

## Recognition of Prior Learning Application 2016

Family Name		Date of Application	
Given Name/s			
DOB		Student ID/ NIN	
Street Address			
Suburb Town / City Postcode			
Home Ph		Mobile Ph	
Email			
<p>Please tick the courses you wish to have recognised as equivalent to certification currently held. <b>Please attach copies of relevant certificates.</b> <i>Note: see Policy overleaf</i></p> <p><input type="checkbox"/> Boatmaster</p> <p><input type="checkbox"/> MRROC</p> <p><input type="checkbox"/> Inboard Engine Maintenance</p> <p><input type="checkbox"/> Outboard Engine Maintenance</p> <p><input type="checkbox"/> GPS</p> <p><input type="checkbox"/> Radar</p> <p><input type="checkbox"/> Day Skipper</p> <p><input type="checkbox"/> VHF</p> <p>Other :(please specify): _____</p>		<p><b>Office use only:</b></p> <p><i>RPL approved for:</i></p> <p><input type="checkbox"/> Boatmaster</p> <p><input type="checkbox"/> MRROC</p> <p><input type="checkbox"/> Inboard Engine Maintenance</p> <p><input type="checkbox"/> Outboard Engine Maintenance</p> <p><input type="checkbox"/> GPS</p> <p><input type="checkbox"/> Radar</p> <p><input type="checkbox"/> Day Skipper</p> <p><input type="checkbox"/> VHF</p> <p><i>Comments / Recommendations:</i></p>	

**Note:**

- Standard fee for RPL and RCC fee is \$50.00 initial evaluation fee, plus \$50.00 per hour for any comparative analysis if required.
- All CT, RPL & RCC applications for SRL/CIDMO programme components incur a \$50.00 fee per course certificate to cover additional admin required.

Please find enclosed payment for above.

Visa / Mastercard

Card no. \_\_\_\_\_

CSV \_\_\_\_\_

Expiry date \_\_\_\_/\_\_\_\_/\_\_\_\_

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

Amount: \$ \_\_\_\_.

Cardholders signature \_\_\_\_\_

**Please complete and return to:**

Training Manager, CBE, PO Box 91 322, Victoria St West, Auckland.

Or by email to: [steve.crockett@boatingeducation.org.nz](mailto:steve.crockett@boatingeducation.org.nz)

## **CBE Policy regarding Recognition of Prior Learning for CBE Certificate courses and Qualifications**

Evidence of previously attained learning and/or competencies, skills or experience may be submitted to CBE for consideration. All applications will be considered and assessed, with recognition granted where appropriate.

Recognition may be granted for a part or parts, or for a whole certificate, unit or module.

Evidence may consist of:

- Formal study (a certificate or unit standard)
- Non-certificated courses (PD or other training)
- Work and/or sea-going experience

Recognition of previously attained learning may consist of one or more of the mechanisms listed below, evidenced by one or more of the above.

- **Credit Transfer (CT)** – this involves the direct recognition of recent training (within the past 5 years) in a specific area or unit of competency. For a credit transfer a candidate will be required to produce a document such as a certificate or statement of attainment as evidence. CT is normally only granted in cases of direct equivalency, where the course syllabus and assessment criteria identically or very closely match the certificate or module applied for.
- **Recognition of Prior Learning (RPL)** – applies where an applicant has completed prior formal study (within the past 10 years) evidenced by a certificate or statement of attainment but where the prior study is not an exact match. In these cases equivalency may be granted in-part or as a whole. RPL applicants are normally required to complete some form of bridging-course and/or assessment. This may constitute portfolio evidence, written or oral assessment, attestation, interview or observation of practices.
- **Recognition of Current Competency (RCC)** – this involves the recognition of the applicant's current skills and knowledge based on having completed work or sea-going experience or training some years in the past for which there is no formal academic record. RCC applicants are normally required to complete an assessment to ensure currency.

### **Procedure:**

- All applications for the recognition of prior learning, whether for CT, RPL or RCC must be submitted utilising the appropriate application form (overleaf) together with suitable evidence and the initial evaluation fee. Applications will then be considered and any further fees advised prior to processing.
- Recognition fees will vary depending upon the number and complexity of modules for which recognition has been requested and the extent and format of any further training or assessment required.