

## Application for Credit Transfer or Cross-Credit

If you have

2. unit standards.
3. qualifications ,
4. experience ,

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

### Unit Standard Cross - Credit

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

In every Careerforce Qualification registered on the National Qualification Framework, <http://www.nzqa.govt.nz/framework/> 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/index.cfm/3,79,275/transition-matrix-2008.pdf>

You can see quite clearly in these lists which unit standards you may have cross-credited to you. 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 be cross-credited against another unit standard.

### To Apply

1. Look on the National Qualifications Framework, <http://www.nzqa.govt.nz/framework/> at 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 Learning (ROL) or on the transition list listed in the qualification.
2. List these in Column A in the application form, below.
3. In Column B, beside each unit standard, list the unit standards that you have.
4. Attach to your application a copy of your Record of Learning (ROL)
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 cost** for this application.

## 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 competencies 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 **RCC** Recognition of Current Competency.

For the second, you will have to provide **evidence** of any **national or international 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 **RPL** or Recognition of Prior Learning.

### To Apply

1. Look on the National Qualifications Framework, <http://www.nzqa.govt.nz/framework/> at 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. A certificate of achievement is not enough.
5. Send your application to: **Qualifications Manager, Careerforce, PO Box 25-255, Christchurch, 8144**
6. We will cross-check your application and advise you of the next step.
  - a. If your application is straight-forward and the evidence very obvious we will credit you with the units standards you have applied for. There is **no up-front cost** for this process.

b. **However,**

- i. if you are unable to identify the unit standards you believe you might be able to achieve **or**
- ii. if you don't have the required evidence to support your application **or**
- iii. if the correlation between your previous qualification and the unit standards you require is not clear **or**
- iv. if you don't agree with our decision regarding your first application,

we will be unable to assist you without sending your application out to a contracted specialist to appraise. In such cases you will be asked to pay the estimated **fee** for this in advance.

A standard appraisal fee is approximately \$70 per hour and it may take from one to three hours to process.

You will be asked for your agreement to proceed and for any estimated fee in advance, before we take this next step. Such costs are non-refundable whatever the result of the appraisal.

Please note: The more thoroughly you prepare your case for credit transfer and the clearer and more complete your evidence, the more likely it will be that your application is successful.

## 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>	

Unit standard ID number	Evidence summary	For Office Use
<b>Example</b>  16874 Demonstrate an ability to support a person with a communication impairment	<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. ROL listing your registered unit standards.  Attach evidence as appropriate.	

<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.