

## Recognition of Learning for Credit

### Coastguard Boating Education Certificate in Domestic Maritime Operations Policy 4.14

#### **Purpose:**

To outline processes and procedures for the recognition of learning for credit for the Certificate in Domestic Maritime Operations (Restricted Limits).

#### **Scope:**

Any applicant/learner seeking to gain learning for credit for a Coastguard Boating Education programme of study (CiDMO) qualification.

#### **Associated Policies and Procedures:**

Evidence of previously attained certificates of competence or other appropriate maritime qualifications may permit a student to receive credit for learning towards the Certificate in Domestic Maritime Operations. All applications will be considered and assessed, according to the guidelines below.

Recognition may be granted for a part of parts, or for a whole certificate, unit or module. Evidence may consist of:

- Formal study (a recognised certificate of competence or unit standard)
- Non-certified courses (PD or other training)

Recognition of previously attained learning may consist of one or more of the following mechanisms.

#### **Credit Recognition and Transfer (CRT)**

Following NZQA guidelines, Coastguard Boating Education describes CRT as a process where credit for outcomes already achieved by a student, through formal study in relation to a qualification, is recognised as credit for comparable outcomes in another qualification. Coastguard Boating Education can credit recent training (within the past 2 years) in a specific area or unit of competency.

For credit recognition transfer, a candidate will be required to produce a document such as a certificate or authorised statement of attainment as evidence. CRT is normally only granted in cases of direct equivalency, where the course syllabus and assessment criteria matches or exceeds the certificate or module applied for. For example if you hold relevant Coastguard Boating Education certificates you can apply for CRT.

Students whose qualification is more than 2 years old should apply via the RPL process, with further assessment required.

#### **Recognition of Prior Learning (RPL)**

RPL is a process that involves a formal assessment of a learner's relevant and current knowledge and skills (gained through prior learning) to determine the achievement of learning outcomes of a qualification for the purpose of awarding credit towards that qualification.

RPL may apply where an applicant has completed prior formal study (within the past 5 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 required to demonstrate current competency through formal assessment. This is best achieved by sitting the current assessment for the relevant module.

## **RPL of The Training Record Book (TRB)**

The TRB is a substantial portfolio of work requiring verification. It should be completed during the Coastguard Boating Education CiDMO enrolment period.

Should a candidate apply to have their TRB verified and approved for work completed outside the CIDMO enrolment period, a fee equivalent to the current course cost will apply. This includes a full audit and provides a review and advice of any aspects requiring remedial action. In addition CBE will conduct an oral exam, based on the SRL competency framework, to verify the candidate's knowledge is at the required standard. The fee for this will be in line with the MNZ SRL examination fee.

### **Procedure:**

All applications for CRT or RPL must be submitted on the appropriate application form, together with suitable evidence. An evaluation fee (\$50) is required for RPL assessment. Applications will then be considered and any further fees will be advised prior to processing.

Applications will be reviewed within 7 working days of receipt of the completed application.

### **Fees:**

The fee for the CIDMO programme will be reduced according to the number of modules for which the credit is received. The Head of Training will advise you of the CIDMO enrolment fee.

Where demonstration of current competency is required, candidates will be liable for the cost of the necessary assessment.