. At the conclusion of the assessment the outcome is recorded by the Assessor on the *APL Assessor's Report Form*, and this is forwarded with copies of assessment data, interview notes and other relevant evidence to the Quality Assurance Manager who will gain approval of the decision through the Programme Management Committee. Once approval has been agreed the Quality Assurance Manager will:
 - Advise the student of the outcome of the application for APL and the right of appeal to the Academic Manager.
 - Record the outcome and file a copy of details of the APL process and outcome in the 'Student File'.
 - Notify relevant Administrators and relevant Tutors.
 - Ensure, in association with administration staff that all matters relating to the application are satisfactorily concluded.
5. Where an appeal is received in writing from the applicant, the Quality Assurance Manager will forward this appeal to the Academic Manager, along with all documents related the RPL decision. **N.B.** Appeals must be lodged within ten (10) working days from the date of the original letter. The Academic Manager will re-assess, check with relevant assessors, and send a written response to the applicant. Any further appeal beyond this is directed to the Academic Board.
6. Further appeals are available by making written notification to NZQA Quality Assurance Division at the following address: PO Box 160, Wellington.

Application Form

Before completing this application form please ensure that all requirements are met.

Speak to the Marketing Manager first – they know the requirements of the course and will advise you about the criteria of the courses you wish to apply for. Please ensure you have read this student guide as it gives you the information you need to complete the application form and complete the APL process.

What you need to do: Complete Sections A, B and C, and pay the application fee.

You will then receive further communication from the College. Students granted APL are eligible to receive a pro-rata refund of the course fee calculated per the nominal hours for the course. You will be sent a copy of this form detailing the result after the APL assessment process has been completed.

Award of RPL may lead to the student being exempt from attendance at an assessment in the specified course/paper, and includes exemption from payment of the course/paper's fee and course material costs.

- Exemption incurs no effect on grade point average. Students are advised that they lose the possibility of achieving a higher grade in the paper/s.
- Students are also advised that exemption may affect their eligibility for student loans and allowances.
- An application will be declined if it is deemed not to have merit or relevance to the stated course outcomes.

A. Personal Details

Surname:

Given Name:

Address:

..... **Postcode:**

Telephone: Work: **Home:** **Mobile:**

Email address:

B. APL Information

Which form of recognition are you applying for?

- ☐ Cross Credit (CC)
- ☐ Credit Transfer (CT)
- ☐ Assessment of Prior Learning (APL)
- ☐ Assessment of Current Competency

I have completed:

Code: _____

Date completed: ____ / ____ / ____

Training Provider:

I have attached a copy of:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

APL/Current competency:

I have _____ (number) years
experience

in the _____ industry.

I can provide evidence of my experience and
attached a copy of:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

I declare that the evidence I have provided is a true and accurate record of my work and life experiences:

Signature of applicant: _____

Date: _____

Please tick the Courses for which you are applying for APL:

Course Code	Course Name	Level	Credits	APL Applied for (please tick)	Office use only: Approved: Y/N
Year One					
BMS1_MS	Biomedical Science 1_MS	5	15		
BMS1_AP	Biomedical Science 1 _AP	5	15		
PMP1	NZ Healthcare 1	5	15		
CMS1_PartA	Points Location	5	15		
CMS1_PartB	ACU Techniques and Points Function	5	15		
CMK1	Chinese Medicine Theory 1	5	15		
CMK2	Chinese Medicine Theory 2	5	15		
CMK3	Chinese Health Preservation & Enhancement	5	15		
Year Two					
BMS2	Biomedical Science 2	6	15		
BMS3	Clinical Science 1	6	15		
PMP2	NZ Healthcare 2	6	15		
CMS2	Pre-clinical Practice	6	15		
CMK4	Herbal Medicine 1	6	15		
CMK5	Herbal Medicine 2	6	15		
CMP1	Chinese Medicine Practicum 1	6	15		
CCM1	Chinese Clinical Medicine 1	6	15		
Year Three					
BMS4	Clinical Science 2	7	15		
BMS5	Clinical Science 3	7	15		
PMP3	NZ Healthcare 3	7	15		
CCM2	Chinese Clinical Medicine 2	7	15		
CCM3	Chinese Clinical Medicine 3	7	15		
CMP2	Chinese Medicine Clinic Practicum 2	7	15		

CMP3	Chinese Medicine Clinic Practicum 3	7	30		
Year Four					
PMP4	Integrated Patient Management & Clinical Reasoning	7	15		
CMK6	Chinese Medicine Classic Works 1	7	15		
CMK7	Herbal Medicine 3	7	15		
CMK8	Chinese Medicine Classic Works 2	7	15		
CMP4	Chinese Medicine Practicum 4	7	15		
CMP5	Chinese Medicine Practicum 5	7	30		
CCM4	Chinese Clinical Medicine 4	7	15		

C. Payment of fee

APL Application Fee: \$100

Please pay by bank deposit:

New Zealand College of Chinese Medicine Ltd.

Bank: ASB

Account Name: NZCCM

Account Number: 12-3021-0350521-00

Please put "APL" and your name in the reference.

I understand that the APL application fee is non-refundable.

Signed.....

Date.....

Payment processed – completed by NZCCM

Application Fee Paid:	Amount Paid:	Signature of Staff:	Date:
Yes No	\$		

Assessment result (completed by the Staff of NZCCM)

Office Use Only	
Number of courses granted APL as detailed in section B:	
Total number of credits granted:	
Comments:	
Signature of Course APL Assessor:	Date:
Signature of Quality Assurance Manager:	Date:
Result of Appeal (if applicable):	
Comments:	
Signature of Academic Manager (if applicable):	Date:

Copy sent to student

Original kept in student file with original or stamped copies "original sighted" used for assessing each course.