

RECOGNITION OF PRIOR LEARNING AND CURRENT COMPETENCY POLICY AND PROCEDURES

Rationale

The Catholic Institute of Aotearoa New Zealand (TCI) affirms the principle of life-long learning by acknowledging prior learning, current competency and transfer of credit as being of value in contributing to the ongoing education of students.

Purpose

1. To recognise the prior learning and current competency of students.
2. To accept equivalent courses and/or qualifications for entry in to or credit towards a TCI qualification.
3. To provide a fair and equitable system of transferring credit to student programmes courses of study and/or programmes with similar skills and knowledge.

Principles

1. To provide credit for current competency that does not compromise the integrity of any courses of study and/or programmes at TCI.
2. To continue to work with other tertiary institutions for recognition of formal courses and qualifications for credit transfer at both institutions.
3. To provide opportunities that cater for, and are of educational benefit to, students.

Guidelines

To be eligible for credit for prior learning students are to supply evidence of recognised qualifications and/or courses obtained from other learning institutions that are at least:

- a. of an equivalent or higher level/standard;
- b. are in the same area of study;
- c. have been completed not longer than 10 years prior to enrolling for qualifications at TCI.

To be eligible for credits for previous experience or current competency students must submit evidence that:

- a. the prior experience is current (at least previous 5 years);
- b. is in related fields;
- c. meets the industry or discipline regulations and/or benchmarks.

TCI reserves the right to allocate credits under this category. In making an application, students must complete the TCI Application for Credit for Previous Studies and/or Recognised Prior and Current Learning.

A maximum of 40% (or its equivalent) of a qualification can be credited. Students must complete at least 60% (or its equivalent) of a TCI qualification with TCI. In the case where a student demonstrates that prior qualifications and current competency in related fields of study is of such a level that certain courses would be of no educational value to the student, alternative courses must be studied in order to achieve the 60% requirement for the qualification awarded by TCI.

All cases will be considered on an individual basis and special conditions may apply for particular courses and/or qualifications.

The following sets out the credit allocation for each qualification:

New Zealand Certificate in Christian Studies (Level 5; 60 credits) strand **Christian Ministry** (with sub-majors in *Pastoral Ministry, Catholic Youth Ministry, Prison Ministry and Hospital Ministry*)

- i. Up to 20 credits (2 x 10 credit papers) may be awarded for the New Zealand Certificate in Christian Studies strand Christian Ministry.
- ii. Prior experience and current competency shall be considered, and TCI reserves the right to accord equivalent credit. In certain cases, an assessment at the appropriate level may be required.
- iii. Students who have completed courses that are common to other qualifications awarded by TCI shall have these courses cross-credited.
- iv. Once credits have been awarded for one qualification, they must not be awarded again for another. In this case the student must study alternative courses.

New Zealand Certificate in Christian Studies (Level 5; 80 credits) strand **Religious Education**

- i. Up to 30 credits (3 x 10 credit papers) may be awarded for the New Zealand Certificate in Christian Studies strand Religious Education.
- ii. Prior experience and current competency shall be considered, and TCI reserves the right to accord equivalent credit. In certain cases, an assessment at the appropriate level may be required.
- iii. Students who have completed courses that are common to other qualifications awarded by TCI shall have these courses cross-credited.
- iv. Once credits have been awarded for one qualification, they must not be awarded again for another. In this case the student must study alternative courses.

New Zealand Diploma in Christian Studies (Level 6; 120 credits) with strands in **Christian Leadership, Pastoral Ministry, Religious Education, and Theological Studies**

- i. Up to 48 credits (3 x 15 credit papers) may be awarded for this qualification.
- ii. If a student completes a NZDCS in one strand and wishes to study for NZDCS in a different strand, 48 credits (3x 15 credit papers) may be cross credited to the second diploma.
- iii. Once credits have been awarded for one qualification, they must not be awarded again for another. In this case the student must study alternative courses.
- iv. Prior experience and current competency shall be considered, and TCI reserves the right to accord equivalent credit. In certain cases an assessment at the appropriate level may be required.

Approving Authority and Appeal Process

Decisions on credit transfer are made by the Head of Learning and Teaching. Any student dissatisfied with the decision on credit transfer may apply to have the decision reviewed by the Academic Committee.

Related Policies

Nil.



THE CATHOLIC INSTITUTE
OF AOTEAROA NEW ZEALAND
Te Pūtahi Katorika ki Aotearoa

STUDENT APPLICATION FOR CREDIT

**STUDENT NSN
STUDENT EMAIL**

**NAME
ADDRESS**

DATE

PROGRAMME/COURSE OF STUDY STUDENT IS ENROLLED

STUDENT APPLICATION FORM

Form Completed by Student

Yes

No

Evidence of Qualifications and/or Experience produced

Yes

No

(Refer Application)

PREVIOUS QUALIFICATIONS

QUALIFICATION	INSTITUTION	YEAR

EXPERIENCE

FIELDS OF STUDY

Scripture	Theology	Pastoral Ministry	Liturgy	Religious Education

ALLOCATION OF CREDITS FOR PROGRAMME/COURSE
(Specify Programme/Course)

Course	Credit Awarded	Cross Credit	Alternative

Note:

CREDIT ALLOCATION:

--

RECOMMENDATION:

Signed:

Academic Dean or Dean of Theology or Head of Student and Business Support (delete others)

Date: