

## Application for Credit Transfer or Cross-Credit

If you have

- unit standards, and/or
- qualifications, and/or
- experience

that you think might enable you to be credited with other unit standards that are managed by Careerforce, you can apply for Cross-Credit or Credit Transfer or Exemption.

### Unit Standard Cross-Credit/Exemption

*This is where a unit standard you already have may provide an exemption against another unit standard. That is, you don't have to do the new standard.*

In every Careerforce Qualification registered on the National Qualification Framework, <http://www.nzqa.govt.nz/qualifications-standards/> there is a section which lists which unit standards can be transitioned in this way. Careerforce also publishes a qualification transition matrix on its website, <http://www.careerforce.org.nz/exemption> .

These sites indicate which unit standards provide exemptions for other unit standards. Even if your unit standard is not listed in either of these sources you can apply anyway if you think the unit standard you have could provide an exemption for another unit standard.

#### To Apply

- 1 Look on the New Zealand Qualifications Framework, <http://www.nzqa.govt.nz/framework/> for the qualification you would like credits against and decide what unit standards you think you might be able to have credited to you based on your **existing unit standards** in your *Record of Achievement* (ROA) or on the transition list listed in the qualification.
- 2 List the unit standards that you think you can get exemption for in Column A in the application form, below.
- 3 In Column B, beside each unit standard for which you wish to gain exemption, list the unit standards that you have that you think will provide the exemption.
- 4 Attach to your application a copy of your *Record of Achievement* (ROA)
- 5 Send your application to: **Qualifications Manager, Careerforce, PO Box 25-255, Christchurch, 8144**
- 6 We will cross-check your application and enter your credits or exemption if applicable and will advise you when this is done.

**There is no charge for applications of this type.**

## Credit Transfer

*This is where you believe that you already have the working skills and knowledge, i.e. competencies, that are contained in a unit standard that you would like to be credited with, without having to do it.*

*Or*

*Where you have a non-NZQA qualification you have achieved in the past, in NZ or overseas, that you believe could be cross-credited against certain unit standards managed by Careerforce,*

To apply for these you will have to provide **evidence of competency**.

For the first, you need to provide **evidence**, via your workplace, of **existing skills and knowledge** to meet the competencies in a unit standard. Current competence can be seen on the job by a workplace verifier or workplace assessor or they can be confirmed in writing by your employer. This is sometimes called *Recognition of Current Competency (RCC)*.

For the second, you will have to provide **evidence** of any **qualification** that you already have and apply to Careerforce to confirm your claim of competency. The learning has to be current or recent (within the past 5 years), for it to be considered.

This is sometimes called *Recognition of Prior Learning (RPL)*.

### To Apply

- 1 Look on the New Zealand Qualifications Framework, <http://www.nzqa.govt.nz/framework/> for the Careerforce qualification you would like credits against and decide what unit standards you think you might be able to have credited to you based on your experience or prior learning
- 2 List these in Column A in the application form, below.
- 3 In Column B, beside each unit standard, summarise the evidence you have for believing that you might be able to be credited with the unit standard.
- 4 Attach to your application copies of any qualification or letters of attestation from your current or previous employer that could be used as evidence in your favour. If your evidence is a prior qualification this must include a complete break-down of the competencies you have covered (ie courses you have completed through assessment and their learning outcomes). A certificate of achievement or attendance is not enough.
- 5 Send your application to: **Qualifications Manager, Careerforce, PO Box 25-255, Christchurch, 8144**
- 6 We will cross-check your application for completeness and advise you if further information or evidence is required.
- 7 The assessment of your application will be carried out to an independent specialist. The current charges for this service are \$70 per hour, and **an initial cheque for \$70 should be included with the application.**

- 8 It may take from 1 to 3 hours to assess an application, and you will be contacted by the assessor if it is estimated that the time taken will exceed 1 hour. You will be asked for your agreement to proceed in such cases. Fees paid are non-refundable whatever the result of the assessment of your application.

**Please note:**

**You can maximise your chances of success and minimise the time required to carry out the assessment of your application for credit transfer by preparing it thoroughly and including all evidence.**

# Application Form



<b>Your name:</b>	
<b>Your e-mail address:</b>	
<b>Your postal address:</b>	
<b>Your telephone number:</b>	
<b>Date of application:</b>	
<b><u>Either</u> NZQA Student number <u>or</u> Date of Birth*</b>	

\* We need one of these pieces of information to be able to add unit standards to your Record of Achievement.

Unit standard ID number	Evidence summary	For Office Use
<b>Example</b> 16874 <i>Demonstrate an ability to support a person with a communication impairment</i>	<b>Example</b> 1. Letter(s) of attestation or testimony from your employer/manager/work-place verifier. AND/OR 2. Copy of your relevant qualification(s) with a break-down of content in terms of competencies you have achieved. AND/OR 3. <i>Record of Achievement</i> listing your registered unit standards. <b>Attach evidence as appropriate</b>	

<b>Unit standard ID number</b>	<b>Evidence summary</b>	<b>For Office Use</b>

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Add further sheets if you need to.